

ANNEXURE A



RFP REF	
RFP DESCRIPTION	REQUEST FOR PROPOSAL FOR THE PROVISION OF CONSTRUCTION SERVICES FOR THE REFURBISHMENT OF THE EASTERN CAPE PROVINCIAL OFFICE IN GQEBERHA.
RFP ISSUE DATE	04 August 2025
COMPULSORY CLARIFICATION MEETING DATE AND TIME	TBC FROM 11:00 AM TO 13:00 PM AT LEGAL AID SOUTH AFRICA'S EASTERN CAPE, PROVINCIAL & LOCAL OFFICE IN GQEBERHA 1 UITENHAGE ROAD
Bid Validity Period	180 Days
Closing Date & Time	04 SEPTEMBER 2025 AT 11:00 AM

NB: NO LATE BIDS WILL BE ACCEPTED

LIST OF ANNEXURES:

- **Annexure B – Tender Specifications P1 & P2**
- **Annexure C – Bill of quantities**
- **Annexure D – Table(a) Schedule of Experience & Contactable References (List of Completed Projects) & Table(b) – Schedule of Key Personnel**

1. Purpose

Request for submission of proposals for the Refurbishment of the provision of construction services for the refurbishment of the Eastern Cape Provision Provincial Office in Gqebetha.

2. Overview

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the Constitution. Legal Aid South Africa is a high-performance organisation delivering its constitutional mandate to provide legal assistance to the indigent and vulnerable.

Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for Refurbishment of the Eastern Cape Provincial Office – Gqeberha.

Legal Aid SA Office Building Structure:

- The offices of Legal Aid SA are situated at: 1 Uitenhage Road Gqeberha Local Office.
- The building is occupied by an approximate total of 90 occupants at any one time
- The building consists of 2 floors (including the ground floor)

3. Scope of Work

Summary of Scope of Work: Refurbishment of the Eastern Cape Provincial Office – Gqeberha.

Suitably qualified and competent contractor are invited to submit a cost-effective proposal for the comprehensive refurbishment of the Legal Aid South Africa Eastern Cape Provincial Office, located at 1 Uitenhage Road, Gqeberha.

The objective of the project is to modernise and upgrade the facility to ensure it is fully functional, compliant with all relevant regulations, energy-efficient, and aligned with Legal Aid South Africa's corporate standards.

All refurbishment works must be delivered within the approved budget while maintaining the highest standards of quality, regulatory compliance, and operational functionality.

The refurbishment works include, but are not limited to, the following:

- **General Alterations:** Demolition, site preparation, temporary works, and making good.
- **Masonry:** Construction and modification of brick/block walls, including structural supports.

- **Carpentry & Joinery:** Installation of doors, frames, cabinetry, trims, and other timber elements.
- **Ceilings, Partitions & Access Flooring:** Installation of suspended ceilings, drywall partitions, and raised flooring systems.
- **Floor Coverings:** Supply and install vinyl and carpet.
- **Ironmongery:** Fitting of all door and window hardware, including locks, handles, and accessories.
- **Plastering:** Internal and external plaster finishes, including repairs and surface preparation.
- **Tiling:** Wall and floor tiling in wet and service areas, including waterproofing and grouting.
- **Plumbing & Drainage:** Installation and alteration of water supply, drainage systems, and sanitary fittings.
- **Paintwork:** Full preparation and application of internal paint finishes.
- **Aluminium Shopfronts, Louvres & Windows:** Installation of aluminium-framed windows, glazed shopfronts, louvre vents, and associated fittings.
- **IT and data infrastructure:** Installation or upgrading of structured cabling, server rooms, and network points.
- **Safety and security enhancements:** Improvements to fire detection and suppression systems, emergency exits, CCTV, access control, and alarm systems.
- **External works:** Façade improvements, waterproofing, signage, landscaping, Carport erection and parking area enhancements where applicable.
- **Furniture and fittings:** Provision of modern office furniture, storage solutions, and other fittings in line with Legal Aid SA standards.
- **Built-in Cupboards (BICs):** Custom manufacturing and installation of BICs for offices and utility spaces.
- **Accessibility upgrades:** Modifications to ensure universal access for people with disabilities, including ramps, accessible toilets, and signage.
- **Electrical Installations:** Power distribution, lighting, plug points, cable routing, DB boards, and compliance with SANS regulations.
- **Electronic Installations:** Data, voice, access control, CCTV, and other low-voltage systems.
- **Mechanical Installations:** Installation or alteration of HVAC systems, ventilation, and air circulation equipment.
- **Fire Services:** Installation of hydrant, signage, hose reels, and fire extinguishers to comply with fire codes.

Architectural Plans will **only** be made available to bidders who attend the compulsory site briefing and inspection meeting.

Specifications have been attached in the document as **Annexure B: Part 1 & Part 2**

NORMS AND STANDARDS:

All material, equipment and furniture shall be of A class finish and the following standards in line with Legal Aid SA's corporate identity (i.e. look and feel) and these would be shared with the successful bidder as part of the design briefing.

PROJECT TIMELINES

The appointed service provider will be required to start immediately after appointment. The project is envisaged to be completed within three (3) months after award.

COMPETENCIES / EXPERIENCE REQUIRED

The successful bidder must provide the following professional expertise and services (but not limited to):

- **Construction Teams:** CIDB-registered contractor and skilled tradesmen
- **Specialist Installers:** Certified technicians
- **Compliance:** Familiarity with building regulations, health and safety legislation, and local authority approvals.

4. Evaluation Criteria and References:

Bids shall be evaluated in terms of the 3-phase process:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)
Only bidders that comply with ALL the criteria set on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum 70 points threshold on criteria on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 below will proceed to Price and Preference Points Evaluation (Phase 3)	Bidder(s) will be evaluated out of 100 points i.e. 80 points for Price and 20 points for Preference Points.

Phase 1: Mandatory Admin Compliance:

During this phase, bid responses will be reviewed for purposes of assessing compliance with the provision of mandatory requirements.

Mandatory Admin Compliance

All bid respondents must submit the following documents that comply with all pre-qualification requirements. Bids that do not fully comply with the requirements will be disqualified and will not be considered for further evaluation.

<u>CIDB REGISTRATION</u>	<u>Comply</u>	<u>Not Comply</u>
<p>The bidder must have a valid CIDB grading designation of 5GB or higher. The bidder must maintain their applicable CIDB grading and active status with CIDB for the duration of the construction project.</p> <p>To substantiate, the bidder must submit/attach proof of valid CIDB Registration/application for grading.</p> <p>Where the bidding entity is a Joint Venture, the consolidated Joint Venture CIDB grading designation must be of 5GB or higher. The Joint Venture Entity must maintain their applicable CIDB grading and active status with CIDB for the duration of the construction project.</p> <p>NB: For applications, the status will be verified 21 working days after the closing of the tender.</p>		
Substantiate / Comments		
LETTER OF GOODSTANDING	Comply	Not Comply
<p>The bidder is required to have a valid Compensation for Occupational Injuries and Diseases Act, no 130 of 1993 (COIDA) Letter of Good standing for Construction or Renovations or Refurbishments or Building Maintenance the duration of the project. This should be provided for the bidder.</p> <p>To substantiate, the bidder is required to attach a copy of their valid COIDA Letter of Good Standing.</p>		

Substantiate / Comments		
Joint Venture	Comply	Not Comply
In the case of Joint Ventures, bidder must submit a copy of the <u>signed</u> Joint Venture Agreement.		
Substantiate / Comments		
CONTRACTORS ALL RISK AND PUBLIC LIABILITY INSURANCE	Comply	Not Comply
The bidder will be required to provide appropriate employers and public liability insurance of R 5 000 000 to cover the risk of injury to the contractor's staff and/or any third parties including any sub-contractors of the bidder who may be injured accidentally or cause any damages to property within project duration. The bidder is to also have contractors all risk insurance amounting to the value of the contract. This will only be required upon appointment and will be a condition before commencement of any work on-site.		
Substantiate / Comments		
COMPULSORY SITE BRIEFING ATTENDANCE		
The bidder is required to submit proof of compulsory site briefing and site inspection held on site on the specified date as set out on page 1 of Annexure A. A certificate of attendance of compulsory RFP Briefing and site inspection will be required and must be attached in the RFP response.		
Substantiate / Comments		

Failure to comply with the requirements assessed in Phase 1 (Admin compliance), will lead to disqualification of bids.

Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows: With regard to the other Functional Requirements, the following criteria (set out in more detail in section 5 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
BIDDER'S EXPERIENCE	40%
QUALIFICATIONS AND SKILLS OF THE PROPOSED PROJECT TEAM	30%
BIDDER'S PROPOSED METHODOLOGY AND PROJECT PLAN	30%
TOTAL	100%

All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements, will not be considered for further for Price and Historically Disadvantaged individual (HDI) evaluation.

Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
HDI	20
TOTAL	100 points

Specific goals	Points
Historically Disadvantaged individual (HDI)	
1) Enterprises with ownership of 51% or more by person/s who are black person/s.	10
2) Enterprises with ownership of 51% or more by person/s who are women	5
3) Enterprises with ownership of 51% or more by person/s who are youth	3
4) Enterprise with ownership of 51% or more by person/s with disability	2
5) Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	0
Total	20

5. Functionality Evaluation Adherence

All qualifying bids would be evaluated for functionality. The table below contains the weights for each functional requirement component.

Functionality Evaluation Criteria

Item	Description	Points
5.1.	<p>The bidder must submit proof to demonstrate a minimum experience in the last seven (7) years in delivering projects of Refurbishment or renovations or building maintenance of office/commercial buildings, supported by contactable three (3) previous and/or current clients. Information must be completed as per Annexure D, Table (a) supported by reference letters (reference letters without completed Table (a) will not be considered). NB: Letters must be on the client's official company letterhead, including the scope and contactable referee details.</p> <p>Three references = 40 points Two references = 30 points One references = 20 points Zero references = 0 points</p>	40
5.2.	<p>The bidder's proposed team as per below, must demonstrate a track record and proven experience in the provision of Refurbishment and renovations of office buildings.</p> <p>a) The bidder must submit a Curriculum Vitae (CV) of a Contracts Manager to be deployed to the project. The manager must have a minimum of 10 years' experience as a Contracts Manager with (National Diploma / Degree and/or Honours Degree) in Architecture or Quantity Surveying or Construction Management or Civil Engineering and provide copies thereof. =10 points</p> <ul style="list-style-type: none"> • Less than 10 years' experience as a Contracts Manager in refurbishment projects, without a proven, valid, certified copy of a Qualification in Construction =0 points <p>b) Site Agent</p> <ul style="list-style-type: none"> • 5 years and above experience as a Site Agent on site in refurbishment projects, with a proven, valid certified copy of a Qualification with (National Diploma / Degree and/or Honours Degree) in Architecture or Quantity Surveying or Construction Management or Civil Engineering =10 points 	30

Item	Description	Points
	<ul style="list-style-type: none"> • Less than 5 years' experience as a Site Agent on site in refurbishment projects, without a proven, valid certified copy of a Qualification in Construction =0 points <p>c) Structural Engineer</p> <ul style="list-style-type: none"> • 5 years' and above experience as a Structural Engineer with proven experience in structural design projects, valid certified copy of a minimum NQF 7 Qualification in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) as a PrEng or PrTechEng 5 points • Less than 5 years' experience as a Structural Engineer or without proven experience in structural design projects or valid certified copy of a minimum NQF 7 Qualification in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) as a PrEng or PrTechEng = 0 points <p>d) OHS Officer</p> <ul style="list-style-type: none"> • 3 years and above experience as a Construction health and safety officer in refurbishment projects, and Registered with SACPCMP =5 points • Less than 3 years' experience as a Construction health and safety officer in refurbishment projects or Registered with SACPCMP = 0 points <ul style="list-style-type: none"> • The structure (organogram/proposed organogram) and composition of the proposed team and team leader, clearly outlining the main disciplines/specialties of this project and the key personnel responsible for each specialty, is required. • Table (b), Annexure D of this RFP, <u>must</u> be completed. • CVs of all key personnel; and the CVs must clearly highlight qualifications, valid and in good standing professional body registration, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. • Copies of relevant qualifications and professional registrations for Team Members, • Note: CVs without the qualification of Team Members not attached = 0 points 	
5.3.	The bidder is required to demonstrate their thorough understanding of the objectives and deliverables of this project, as well as associated timelines.	30

Item	Description	Points
	<p>To substantiate, the bidder is required to submit a detailed program indicating the critical path activities, milestones, anticipated start and completion dates for the construction project and staff workstation movements within the Legal Aid SA building.</p> <p>The bidder must also provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly demonstrating how the construction project's objectives will be achieved. The proposal must outline the following:</p> <ul style="list-style-type: none"> a) Stakeholder engagement and communication strategy = 2.5 points b) Detailed plan for managing staff movement with minimal disruption 2.5 points c) Quality Plan = 5 points d) Risk Management Plan = 5 points e) Construction Approach = 5 points f) Implementation of safety, health, and environmental protocols = 5 points g) Timelines of the project to be completed as follows: = 5 points <ul style="list-style-type: none"> • Construction start and completion • Staff movement phases 	
	Total	100 Points

Where bidders have not provided the required information or have not fully addressed the functionality evaluation criteria, they will not be allocated any points for the relevant item.

Bidders who score less than **70 points** out of 100 points for functionality will be disqualified and will not be evaluated further.

Note: bidders' years of experience will be counted up to the closing date of the tender. E.g....2025 (TENDER CLOSING DATE counting backwards)

Note: Prior to the final appointment, all necessary due diligence processes will be conducted to verify the bidder's compliance, capacity, and capability to undertake the scope of work. This includes, but is not limited to, the review of relevant certifications, previous project performance, financial standing, referee site visits and any other statutory or project-specific requirements.

6. Price Proposal:

7.1. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

6.2. Are the rates quoted firm for the full period of the contract?

YES	NO
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6.3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

6.4.

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

7.5.

Payments will be linked to specified deliverables after such deliverables have been approved by Legal Aid SA. Payments will be made within 30 days from receipt of the invoice.	Comply	Not Comply

7.6

Legal Aid SA reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 03 of 2017/2018: Cost Containment Measures par. 4 The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures. http://www.treasury.gov.za/legislation/pfma/treasuryinstruction/Treasury%20Instruction%20No%20%203%20of%202017-18%20-%20Revised%20Cost.pdf
Substantiate / Comments

7. Pricing Schedule:

Annexure C: BoQ to be submitted as published with RFP

NOTE TO BIDDERS:

Only firm prices will be accepted. non-firm prices (including prices subject to rates of exchange variations) will not be considered.

Bidders are hereby advised that any bid that is not priced strictly in accordance with the Bill of Quantities (BoQ) provided will be deemed non-responsive and will be disqualified from further evaluation.

Bidders must ensure that all items in the BoQ are priced and that no alterations, omissions, or deviations are made unless explicitly instructed.

Failure to comply with this requirement will result in immediate disqualification.

Annexure D: Response Format for Section 5

Bidder's Experience and the proposed Team

Tender No _____

Name of Bidder: _____

Authorized signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 5 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 5.]

The bidder must provide the following information:

Table (a) Details of the bidder's current and relevant experience in the provision of Refurbishment or renovations or building maintenance of office buildings, which is of a similar nature to that of Legal Aid SA's requirement as stated in this tender document. (Please refer to Section 5 of this RFP document, which requires a minimum of three (3) corporate client references), this must be accompanied by a reference letter from the Companies listed in the table below. For ongoing projects, kindly indicate as such.

(Reference listed here MUST be for the Refurbishment or renovations or building maintenance of office/commercial buildings. These projects must have been undertaken by the bidder in the past or current as a main contractor – NO REFERENCES FROM OTHER CONTRACTORS WILL BE ACCEPTED.

It shall be noted that the first three (3) referees will be evaluated and contacted as part of the evaluation and due diligence process.

NB: Bidder must write as clearly as possible (information must be READABLE) or type in the table below:

Table (a)

Bidders experience- Section 5.2					
Client Details	Name of Project	Scope of Work	Contract Value Incl. Vat	Start Date	Completion Date
Client: Contact Person: Email: Tel No:					
Client: Contact Person: Email: Tel No:					
Client: Contact Person: Email: Tel No:					

Table (b) Details of the key personnel of the bidders' proposed project team: Section 5.3

Tenderer shall provide details of key personnel (To support submitted CVs of key personnel)

Name	Position	Role / Duties in this Project	Relevant Project Experience on Refurbishment Renovations or Building Maintenance Projects	
			Project description, Client, Project period	Number of years
	Contracts Manager			
	Site Agent (Project Manager)			
	Structural Engineer			
	OHS Officer			
	Electrician (Wireman's License)			
	HVAC Technician (Installer)			
	Fire Detection Technician			

9. GENERAL CONDITIONS OF BID

9.1 Enquiries

9.1.1 Supply Chain queries

Name: Buhle Sesiko
Telephone Number: +27 11 877 2000
Email address: FelicityZ@legal-aid.co.za

9.2 Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

9.3 Instructions on submission of Bids

- 9.3.1 All bids must be submitted in both soft copy (USB) and hard copy. If there are any discrepancies between the two copies, the hard copy shall supersede.
 - 9.3.2 The bid document must be placed in the bid box at the Main Reception area of the Legal Aid SA House, 29 De Beer Street, Braamfontein, Johannesburg, 2017 by no later than 11:00 am on **04 September 2025**.
 - 9.3.3 Bids must be submitted in the prescribed response format, herein reflected as Response Format.
 - 9.3.4 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
 - 9.3.5 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is Legal Aid SA's policy not to consider late bids for tender evaluation.**
 - 9.3.6 Should there be **amended bids**, these should be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time **11:00 am on 04 September 2025**.
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BID CONDITIONS

- 9.4.1 Bidders may be requested to attend a meeting where they will be given the opportunity to present their proposal to the bid evaluation committee.
- 9.4.2 Bids must be submitted in line with any attached annexures and detailed specifications. Failure to bid accordingly shall invalidate the bid.

- 9.4.3 The successful bidder will be required to comply with the Occupational Health and Safety Act 85 of 1993 and Regulations, and the Compensation for Occupational Injuries and Diseases Act 130 of 1993 and applicable legislation. This will include the provision of a Site Health and Safety File with all relevant documentation, which will only be required upon appointment. Adherence is to be maintained throughout the duration of the project.
- 9.4.4 The successful bidder is encouraged, where possible bidder to appoint local labour.
- 9.4.5 Legal Aid SA reserves the right to award the bid to one or more service providers.
- 9.4.6 Legal Aid SA reserves the right to award the bid in whole or only partially.
- 9.4.7 The General Conditions of Contract as stipulated by the National Treasury and the agreement is to be JBCC Principal Building Agreement by the Joint Building Contracts Committee Inc. Edition 6.2 - May 2018) will be applicable.
- 9.4.8 Bidders must ensure that forms SBD 1, SBD 3.1, SBD 4 and SBD 6.1 are fully completed and signed –
- 9.4.9 Bidders must provide proof of their registration on the National Treasury's Central Supplier Database, if not yet registered, use the following link to register:
<https://secure.csd.gov.za>

LEGAL AID SOUTH AFRICA 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 THE PROPOSALS.