



Specifications, Evaluation Criteria and Works Space Norms Johannesburg Local Office

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LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION JOHANNESBURG LOCAL OFFICE				
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), seven (7) or nine (9) years.			
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, or any approved meter system.			
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 that have no 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.			
1.13.	The bidder must submit confirmation letter or letter of undertaking or commitment to provide a water back-up facilities or uninterrupted water supply before occupation.			
2	Evaluation Criteria			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1.	Phase 1: Administrative Compliance			
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. Completed Request for Proposal; ii. Completed and signed SBDs documents (SBD1, SBD 3.1, SBD 4 and SBD 6.1); iii. Original or certified valid B-BBEE certificate or sworn affidavit. JV must submit a consolidated B-BBEE certificate; iv. 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; and vii. The bid must be submitted with the latest CSD reports of all parties (agent, landlord/JV partners etc.)			
2.2.	Phase 2: Mandatory Requirements			
2.2.1	Bidder must be the owner of the property to be leased. If the owner provides the mandate letter to act on his/her behalf a copy of the mandate letter/agency agreement must be included in the submission of the bid. Compliance requirement: i) A bidder must submit a copy of the title deed for the building as proof of property ownership together with bid response. or ii) If the bidder is bidding on behalf of the owner, both copy of Title deed and mandate letter/agency agreement with the landlord must be submitted. NB: Failure to comply with the above will result in the bid being disqualified.			

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 location and accessibility: (Targeted area is around Johannesburg Magistrate court)	50		
	i. Bidder is required to submit proof of locational map indicating kilometres from the property to the court. - NB: If the map is not submitted the Legal Aid SA's official will verify the radius during site inspection. a) Building must be located in the target area and must be within 500m walking distance to magistrate court; (20 points) b) Building be located in the target area more than 500m up to 750m walking distance to magistrate court; (15 points) c) Building be located in the target area more than 750m up to 1km walking distance to magistrate court; (10 points) d) Building be located in the target area more than 1km up to 1.250km walking distance to magistrate court; (5 points) e) Building be located in the target area and are more than 1.250km walking distance to magistrate court; (0 points)			
	ii. Bidder is required to submit proof of locational map indicating kilometres from the property to the public transport. - NB: If the map is not submitted the Legal Aid SA's official will verify the radius during site inspection. a) Building must be located in the target area and must be within 500m walking distance from public transport route; (20 points) b) Building be located in the target area more than 500m up to 750m walking distance from public transport route (15 points) c) Building be located in the target area more than 750m up to 1km walking distance from public transport route (10 points) d) Building be located in the target area more than 1km up to 1.250km walking distance from public transport route; (5 points) e) Building be located in the target area and are more than 1.250km walking distance from public transport route; (0 points)			
	ii. A building must be accessible to people living with disabilities internally and externally in compliance with relevant Acts. NB: Site Inspection will be conducted by Legal Aid SA's official to verify. a) Building entrance with ramps [lifts if offices are not on the ground floor and disability signage] (10 points) or the bidder must submit a commitment letter to accommodate people with disability (6 points); b) Building entrance which is not accessible to persons living with disabilities or no commitment letter. (0 points)			
2.3.2.	Proposed Building Conditions/Requirements:	40		
	Office building should be able to meet the following requirements: [the Legal Aid SA's official will test/verify the below] a) Existing offices with air-conditioners and electrical plugs per office (8 points) ; b) Ablution facilities: for 12 toilets (10 points) or 10 toilets (8 points) or 8 toilets (6 points) or 6 toilets and less (0 points) ; c) Fire escape routes/emergency exits including Evacuation Plan (7 points) . NB Zero point will be allocated for criteria/subcriteria not met or substantiated.			
	e) minimum of 10 covered and secured parking bays on the premises (10 points) or minimum 10 covered parking bays behind locked gate on the premises (8 points) ; f) additional free open parking bays for Legal Aid SA's employees, visitors and clients within the premises (1 point per parking bay up to maximum of 5 points) ; g) No information or insufficient parking provided (0 points) .			
2.3.3.	Building Maintenance Plan	10		
	The bidder must complete maintenance schedule outlining the followings variables: a) Routine/ preventative maintenance (Internal and External) (5 points) b) Reactive Maintenance (Internal and External) (5 points) Response should clearly specify the responsibilities and liabilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, cleaning of office premises, hygiene services, garden services, etc.) 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	Phase 4: Price and B-BBEE			
2.4.1.	i. PPPFA Points Scoring Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA), Preferential 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			
	ii) 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) - 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.			

2.5	Phase 5: Compliance Criteria			
2.5.1	<p>The bidder is required to submit a letter of undertaking/commitment to comply with all the listed certificates on submission of the bid. Failure to submit the letter the bid may be disqualified.</p> <p>i) A proposed floor plans as per Legal Aid SA's space norms; ii) Approved building plan or letter of undertaking to submit the structural integrity report before occupation; iii) Occupancy Certificate issued by municipality or letter of undertaking stating to submit before occupation; iv) Fire requirements; v) Electrical Certificate of Compliance (COC) or commitment letter to submit before occupation; vi) Building Maintenance plan [The bidder must complete maintenance schedule outlining the following variables - Routine/preventative maintenance and reactive Maintenance]; and vii) Zoning Certificate.</p> <p>NB: Bidder may be requested to submit any missing certificates/letters as listed above at discretion of the Bid Evaluation Committee. The bidder will be request to submit such certificate or letter of undertaking within 7 working days of request. <u>The commitment letters will form part of suspensive clause should the bidder be awarded the tender.</u></p>			
3	Implementation			
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	Tenant Installation Requirements are as follows.			
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 Johannesburg Local Office with Legal Aid Space Norms

A	B	C	D	E	F
Office	m ²	Toilet Specifications (Toilets included in Column D)	No. Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Johannesburg Local Office - Current Building Statistics (Minimum requirements)	1053.8	Toilets in the building for Legal Aid staff and its clients to use	38 Offices, boardroom, storeroom, library, 2 server rooms, 2 kitchens, open area for 14 CLP's, open area for 16 RC LPs, open space for 4 admin staff, reception and waiting area.	84 (Main Office)	11 Parking Bays
Per work space norms/ requirements	1151	Toilets: (6 cubicles and 3 basins for females and 6 cubicles, 3 basins and 3 urinal for males) (2 toilet for disabled people, will be added advantage).	38 offices, 48 cubicles, 26 facilities rooms and 2 open area which serves as reception and waiting area.	86	9 parking bays for 9 fleet and 1 extra parking for Head of Office based in Johannesburg Local Office.

Legal Aid SA - Workspace Norms Johannesburg 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, Admin Sup, Legal Secretary, Office Assistants	11		11		10	110	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	14		14		4	56	
Legal Practitioners - DC	7		7		4	28	(i) Drywall height is 1200mm from the ground and the glass is 300mm, give a total of 1.5meters all around. The drywall height of 1.5meters is to provide for privacy of Practitioners. (ii) The length and breadth is 2.0 meters on each side give a total space of 4m ² . (iii) One side will have an opening of 750mm for access.
Legal Practitioners - RC	16		16		4	64	
Head of Office	1	1			12	12	Office
Paralegal	5	5			9	45	Office
Supervisory LPs, Labour, PLP, HCU Manager	9	9			10	90	Office
Legal Practitioners - HCU	15	15			9	135	Office
Legal Practitioners - Civil	6	6			9	54	Office
Receptionist & Waiting Area	1	1		1	30	30	Reception counter
Total Space based on employees	86	38	48	1	113	636	
Space allocation based on facilities							
Additional Offices/Facilities							
Registry/ Filing Room		2			9	18	Library
Boardroom		2			60	120	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Consultation rooms		3			9	27	
Storeroom		1			60	60	Safe storage room
Stationery room		2			4.5	9.0	
Kitchen		2			4.5	9.0	
Toilet		12			6	72	Toilets: (6 cubicles and 3 basins for females and 6 cubicles, 3 basins and 3 urinal for males) (2 toilet for disabled people, will be added advantage).
Server/Network room		2			4	8	Ventilated
Total Space based on facilities		26	0	0	157	323	
Total Area Offices and Facilities						959	
Walkways, stairs and hallways						192	
TOTAL	86	64	48	1	270	1151	Minimum required workspace of 1151m ² to maximum of 1166m ² . Failure to meet the minimum required space will be disqualified.
Note: MAXIMUM SPACE ALLOWED, Should the landlord offer gross lettable area that is above the maximum space required, the tenant will not be liable for payment of that extra space						1166	Maximum space
Total Number of Employees		86					
Total Number of Offices, Cubicles and Toilets		112					