KWAZULU-NATAL TOURISM AND FILM AUTHORITY TERMS OF REFERENCE

TO SEEK A QUALIFIED SERVICE PROVIDER TO: PROVIDE LOCATION SCOUT SERVICES FOR THE LOCATIONS UNIT WITHIN KZN TOURISM AND FILM AUTHORITY FOR THE PERIOD OF 12 MONTHS.

To : SUPPLY CHAIN MANAGEMENT

Closing Date : 25 September 2026 at 11h00 am

RFQ No : REQ00748

Compulsory Briefing Session : 17 September 2026 at 11h00 am

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTIxNGE1NjAtOWE3Yi00ZTJlLWFjMGYtM2UwMWRjMzZiZDYy%40thread.v2/0?context=%7b%22Tid%22%3a%22467334f4-42a6-487a-971e-eb7aa0a5df18%22%2c%22Oid%22%3a%22dd9ed49f-147f-4beb-82a3-3aebd186a8d8%22%7d

TERMS OF REFERENCE (TOR)

1. BACKGROUND INFORMATION

1.1. ACRONYMS

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
KZNTAFA	KwaZulu-Natal Tourism and Film Authority
KZN	KwaZulu-Natal
LU	Locations Unit
SLA	Service Level Agreement
SP	Service Provider
LS	Location Scout
TOR's	Terms of Reference
TOR/S	Terms of Reference/s

1.2 THE OBJECTIVE OF THE PROJECT IS:

The function of the Locations Unit is to facilitate film productions throughout KwaZulu-Natal by providing images and identifying suitable locations for filmmakers. To ensure consistent film support and alignment with the mandate of the KwaZulu-Natal Tourism and Film Authority, this call seeks to appoint one service provider for location scouting services. The appointed service provider will be engaged for a period of twelve (12) months, ensuring immediate accessibility and dedicated support when required.

1.3 SCOPE

This document/ procedure will cover the following services to be rendered to the Kwa – Zulu Natal Tourism and Film Authority:

Location Scouting and Recce Coordination

Over a twelve-month period, it is anticipated that approximately **ten (10) familiarisation tours** will be conducted, of which approximately **three (3)** will take place within **eThekwini**. Each tour will run for a **maximum duration of five (5) days**. The appointed service provider will be responsible for providing comprehensive location scouting and recce coordination services to support these tours.

1. Location Scouting Responsibilities

For each familiarisation tour, the service provider is required to undertake **up to three (3) full days of location scouting**. The scope includes, but is not limited to, the following:

- **Identify and scout suitable filming locations** across the designated areas.
- **Engage and negotiate favourable rates** with productions, property owners, and relevant stakeholders.
- **Facilitate permit discussions and negotiations** with all required authorities, including municipal officials.
- **Capture and provide high-quality location images** of all scouted sites.
- **Share detailed contact information** for all locations identified during the scout.
- **Prepare and submit a comprehensive scouting report**, outlining locations found, permissions required, challenges identified, images, and recommendations.

The service provider must include **all costs associated with the 3-day scouting period** in their quotation. This includes transportation, meals (lunch), and any additional operational requirements.

2. Recce Coordination Responsibilities

Following the scouting process, the service provider will support the production team during the **recce phase**, which will run for a **maximum of five (5) days**. Key responsibilities include:

- **Securing all approved locations** for the recce, ensuring access and readiness.
- **Preparing and sharing a detailed itinerary** for the recce, including timelines, locations, contact persons, and logistical notes.
- **Coordinating with productions and location stakeholders** to ensure a seamless recce process.
- **Submitting a final consolidated report**, capturing all activities undertaken during both the scouting and recce phases.

Important:
For the recce period, **KZN Tourism and Film Authority will provide transportation, meals and accommodation**. The service provider **must not include** these items in their quotation.

3. Traineeship.

The appointed service provider will be required to utilise previously trained Location Scouts to mentor and develop one (1) emerging location scout (appointed by KZN Tourism & Film Authority) from KwaZulu-Natal over the twelve (12) month contract period. The development programme must provide practical exposure to location scouting, recce coordination, stakeholder engagement, permit facilitation, location reporting, and industry best practices. The KwaZulu-Natal Tourism and Film Authority (KZNTAFA) will pay the selected trainee a monthly stipend of **R4,800.00** directly for the duration of the twelve (12) month development programme. The appointed Service Provider will not be responsible for the payment of the stipend but will be responsible for providing mentorship, supervision, skills transfer, and practical workplace exposure. The appointed Service Providers must be willing to enter into a Service Level Agreement and to provide a comprehensive report once the traineeship has been completed.

The service provider shall:

• Provide hands-on training through participation in familiarisation tours, location scouting exercises, and recce activities undertaken during the contract period.
• Facilitate knowledge transfer on location management, stakeholder engagement, negotiation skills, permit processes, and reporting requirements.
• Submit quarterly progress reports outlining training activities, mentorship provided, and skills transferred.
• Support the trainee in establishing a sustainable business presence within the film industry.

Traineeship Outputs:

By the end of the twelve (12) month period, the service provider must provide evidence that the emerging location scout has:

• Compiled a portfolio of location scouting work undertaken during the programme.
• Registered a business with the Companies and Intellectual Property Commission (CIPC).
• Registered the business on the Central Supplier Database (CSD).
• Acquired the knowledge and skills required to operate as an independent location scout within the film and television industry.

The quotation should cover a period of 12 months using the above-mentioned details.

2 EVALUATION CRITERIA

The bid for the appointment of each service provider will be evaluated on functionality; preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

EVALUATION ON FUNCTIONALITY

- The service provider must score a minimum of 60 % in order to be evaluated further for price and preference points. ***Refer to Annexure*** below, for the information that must be provided and supported with documentation in order for the bid proposal to be evaluated and scored on Functionality.

APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:

The 80/20 preference points system will be applicable for the evaluation of this process in accordance with the Preferential Procurement Regulations 2022.

SPECIFIC GOALS FOR LOCATION SCOUT

	Specific Goals
Price	80
Ownership Goals	
• Atleast 51% Women owned Companies	05
• At least 51% Youth Owned Companies	05
RDP Goals	
• Enterprise Located in KwaZulu-Natal	10
Total	100

Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for points.

Verification of Specific Goals:

- **Women Verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD Report
- **Youth Verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD Report
- **Locality Verification** will be conducted through submission of a Utility Bill or CSD Report.

Failure on the part of a tenderer to submit proof or documentation required in terms of this Quotation to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a Quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

All quotations with all the required documentation to be forwarded to quotes@visitkznsa.com and failure to do so will result in your submission not being accepted. for enquiries related to SCM to be forwarded to scm@visitkznsa.com

For Technical Enquiries Contact: Sindisiwe Ngcobo
Email: Sindisiwe@visitkznsa.com

Board Members: Dr. J.S. Ndebele (Chairperson), Ms. R. Button (Deputy Chairperson), Dr. N. Qunta, Ms. G. Bhoola, Dr. I. Mkhize, Mr. S. Magoso, Ms. D. Hoorzuk, Ms. S. Croft, Ms. D. Sokhela, Ms. S. Dlungwane, Mr. L. Sidaki

Evaluation Grid

Project Name: Location Scout Services	Score	Weight	Total Score	Score
Company Profile	**Proof of work done**			
A minimum of 5 consecutive years of proven company/ personal experience in location scouting, including at least 3 international productions. (Kindly provide a company/personal profile as evidence of this experience.)	Proof of work done = 10points		10	
Sub-Total	10		**10**	
Reference Letters				
5 Written references (contactable references of previous work done in a form of letters highlighting experience as a location scout) Reference letters must have letter head, signature, and date.	5 letters =15points 3 letters =10 points 1 letters=5 points		15	
Sub-Total	15		**15**	
location scout: CV's				
location scout experience for at least 4 consecutive years (attach detailed and dated CV's)	0-3 years = 0 points 4-6 years=3 points 7-9 years=10 points 11years and above experience=15points		15	
Sub-Total	15		**15**	
Total Score	40		**40**	

Minimum Required score = 60%