



Specifications, Evaluation Criteria and Works Space Norms Alexandra Local Office

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION
ALEXANDRA 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) years or more.			
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 negotiate for 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 other certified service providers. 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 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	At contracting stage the bidder will be required to submit a confirmation letter or letter of undertaking/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: 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. 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: Disqualification Criteria			
	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:			
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.			
	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 Alexandra)	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)			
	i. 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. The proposed building entrance must be accessible to people living with disabilities. <u>NB: Site Inspection will be conducted by Legal Aid SA's official to verify.</u> a) Leased premises are on the ground floor and are fully accessible to people with disabilities (8 points) b) Leased premises are not on the ground floor but are fully accessible to people with disabilities and the building has a lift with braille buttons. (8 points) c) Disability parking with signage. (2 points) A grace period of 6 months will be allowed for the bidder who in writing undertakes to have these changes implemented.			
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 (10 points) ; b) Ablution facilities: for 4 toilets (10 points) or 3 toilets (8 points) or 2 toilets (6 points) or 1 toilets and less (0 points) ; c) Fire escape routes/emergency exits including Evacuation Plan (10 points) . NB Zero point will be allocated for criteria/subcriteria not met or substantiated.			
	e) minimum of 7 covered and secured parking bays on the premises (5 points) or minimum 7 covered parking bays behind locked gate on the premises (3 points) ; f) additional free open parking bays for Legal Aid SA's employees, visitors and clients within the premises (5 points) ; g) No information or insufficient parking provided (0 points) .			
2.3.3	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 of the bidder's proposal and that of neighboring properties must have an acceptable look, not infringing on Legal Aid SA's daily operations, while promoting Legal Aid SA's image and its business objectives. (8 points) ii. The premises must be made available for occupation by the 01 September 2026 . (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	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	Qualifying bidders from Phase 3 are subjected to confirmation/verification of the following occupational and building compliance documents as per below. Failure to submit the documents required as part of the due diligence process, within 7 working days from request, the bidder may be disqualified from further evaluation: i) Set of approved floor or proposed floor plans [including all alterations] ; ii) Approved building plan or structural integrity report from a duly qualified built environment professional [including all alterations and/or elevations] or letter of undertaking stating that it will be provided within 6 months from the date of occupation; iii) Occupancy Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation; iv) Zoning Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation; v) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan or letter of undertaking stating that it will be provided before the date of occupation; vi) Electrical Compliance Certificate; vii) Pests Control Certificate(valid in the last 12 months from the date of Tender closure) or letter of undertaking stating that it will be provided within 6 months from the date of occupation and viii) Building Maintenance plan [indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities] or letter of undertaking stating that it will be provided before the date of occupation.			
3	Implementation			
3.1	Upon occupation, a snag list shall be drawn within 60 days and be submitted to the service provider, who will attend to the defects within 60 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.			

Required facilities at Alexandra 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)
Per work space norms/ requirements	409	Toilets: (3 cubicles and 1 basin for females and 2 cubicles, 1 basins and 1 urinal for males) (1 toilet for clients & 1 toilet for disabled people, will be added	9 offices, 22 cubicles. 1 of the 22 cubicles will serve as a reception and waiting area.	31	6 parking bays for 6 fleet and 1 extra parking for Head of Office based in Alexandra Local Office.

Legal Aid SA - Workspace Norms Alexandra Local Office

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/ facility	Total space m²	Comments
Space allocation based on employees							
Admin Manager	1	1			10	10	Office
Admin Officers	3		3		5	15	Open Plan cubicle recommended - Height 1.8 m
Candidate Attorney	10		10		4	40	Cubicle size (height 1.8 m, Breadth 2.0m & Length 2.0m) with entrance space per cubicle of 75m, 0.6m meters of the entire height of cubicle covered in glass and 1.2 meters covered using partitioning board.
Head of Office	1	1			12	12	Office
Legal Secretary	1	1			9	9	Office
Paralegal	1	1			9	9	Office
Legal Practitioners 7 x Criminal 2 x	9		6		4	24	Cubicle size (height 1.8 m, Breadth 2.0m & Length 2.0m) with entrance space per cubicle of 75m, 0.6m meters of the entire height of cubicle covered in glass and 1.2 meters covered using partitioning board.
Supervisory LPs	3	3			10	30	Office
Civil LPs	2	2			9	18	Office
Receptionist & Waiting Area				1	25	25	Reception counter
Total Space based on employees	31	9	19	1	97	192	
Space allocation based on facilities							
Satellite Office Staff							
Registry/ Filing Room		1			9	9	
Boardroom		1			43	43	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Consultation rooms		2			9	18	
Storeroom		1			34	34	Safe storage room
Custodial room		1			3.0	3.0	
Stationery room		1			4.5	4.5	
Kitchen		1			9.0	9.0	
Toilet		4			6	24	Toilets: (3 cubicles and 1 basin for females and 2 cubicles, 1 basins and 1 urinal for males) (1 toilet for clients & 1 toilet for disabled people, will be added advantage).
Server/Network room		1			4	4	Ventilated
Total Space based on facilities	13	0	0	0	122	149	
Total Area Offices and Facilities						341	
Walkways, stairs and hallways						68	
TOTAL	31	22	19	1	219	409	Minimum requirement.
Note: Only bids with space that fall within the prescribed minimum and maximum space parameters will be considered for evaluation.						429	Maximum requirement.

Total Number of Employees	31
Total Number of Offices, Cubicles and Toilets	41