

**Specifications, Evaluation Criteria and Works Space Norms Pretoria Local Office**

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE
ACCOMMODATION IN PRETORIA AREA**

No.	TERMS AND CONDITIONS OF THE SPECIFICATION	YES	NO	Comment
1	OPERATIONAL LEASE REQUIREMENTS			
1.1.	The properties should be offered on an operational lease, for a minimum period of five (5) years to maximum of 9 years and 11 months.			
1.2.	No deposit shall be paid for rental of the leased office accommodation.			
1.3.	The building offered must be habitable for office use and the bidder must be open for negotiation with Legal Aid SA for Tenant Installation Allowance.			
1.4.	The lease proposal must include an estimate of the costs of refurbishment and the Tenant Installation Allowance offered in accordance with the detailed work space norms provided on the last page of this document.			
1.5.	The Landlord must be willing to undertake all refurbishments on behalf of Legal Aid SA in line with Construction Industry Development Board (CIDB) requirements. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided on condition that if the costs of refurbishment exceed the contribution of the Landlord, the latter must advise the Tenant timeously and obtain consent from the Tenant prior to commencing with refurbishments in excess of the contribution amount. The refurbishments will form part of the signed lease agreement.			
1.6.	Legal Aid SA reserves the right to negotiation for space, rental and refurbishment costs.			
1.7.	A separate water and electricity meter must be in place which is managed and controlled by the local municipality or Eskom. No other meter system will be accepted.			
1.8.	The Landlord must ensure proper and adequate maintenance of the exterior of leased premises together with common areas for the duration of the agreement.			
1.9.	The Landlord must be willing to include a clause in the lease agreement regarding right of first refusal where the building will be first offered to Legal Aid SA should it be up for sale subject to Legal Aid SA adhering to its Supply Chain Management Policy.			
1.10.	Standard Lease Agreement used by Legal Aid SA shall form part of the tender document. By submitting the tender, the Landlord agrees that it will use the agreement and Legal Aid SA reserves its rights to reject the Landlord from using their own lease agreement. In cases where Legal Aid SA waives its right to use its standard lease agreement, no levies or contract drafting costs shall be payable by Legal Aid SA. Such leases shall be vetted by Legal Aid SA's legal team to ensure compliance with the organization's policies and regulations.			
1.11.	Legal Aid SA reserves the right not to make any appointment and shall not entertain any claim for costs that may have been incurred in the preparation and the submission of proposals.			
1.12.	Building must not have rising damp or visible structural defects or wall cracks. Building with structural defects and wall cracks exceeding 5mm will not be considered for further evaluation.			
2	Evaluation Criteria			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1.	Phase 1: Responsiveness			
2.1.1.	Bidders must ensure that they complete and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time: i. Signed SBD 1: Invitation to Bid. ii. Signed SBD 3.1: Pricing schedule – firm prices (Purchases). iii. Signed SBD 4: Bidder's Declaration. iv. Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022. v. Original or certified valid B-BBEE certificate or sworn affidavit. JV must submit a consolidated B-BBEE certificate. The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number). vi. Municipal Account Statement and/or electricity account of not older than two (2) months from the tender closing date. vii. The bid must be submitted with the latest CSD reports of all parties (agent, landlord/JV partners etc.)			
2.2.	Phase 2: Disqualification Criteria			
2.2.1	i) A bidder must submit a copy of the title deed for the building as proof of property ownership together with bid response. ii) An agent/entity of the landlord must provide a signed letter or relationship agreement with detailed responsibilities that the owner of the building has granted to the agent/entity for the leasing of the office building. Bidder must submit a signed confirmation letter/ relationship agreement. The letter must be in the company's letterhead signed by a delegated authority of all parties.			
	NB: Failure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.			

2.3.	Phase 3: Functionality In this phase, Legal Aid SA will look at the most appropriate property aligned to its operation, compatible with its infrastructure and feedback from reference checks. These will include site visits of properties and bid documents submitted by the landlords. The building will be evaluated on the following functionality criteria:			
	Functionality Evaluation Criteria	Points		
2.3.1.	Building Documentation	30		
	i. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) working days upon request by Legal Aid SA. Written communicate will be used for evaluation as proof of evidence. (5 points) ii. A bidder must submit a copy of actual building compliance documents : (25 points) a) Approved building plan (5 points); b) Occupancy Certificate (10 points); c) Zoning Certificate (2 points); d) Fire Protection/Evacuation Plan (2 points); e) Electrical Compliance Certificate (2 points); f) Pests Control Certificate (2 points) and g) Building Maintenance plan (2 points). NB: Zero point will be allocated for criteria/subcriteria not met or substantiated.			
2.3.2.	Building location and accessibility: (Targeted area is Pretoria)	30		
	i. Aerial plan or <i>Google maps</i> indicating the following to be attached. a) Building must be located in the target area and must be within 2km walking distance from public transport route and magistrate court = (20 points) b) Building be located in the target area more than 2km up to 2.25km walking distance from public transport route and magistrate court = (15 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route and magistrate court = (10 points) d) Building be located in the target area more than 2.5km up to 3km walking distance from public transport route and magistrate court = (5 points) e) Building be located in the target area and are more than 3km walking distance from public transport route and magistrate court = 0 points ii. A building must be accessible to people living with disabilities. NB: Site Inspection will be conducted by Legal Aid SA's official to verify. a) Building with ramps, lifts if offices not on ground floor and signage. (10 points) b) Building which is not accessible to persons living with disabilities. = (0 points)			
2.3.3	Building requirements:	30		
	i. Office space (20 points) Office building must have the following: a) air-conditioners = 5 points; b) electrical plugs per office = 5 points ; c) ablution facilities as per space norm = 5 points; d) fire escape routes/emergency exits = 5 points. NB: Zero point will be allocated for criteria/subcriteria not met or substantiated.			
2.3.4	ii. Parking Space (10 points)			
	A building with: a) availability minimum of 10 covered lockable parking bays on the premises; (8 points) b) availability minimum of 10 covered parking bays behind locked gate on the premises; (6 points); c) additional free open parking bay for Legal Aid SA's employees, visitors and clients within the premises. (2 points). d) No information or insufficient parking provided (0 points)			
2.3.4	Building Conditions and Availability:	10		
	i. The premises must be within a safe and secure office environment zoned for office or business use, as deemed acceptable as Land Use Management Scheme/Town Planning Scheme. The buildings (including the office offered to the Legal Aid SA) comprising the bidder's proposal and that of neighboring properties must have acceptable look, promote Legal Aid SA image and its business objectives. (8 points) ii. The premises must be made available for occupation by the 01 December 2024 . (All refurbishment completed) (2 points) NB Zero point will be allocated for criteria/subcriteria not met or substantiated.			
	TOTAL	100		
Only Bids that score 70 points or more on functionality will be evaluated further.				

2.4.1	<u>Phase 4: Compliance Criteria</u> Qualifying bidders from Phase 3 will be subjected to the confirmation/verification of the outstanding occupational and building compliance documents as per below. Failure to submit the documents/respond to the required as part of the due diligence process, within 7 working days from request, the bidder may be disqualified from further evaluation should the bidder fail to address the request by the Bid Evaluation Committee (BEC): i) Approved building plans; ii) Occupancy Certificate; iii) Zoning certificate; iv) Fire protection/evacuation plan; v) Electrical compliance certificate; vi) Pest Control Certificate; vii) Building Maintenance Plan (Before occupation & post occupation) and viii) Floor plan per the office setup			
2.4.2	<u>Phase 5: Price and B-BBEE</u> <u>ii. PPPFA Points Scoring</u> Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA), Procurement Regulations 2022. The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included), the 80/20 points system will apply, where: Price = 80 points, and B-BBEE level of contribution = 20 points <u>Pricing - must include VAT, if registered as a VAT Vendor or application made to SARS to register as a VAT Vendor (Proof must be attached)</u> - Bidder must provide the total costs of accommodation for the proposed duration, with the following details: - * Rental rate per square metre for the proposed office space; * Rate per parking bay; * Annual escalation rate of not greater than CPI, with a motivation if this exceeds CPI; * Tenant installation amount offered by the bidder; * Tenant's share of proportionate costs with details, if applicable. * Tenant Estimated Installation Cost: Tenant installation costs as per Legal Aid SA space norm will be applied on price evaluation to determine the best value for money.			
3	<u>Implementation</u>			
3.1	Upon occupation, a snag list shall be drawn within 30 days and be submitted to the service provider, who will attend to the defects within 30 days upon receipt thereof.			
4	<u>Additional Requirements are as follows.</u>			
4.1.	Partitioning as per Legal Aid SA's specification			
4.2.	Air-conditioning (preferably split units)			
4.3.	Painting - with corporate colours			
4.4.	Floor covering - with corporate colours			
4.5.	Power skirtings - with two power plugs per work station - one being specifically for computers			
4.6.	Network and telephone points			
4.7.	Blinds - with corporate colours			
4.8.	Space plan			
4.9.	UPS facility integrated into specific power points.			
4.10.	Branding requirements: Landlord willing to allow Legal Aid SA sign-board of Size: 1200mm (width) x 800mm (height), Weight/thickness 10mm mounted on the outside of the building			
4.11.	Information Technology requirements - Power skirtings accommodating computer and telephone network. Two plug points per desk. Between 5 and 6 Network points. UPS facility integrated into specific power points.			
4.12.	An emergency generator as a backup to electricity supply;			
4.13.	The building must have natural ventilation and natural light.			
4.14.	The building must be accessible to disabled persons and include, ramps and/or lifts where necessary.			
4.15.	Energy saving building will be an additional advantage.			

Comparison of existing facilities at Pretoria Local Office with Legal Aid Space Norms

A	B	C	D	E	F
Office	m²	Toilet Specifications (Toilets included in Column D)	No. Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Pretoria Local Office - Current Building Statistics (Minimum requirements)	1058	9 Toilets, 2 urinals and 8 basins: 3 toilets and 2 basins for females staff, 2 Toilets; 2 urinals and 2 basins for males staff; 1 toilet and 1 basin for disabled staff 1 toilet and 1 basin for Female clients, 1 toilets and 1 basins for male clients. 1 toilet and 1 basin for disabled clients	32 Offices, 1 boardroom, 1 reception, 1 client waiting room, 1 big storeroom, 1 small store room, 1 small space/ cleaners room, 1 server room, 2 photocopy centre, 1 kitchen,	71	10 Parking Bays
Per work space norms/ requirements	989	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males), 1 disabled toilet	51 Offices, 34 cubicles, 1 designated open areas	71	9 Parking Bays for Legal Aid Cars, 1 for Head Office

Legal Aid SA - Workspace Norms Pretoria Local Office

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/facility	Total space m ²	Comments
Space allocation based on employees							
Admin Manager	1	1			12	12	Office
Admin Officer, legal secretary, receptionist	7		7		10	70	Open Plan cubicle recommended - Height 1.8 m
Admin Supervisor	1	1			9	9	Office
Assistant*also playing role of receptionist	2		2		10	20	Open Plan cubicle recommended - Height 1.8 m
Candidate Attorney	10		10		4	40	Open Plan with 10 Cubicles recommended per CA .Cubicle size (Height 1.8 m, Breadth 1.8m & Length 1.8m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board.
Head of Office	1	1			12	12	Office
Principal Attorney	2	2			10	20	Office
Paralegal-Criminal ATP/Civil & HC	6	6			9	54	Office
HCU Manager	1	1			10	10	Office
Legal Practitioners/Criminal	15		15		4	60	Open Plan with 15 Cubicle recommended per. Cubicle size (Height 1.8 m, Breadth 1.8m & Length 1.8m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using
Legal Practitioners/HCU	10	10			9	90	Office
Supervisory LP	3	3			10	30	Office
Civil LP & CAs	11	11			10	110	Civil CAs like civil LP require own office and bigger space and they are mostly office based

Receptionist & Waiting Area	1			1	50	50	Reception counter - additional space necessary to accommodate high volume of clients
Total Space based on employees	71	36	34	1		587	
Space allocation based on facilities							
Satellite Office Staff							
Registry/ Filing Room		2			12	24	
Boardroom		3			60	180	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Storeroom		1			60	60	Safe storage room - additional space required to accommodate filling cabinets
Stationery room		2			4	8	
Kitchen		2			9	18	Large LO with large number of staff
Toilet		3			6	18	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) and 1 disabled toilet
Server/Network room		2			2	5	Ventilated - accommodate UPS and server cabinets
Total Space based on facilities		15	0	0		313	
Total Area Offices and Facilities						900	
Walkways, stairs and hallways						90	
TOTAL	71	51	34	1	0	989	

Total Number of Employees	71
Total Number of Offices, Cubicles and Toilets	85

