

Terms of Reference:

Collation, editing, proofreading, design and printing: GFC Annual Report, 2023/ 2024.

Introduction: The Gauteng Film Commission (GFC)

The Gauteng Film Commission (GFC) is an agency of the Gauteng Provincial Government tasked with the development and promotion of the audio-visual industries in Gauteng. The GFC reports to the Gauteng Department of Sport, Arts, Culture and Recreation (DSACR) under the leadership of the Gauteng Province.

The GFC aims to be a leader in film- and television through harnessing our outstanding industry infrastructure, recognised technical and creative expertise, and unique and wide-ranging locations, by:

- Marketing Gauteng as a location of choice.
 - Working with, and providing advice to industry, government agencies and other key stakeholders about the support, development and growth of a sustainable audio-visual industry;
 - Promoting and celebrating an active screen culture across the Province;
 - Supporting the transformation of the sector into a world-class industry and that is reflective of South Africa in its entirety.
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Background

In terms of National Treasury requirements, the GFC needs to submit a final Annual Report by the end of August 2024 for the financial year ending 31 March 2024 to the Gauteng Department of Sport, Arts, Culture and Recreation. The Annual Report will be incorporated into the departmental Annual Report of the Gauteng DSACR. In addition, this document will be published as a GFC corporate Annual Report for distribution to the organisation's core partners and stakeholders. In line with the spirit of the Access to Information Act, a PDF version of the Report will be placed on the GFC website.

Structure and content requirement Treasury Regulations stipulate that the Annual Report should contain:

- an annual report on the activities of the GFC during the financial year under review;
- the financial statements for that financial year (as audited); and
- The Auditor-General's report on those statements.

Control Previous copies of the 'Gauteng Film Commission Annual Report will need to be studied in order to ensure consistency and alignment. Previous copies are available on our website as pdf copies.

Appointment of providers Individuals or organizations with suitable experience in copy writing, editing, design and production of corporate publications are invited to submit quotations as per these broad terms of reference. The contract will be for a one-year period, kindly quote accordingly.

Outputs

- Project coordination (against deadlines)
- Copy writing, editing, subbing and proofing
- Design and creative application
- High-res photographs of the company directors
- Production, printing and delivery to the GFC offices
- Word document and a disc
- Electronic conversion of final proof into PDF file format

Technical specifications	Estimated number of pages	110
	Print run	300 / 350
	Finishing	Please supply quotations based on suitable paper options of not less than 90 gsm for the text pages and 200 gsm, matt finished with embossing/ silver/ gold plated titling. Binding should be perfect bound.
	Images	To be sourced from GFC and other appropriate stock libraries with possible picture research or commissioning of original photography.

Quotation requirements

- Payment for deliverables will be made after completion of agreed deliverables and phases;
- Suppliers must quote for the full scope of the project including the printing.

**Selection
Procedures**

Please note that the adjudication of quotations will be done in line with the applicable GFC Procurement Policy and Procedures.

The final decision and successful appointment will be made by the GFC and no correspondence will be entered into thereafter. The GFC reserves the right to ultimately decide not to appoint any service provider in terms of this call for quotations.

The successful applicant must be ready and available to commence work immediately on appointment (25 April 2023).

**Expertise
Required and
Criteria for
Awarding
Contract**

All written submissions will be assessed against the following criteria:

- Strong corporate publishing background and experience;
- Ability to facilitate and manage required processes;
- Excellent writing, editing, design and publishing experience and expertise.

The assessment of submission compliance with applicable government procurement policy and guidelines will be with regards to:

- Compliance with the stated technical requirements;
- Proof of experience and capacity;
- Timeframes applicable;
- Risk evaluation;
- Applicable Ownership, SMME and Broad-based Black Economic Empowerment (BBBEE) status

Note that in terms of National Treasury Regulations the GFC must request a current SARS Tax Clearance Certificate from all its suppliers. Kindly include this certificate in your submission; it should be an original copy. **Failure to do this will automatically disqualify your submission.**

**Required
Documents**

1. Business Profile
2. Quotation
3. BBBEE Certificate
4. Tax Pin/ Clearance Certificate
5. SBD Forms 4,8,9 and 6.1 (forms in the links below)
6. Central Supplier Database (CSD)
7. At least 3 hard copies of previously designed Annual Reports to be delivered to the GFC Offices:

Gauteng Film Commission

1st Floor

35 Rissik Street

Marshalltown

Johannesburg

2108

Timeframes Quotations must include a draft production schedule considering the following **tentative** deadlines:

- Submission of first draft copy: 19 May 2024
 - 2nd draft after Editing and Proof reading: 14 June 2024
 - Final draft: 12 July 2024
 - Delivery of 300/ 350 copies to the GFC offices: 20 August 2024
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Contractual Arrangements The GFC will establish a Service Level Agreement with the appointed service provider based on a final negotiation of the payment structure arrangements as based on the outlined fee structure and implementation schedule. There will be one contract between GFC and the appointed service provider. Provision of any services by affiliated organisations or subsidiary organisations will be incorporated into the Service Level Agreement.

Submission of Proposals Proposals and quotes must be submitted to quotes@gautengfilm.org.za, copy ibanathim@gautengfilm.org.za by no later than **16:00 Wednesday end of business, 24 April 2024.**

Please note that no late proposals will be considered. Proposals received after the above deadline will be recorded as such in a register which will be kept for this purpose.

Unauthorised Communication Please note that all communications must be directed through the contact person named in the Terms of Reference, unless advised otherwise by the contact person. Unauthorised communication with other staff may lead to disqualification of the Quotation.

Cost Structure Please provide a detailed fee structure and implementation schedule as part of your submission clearly **indicating VAT.**

Preparation of Proposals The GFC will neither be responsible for, nor pay for, any expense or loss which may be incurred by persons arising in any way from the preparation of their Proposal.

Enquiries

Please note that any clarification of the brief must be sought in writing from:

Nano Mothibi

Marketing and Communication Manager

Gauteng Film Commission

1st Floor

35 Rissik Street

Marshalltown

Johannesburg

2108

Tel: (011) 833 0409

E-mail: nanom@gautengfilm.org.za

**Send
Applications
to:**

: quotes@gautengfilm.org.za

Copy: ibanathim@gautengfilm.org.za
