



**LEGAL AID SA SPECIFICATION - REQUEST FOR
PROPOSALS FOR THE PURCHASE OF SUITABLE OFFICE
ACCOMMODATION IN PHUTHADITJHABA AREA, FREE
STATE PROVINCE.**

BID NUMBER: 58/2022

CLOSING DATE AND TIME OF BID: 14 April 2023 AT 11H00 AM

BID VALIDITY PERIOD: 120 DAYS

LEGAL AID SA SPECIFICATION - REQUEST FOR PROPOSALS FOR THE PURCHASE OF SUITABLE OFFICE ACCOMMODATION IN PHUTHADITJHABA AREA, FREE STATE PROVINCE.

1. INTRODUCTION

Legal Aid South Africa is an independent statutory body established in terms of 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.

Legal Aid SA has a mandate to secure office accommodation in terms of the Legal Aid South Africa Act, 2014 to house its employees for service delivery. Legal Aid SA experienced consistent growth over the past years resulting in expansion of services across all provinces. A common practice for clients to access Legal Aid SA's legal services is through visiting the organisation's local and satellite offices. The provision of office space is therefore central in enabling access to legal services. The property portfolio has shown a significant growth with one (1) National Office, six (6) Provincial Offices, sixty-four (64) Local Offices and sixty-four (64) Satellite Offices. Out of these offices, eight (8) properties are owned by Legal Aid SA, one hundred and twenty-four (124) are leased from various landlords and three (3) rent-free court office spaces are provided by the Government.

2. BID/PROPOSAL OBJECTIVE/S

Legal Aid SA seeks to acquire new office accommodation for the Phuthaditjhaba Local Office through the purchase of an existing building. Legal Aid SA has prepared office space requirements for the Phuthaditjhaba Local Office.

The key components of the building include the office building and parking. The project scope include the purchase of suitable office accommodation, refurbished office environment and habitable.

Table 1: Legal Aid SA - Workspace Norms Phuthaditjhaba 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			12	12	Office
Admin Officer	2		3		10	20	Open Plan cubicle recommended - Height 1.5 m
Office Assistant	1				10	10	N/A
Candidate Attorney	6		6		4	24	(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 4m². (iii) One side will have an opening of 750mm for access.
Head of Office	1	1			12	12	Office
Paralegal	1	1			9	9	Office
Legal Secretary	1	1			9	9	Office
Legal Practitioners	5		5		4	20	(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 4m². (iii) One side will have an opening of 750mm for access.
Supervisory LP	2	2			10	20	Office
Civil LP	1	1			9	9	Office
Receptionist & Waiting Area	1			1	30	30	Reception counter
Total Space based on employees	22	7	14	1		175	
Space allocation based on facilities							
Satellite Office Staff	3						

Table 1: Legal Aid SA - Workspace Norms Phuthaditjhaba Local Office							
Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/ facility	Total space m ²	Comments
Registry/ Filing Room		1			9	9	
Boardroom		1			50	50	Boardroom 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			60	60	Safe storage room
Stationery room		1			4.5	4.5	
Kitchen		1			7	7	
Toilet		2			6	12	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males)
Server/Network room		1			4	4	Ventilated
Computer Café				1	12	12	Open plan. No Cubicles. 12m ² consisting of an open area of 12m ² .
Total Space based on facilities		10	0	1		176	
Total Area Offices and Facilities						351	
Walkways, stairs and hallways						70	
TOTAL	22	16	14	2	0	421.32	Minimum required space
Total Number of Employees	22						
Total Number of Offices, Cubicles and Toilets		30					

3. MANDATORY, EVALUATION CRITERIA AND SITE INSPECTIONS

The bid will be evaluated in four (4) phases as outlined below:

3.1 Phase 1: Responsiveness/Administrative Requirements

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: Declaration of interest.
- 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.
- vi. 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).
- vii. Municipal Account Statement and/or electricity account of not older than two (2) months from the tender closing date.

NB: IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH ENTITY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

3.2 Phase 2: Site Inspection/Mandatory Requirements

3.2.1 Site Inspection

Bidders must be fully compliant or at least demonstrate the ability to fulfil the full compliance requirements during the Site Inspection in order to progress to Functionality, Price and Preferences Points Evaluation and those bidders who fail to meet the mandatory and compulsory site inspection requirements as set out below, will not be considered further in the process.

Table 2: Site Inspection Requirements

DESCRIPTIONS	COMPULSORY SITE VISIT EVALUATION (Tick (✓) Comply or Not comply)	
	Comply	Not Comply
Expected office space: The premises must be offered to the Legal Aid SA for a minimum space of 421.32 and seven (7) parking bays .		

DESCRIPTIONS	COMPULSORY SITE VISIT EVALUATION (Tick (✓) Comply or Not comply)	
	Comply	Not Comply
Expected date of occupation		
Full and beneficial occupation of the premises must be offered to the Legal Aid SA on the 1 st April 2023.		
Locality and Accessibility		
The premises must be within Phuthaditjhaba area and accessible to magistrate court and public transport.		
The premises offered must be located within the jurisdiction of Phuthaditjhaba area at a reasonable walking distance to magistrate court.		
The premises must be within reasonable walking distance from taxi rank or public transport route.		
The premises must be accessible to people living with disabilities. (Ramps, lifts if offices not on ground floor and signage)		

3.2.2 Mandatory Requirements

Bidders must fully comply with mandatory requirements and those bidders who fail to comply will be disqualified from the process. Bidders shall provide full and accurate answers posed in this document and where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will be address specific functional requirements. All documents as indicated must be supplied as part of the submission.

Table 3: Mandatory Requirements

Requirements	Comply	Not comply
<u>The bidder(s) proposal will not be evaluated further, should the submission not comply with all the mandatory requirements and failure to fully complete the General Conditions of Contract</u>		
A bidder must provide a copy of the title deed and approved Surveyor General diagram for the building.		
An agent/entity of the landlord must provide a relationship agreement with detailed responsibilities that the owner of the building has granted. Bidder must submit a confirmation letter in the company's letterhead. Letter must be signed by delegated authority as per company's resolution. Agent/broker must also provide a valid Fidelity Fund Certificate.		
The premises must be accessible to people living with disabilities. (Ramps, lifts if offices not on ground floor and signage)		

3.3 Phase 3: Functionality

Scores will be tabulated to 100 points. Bidders must **score 70** points and above to be assessed on price and preference score. The evaluation of service provider's responses will be based on the following rating:

Table 4: Score Rating

Rating	Definition	Score
Excellent	Meets and exceeds the functionality requirements	5 (100%)
Very Good	Above average compliance to the requirement	4 (80%)
Good	Satisfactory should be adequate for stated elements	3 (60%)
Average	Compliance to the requirements	2 (40%)
Poor	Unacceptable, does not meet set criteria	1 (20%)
Very Poor	No information provided	0 (0%)

NB: Bidders are advised that any proposal of specification regarding items are legal binding and bidders will be required to fulfill the propose amendment or adjustment.

The following criteria will be used to evaluate and score functionality. The table below outline the requirements, which must be submitted with the bid documents.

Table 5: Functionality Evaluation

Functionality criteria:	Weighting factor:
CRITERIA 1 Location - Reference Point - Magistrate Court in Phuthaditjhaba area ALLOCATION OF SCORES 1.1 Central - less than 500 metres from magistrate court in Phuthaditjhaba area = 5 1.2 Between 500 metres and 1 kilometre from magistrate court in Phuthaditjhaba area = 4 1.3 Between 1 and 2 kilometres from magistrate court in Phuthaditjhaba area = 3 1.4 Decentralized (above 2 to 10 kilometres outskirts of magistrate court) = 2 1.5 Decentralized (above 10 to 15 kilometres outskirts of magistrate court) = 1 1.6 No Information provided = 0	20
CRITERIA 2 Suitability (Electrical & Mechanical): Green Building ALLOCATION OF SCORES 2.1 Availability of good and in working condition the Energy efficient lighting, air conditioner per office, generator and water storage tank = 5 2.2 Availability of good and in working condition the three of the above and written commitment to install the outstanding item = 4 2.3 Availability of good and in working condition the two of the above and written commitment to install the outstanding items = 3 2.4 Availability of good and in working condition one of the above and written commitment to install the outstanding items = 2 2.5 A written commitment to install all of the above = 1 2.6 No information provided = 0	15

Functionality criteria:	Weighting factor:
CRITERIA 3 Type of Building ALLOCATION OF SCORES 3.1 Standalone building with burglar guards or windows and doors shutters = 5 3.2 Segmented building with burglar guards = 4 3.3 Secured office park = 3 3.4 No information provided = 0	20
CRITERIA 4 7 Parking Bays ALLOCATION OF SCORES 4.1 Availability of covered and lockable parking bays on the premises = 5 4.2 Availability of covered and not lockable parking bays behind locked gate on the premises = 4 4.3 Availability of open parking bays behind locked gate on the premises = 3 4.4 Availability of covered parking bays outside of the premises = 2 4.5 Availability of open parking bays outside of the premises= 1 4.6 No information provided =0	20
CRITERIA 5 A bidder must submit a copy of actual building compliance documents ALLOCATION OF SCORES 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.	25
Total	100 Points

Minimum functionality score to qualify for further evaluation:	70 Points
---	------------------

Please note: Bidder/s must achieve a minimum overall score of 70 points in order to be considered further.

3.4 Phase 4: Price and Preference Evaluation

Preference Points System Evaluation: 80/20: Price = 80 points and PPR2022 Specific Goals: B-BBEE status level of contribution = 20 points.

3.4.1. PPPFA Points Scoring

Qualifying bidders will be evaluated on the Legal Aid SA SCM Policy on Preferential Procurement in line with the B-BBEE Act as amended to attain the specific goals identified in SBD 6.1: Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and B-BBEE status level of contribution = 20 points

Table 6: Price Evaluation

Evaluation Criteria		Points
1.	Price	80
2.	Broad-Based Black Economic Empowerment	20
Total		100

4. TERMS AND CONDITIONS

4.1 Tender terms and conditions are as follows:

- i. 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;
- ii. The bidder submits a Tax Compliance Status (TCS) PIN issued by the South African Revenue Services.
- iii. the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- iv. quotations are submitted on the official Company Letterhead reflecting the following:
 - **Date of quote issued.**
 - **Validity Period is 120 days.**
 - **CSD Report.**
 - Quotation should be VAT inclusive where applicable.
 - Quotations must be valid for a period of 120 days from the tender closing date.
 - The full costs must be disclosed and no variances will be entertained.
 - **The SBD 1, 3.1, 4, and 6.1 (attached) should be completed and submitted.**
 - Bidders are required to provide a valid B-BBEE status level verification certificate or a sworn affidavit where preference points are claimed.
 - The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD), which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier.

- Technical and enquiries should be directed by email to Tsepo Mosethe at TsepoM1@legal-aid.co.za
- Supply chain enquiries to be emailed to FelicityZ@legal-aid.co.za or Tel: 011 877 2000.
- Closing date of submission: 14 April 2023 at 11:00am
- Bids must be deposited in the tender box at the address mentioned below:

Delivery Address: Legal Aid House
 Legal Aid South Africa
 29 De Beer Street
BRAAMFONTEIN
 Johannesburg
 2017

Table 7: CHECKLIST

Documents	SUBMITTED <i>please tick (✓) applicable</i>	
	Yes	No
Quotation (proposal)		
CSD Report		
Valid Tax Clearance Certificate with tax pin		
B-BBEE Certificate/sworn Affidavit		
SBD 1		
SBD 4		
SBD 6.1		

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.