



Development Planning, Environment & Management Unit Environmental Planning & Climate Protection Department

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Deputy Head: Dr D Roberts

Call for Quotations: 7N 18829 Innovative and Creative Thinking Course – Environmental Planning & Climate Protection Department

1. Purpose

The purpose of the current Terms of Reference is to appoint a suitably qualified service provider to run a 2 day course in Innovative and Creative Thinking with staff from the Environmental Planning and Climate Protection Department.

2. Background

At both a local and an international level, the landscape in which the Environmental Planning and Climate Protection Department (EPCPD) works, is rapidly changing. The hosting of COP 17/CMP 7 in Durban in 2011 and being selected as a part of the Rockefeller Foundation's 100 Resilient Cities Programme in 2013 have provided platforms for complex interactions around a range of environmental sustainability issues, while Rio +20 (2012) highlighted the global trends in the environmental field that will affect eThekweni Municipality's development path. Partnerships with sister cities, NGO's and businesses are also becoming a critical part of projects managed by EPCPD. The result is that, in the course of its work, the department increasingly needs to coordinate and manage complex cross-sectoral and multi-stakeholder processes. Innovative and creative thinking becomes an important element of the work that is undertaken as it, (1) allows these engagements and processes to be designed in a manner that optimises its outputs, and (2) it allows staff to have more value-add input. Strong innovative and creative thinking skills are an integral part of being able to work optimally within an ever changing work environment.

With this in mind, EPCPD has been investigating opportunities for members of EPCPD's Policy Implementation Branch to attend an Innovative and Creative Thinking Training course. This is not currently offered as part of the municipality's Workplace Skills Programme. These skills are seen to be critical if the department is to influence cross-sectoral decision-making and planning in eThekweni Municipality.

3. Scope of work

The successful service provider will be required to run a 2 day Innovative and Creative Thinking course with a maximum of 4 staff from the Environmental Planning and Climate Protection Department. At a minimum, the course should:

- Provide insight on the principles of creative thinking, using the creative process and how to build a creative environment
- Enable staff to identify the key elements that promote innovation in a workplace.
- Provide staff with an overview of the problem solving process
- Provide staff with the practical tools for promoting creativity, innovation and creative problem solving.
- Provide sufficient opportunities during the course to apply the skills learned in practical exercises during the course

4. Timeframes

The innovative and creative thinking course must be conducted before **30th June 2016**.

5. Minimum criteria for service providers

The following are regarded to be minimum criteria for service providers:

- Previous experience in training with local government or similar organisations.
- Relevant experience in training (at least 5 years) in innovative and creative thinking processes.
- Demonstrate an understanding of a variety of innovative and creative thinking tools and approaches.

Please note: Only service providers who are currently registered on the city's database, and who have a valid tax clearance certificate, will be considered for this appointment.

6. Requirements for submission of quotations

As part of the quotation submission process, service providers are required to submit:

- A quotation that is responsive to the current brief and that outlines the methodology that will be employed to deliver on the required outcomes of this process
- A course outline responsive to the current brief
- Detailed cost of the training
- Details of the trainer/facilitator that will be allocated to the project and their qualifications
- Evidence of relevant experience

7. Specification and Procurement Priorities

The specification has been compiled in accordance with national and international best practice and specifications. Quality and functionality are included in this 'Terms of Reference' as criteria, and will be assessed in terms of the evaluation criteria detailed below. Any bid which fails to meet the minimum threshold, of 70 out of 100 points, for functionality will be disqualified. Thereafter, only qualifying bids will be evaluated in terms of the 80/20 preference points system where 80 points are used for price only and 20 points are used for HDI ownership and/or achieving the prescribed RDP goals. The adjudication of this Request for Quotation will be in terms of the criteria presented below, and be in compliance with the scope, purpose and methodology of the intervention.

7.1 Functionality Assessment

The functionality assessment will be scored as follows:

Quality criteria	Sub-criteria	Max points
1.1 Response to brief and Project methodology	Understanding of brief - Project quotation demonstrates an understanding of the brief, and what is required to achieve the project outcomes.	10
	Implementation methodology - A clear course outline is presented, which covers the required areas and provides some detail on what will be covered in each course component.	30
1.2 Expertise and experience	Qualifications of key staff - The bidder is a suitably qualified professional, who is able to meet the demands of the required service	20
	Relevant experience - Bidder demonstrates significant experience in the areas identified in the section 'Minimum criteria for service providers'.	30
1.3 Timeframes	Meeting timeframes - Bidder demonstrates an ability to deliver on the project outcomes within the specified timeframes.	10
Maximum possible score for functionality		100

7.2 Preference points evaluation

Criterion	Weighting
Price	80 points
Empowerment – Points are determined on the basis of equity ownership of participating companies, equity of the project team and points for local business enterprises	20 points
Total	100 points

7.3 Adjudication table criteria

QUALITY CRITERIA	SUB CRITERIA	INDICATORS				
	Rating	Unresponsive	Poor	Satisfactory	Good	Very good
	Score	0%	40%	60%	80%	100%
QUALITY CRITERIA	Understanding of brief	No relevant information is included in the submission.	The quotation shows limited understanding of the brief and what is required to undertake the work. A limited understanding of the term scope of work is demonstrated.	The quotation shows that most elements of the brief have been understood. Key areas of work have been addressed. The submission includes an acceptable explanation of what is required in each aspect of the course.	The quotation demonstrates a high level of understanding of key elements of the brief. All key project criteria are identified and addressed in detail. A comprehensive explanation of each aspect of the course is provided.	The quotation demonstrates a completely relevant response that is very strongly aligned with core deliverables of the course. The quotation articulates each aspect of the course clearly and succinctly.
	Implementation methodology	No relevant information is included	The proposed methodology is weak in important areas and is unlikely to meet the course requirements.	The proposed methodology is in line with standard practice, covers most of the key aspects and should be able to meet the requirements of the current brief.	The proposed methodology is detailed and well-conceived and demonstrates a good level of understanding in meeting the current brief.	The methodology is detailed and relevant. It responds aptly to the brief for each element.
EXPERTISE & EXPERIENCE	Qualifications of key staff	No information on qualifications is provided	Key personnel allocated to the project have limited qualifications to deliver on the course outcomes	Key personnel allocated to the course have satisfactory qualifications	Key personnel allocated to the course have qualifications that are well aligned with the work that needs to be done.	The key personnel have advanced qualifications in the relevant fields.
	Relevant experience	No information on experience is provided.	The service provider has limited experience in the areas required for the course.	The service provider has relevant experience in most of the areas required by this course.	The service provider has sound experience in all areas required by the course.	The service provider has extensive experience in the areas required by the course, and their experience will add value to the overall course.
TIME FRAMES	Timelines	Timelines and budgets are not provided	A timeline and budget are provided but do not contain sufficient detail.	A timeline and budget are provided which addresses most of the elements of the brief.	A detailed timeline and budget are provided which align well with all elements of the brief.	A detailed timeline and budget are provided and possible risks to delivery have been identified, as well as possible ways to address these risks.

8. Details of Person for Enquiries

Please contact Cassandra Schnoor for any queries regarding this specification, on 031-311-7567 at the Environmental Planning and Climate Protection Department.

9. Supporting documents

a) The following documents must be supplied as part of the submission:

1. Quotation
2. Valid tax clearance certificate
3. P.R. number (if already registered on the procurement database)
4. BEE certificate
5. MBD 2 – Tax Clearance Certificate Requirement
6. MBD 4 – Declaration of Interest
7. MBD 5 – Declaration of Procurement above R10 million
8. MBD 6.1 – Declaration of Points Claim
9. MBD 6.2 – Declaration for Local Production and Content
10. MBD 8 – Declaration of Bidders Past SCM Practices
11. MBD 9 – Certificate of Independent Bid Termination

b) In addition, please take note of the following:

The company name, contact person and contact number must be clearly stated on the first page of your submission

Note: The forms for number 5 number to number 11 (listed above) will be sent as separate documents when service providers request a copy of the Terms of Reference. If you are missing any documents, please contact Cassandra Schnoor. These forms must be completed as part of the quotation. Failure to provide these forms will result in a disqualification.

10. Deadline for submissions

The closing date for submissions will be the **5TH of February 2016 at 11am.** Please note all submissions are required to be **hand delivered** to the **Materials Management, Corporate Procurement Building, Archie Gumede Place (formerly Old Fort Place), EThekweni Municipality; For Attention: C Schnoor, Environmental Planning and Climate Protection Department** and clearly marked with the PQ number on the envelope and quotation.

Location of Materials Management within the Old Fort Complex:

