



REQUEST FOR PROPOSALS

ALTERATIONS & REFURBISHMENT OF THE PORT ELIZABETH LOCAL OFFICE

<i>Bid/Tender No:</i>	<i>33/2021</i>
<i>Closing date:</i>	<i>08 December 2021</i>
<i>Time:</i>	<i>11h00</i>
<i>Submission:</i>	<i>Legal Aid House, 29 De Beer Street, Braamfontein, 2017</i>
<i>Bid Enquiries:</i>	
<i>Technical Enquiries:</i>	<i>Tabo Nombutuma Tel 079 216 0722</i>
<i>Briefing session date and venue</i>	No briefing session, however viewing of the premises at 1 Uitenhage Road, North End, Port Elizabeth, will be arranged by Tabo Nombutuma, Tel 041 4082800 or 079 216 0722

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1. INTRODUCTION

- 1.1 Legal Aid South Africa (Legal Aid SA) is an autonomous statutory body established in terms of the Legal Aid South Africa Act 39 of 2014 to deliver legal aid in South Africa. The Board is the Accounting Authority of Legal Aid South Africa in terms of the Public Finance Management Act (Act 1 of 1999 as amended). The Board is responsible for providing strategic direction and leadership, ensuring good corporate governance and ethics, managing risk and materiality limits, financial sustainability and determining policy. Legal Aid SA is established to ensure the separation between the prosecuting arm of government and the defence of those requiring state funded legal assistance. In terms of the Legal Aid South Africa Act (Act 39 of 2014) and the Public Finance Management Act (Act 1 of 1999 as amended), Legal Aid SA is accountable to the Minister of Justice and Correctional Services as its Executive Authority, as well as to Parliament. This accountability relates to overall strategy and policy matters as well as finances. On operational matters and individual legal matters, Legal Aid SA operates autonomously in line with approved policy. This governance framework ensures the independence of the organisation as well as its accountability.
- 1.2 Legal Aid SA has evolved into a high performing organisation, which has delivered more than 90% of its Business Plan annually and has received fifteen consecutive unqualified audits. During the 2015-2016 (2014-2015) (2013-2014) financial year the organisation provided legal services in 441,056 (almost 450,000) (just over 440,000) new legal matters and just over 308,000 (320,000) (330,000) general advice consultations, successfully delivering on its mandate of ensuring access to justice for the poor and vulnerable.

2. ORGANISATIONAL PROFILE

- 2.1 Legal Aid SA is a high performing public entity that champions the rights of all persons to access justice through the provision of independent, accessible and quality legal aid services in criminal and civil legal matters. We service the public through a national network of 128 offices, strategically positioned near justice points (such as courts), ensuring we are accessible to as many people as possible.
- 2.2 Legal Aid SA is the biggest law firm on the African continent. It boasts a unique pedigree of socially conscious legal professionals, who in their everyday work, defend and protect the rights of the country's most vulnerable groups. We pride ourselves on our strong governance, having received 15 unqualified audit opinions from the Auditor-General and being named a Top Employer for eight consecutive years as well as being an Industry Leader amongst public sector organizations' and ensuring that all accounts are paid within 30 days of invoice date.
- 2.3 It is crucial that our network of offices cohesively presents an image of professionalism and integrity to our clients, thereby assisting them to access justice. Property owners are thus valued stakeholders for the organisation, and we strive to establish and sustain fruitful relationships with each property owner we work with. A key organisational strategy is expanding and capacitating our national footprint to increase

points of access to legal aid services, especially in rural and remote areas. Property owners play a crucial in ensuring that we achieve this.

3. VISION, MISSION AND VALUES

3.1 Vision - A South Africa in which the rights and responsibilities enshrined in the Constitution are realised to ensure equality, justice and a better life for all.

3.2 Mission - To be the leader in the provision of accessible, sustainable, ethical, quality and independent legal services to the poor and vulnerable.

3.3 Legal Aid SA Values are listed below:

- Passion for Justice and Protection of Human Rights
- Ubuntu
- Integrity
- Accountability
- Service Excellence
- People Centered

4. OUTCOMES AND OBJECTIVES:

4.1 Legal Aid SA intends to achieve the two outcomes listed below:

Outcome 1: Quality justice for all, focusing on the poor and vulnerable, thus CONTRIBUTING TO BUILDING SAFER COMMUNITIES.

Outcome 2: Respected, accessible, high performing and sustainable public entity impacting positively on society, the economy and the environment

4.2 The eleven related objectives in achieving the outcomes are listed below:

O1: Empowered clients and communities making informed choices about their legal rights and responsibilities.

O2: All poor and vulnerable persons able to access quality legal services to protect and defend their rights.

O3: An accessible, fair, efficient, independent and effective justice system serving all in South Africa, contributing to building safer communities.

O4: Delivering on our constitutional and statutory mandate in an independent, accountable and sustainable manner.

O5: An organisation embedding sustainable practice in every segment of the organisation, to positively impact on society, the economy and the environment.

O6: Embedding good governance, high ethical standards and integrity, high

performance and accountability.

O7: Revised Legal Aid Act and its subsidiary legislation enacted and implemented.

O8: An effective, efficient, economic and environmentally responsive supply chain management system supporting client services delivery and internal business processes.

O9: An appropriately resourced national footprint reaching the poor and vulnerable persons requiring legal assistance.

O10: Competent, dedicated, motivated and empowered employees capacitated to deliver the constitutional mandate and organisational strategies.

O11: A modern and appropriate, integrated, secure and cost-effective IT Platform supporting the provision of client services and linkages and enabling internal business needs.

5. BRIEFING SESSION

No briefing session, however viewing of the premises at 1 Uitenhage Road, North End, Port Elizabeth, will be arranged by Tabo Nombutuma, Tel 041 408 2800 or 079 216 0722.

6. CLOSING DATE

The closing date for the submission of proposals is 11h00 on **08 December 2021**. All proposals should be submitted on or before the time and date specified and placed in the Legal Aid SA tender box, which is located in the ***Legal Aid House, 29 De Beer Street, Braamfontein, 2017.***

7. SECURITY AND INTEGRITY CLEARANCE

All information documents, records and books provided by Legal Aid SA to any bidder, in connection with the request for proposals or otherwise, are strictly private and confidential. Any bidder will not disclose these to any third party, except with the express consent of Legal Aid SA, which will be granted in writing prior to such

disclosure. Legal Aid SA, however, reserves the right to disclose any information provided by any bidder to any of the employees of Legal Aid SA.

8. PROPOSAL/TENDER SUBMISSION

All annexures must be completed in full, using the given numbering format. All attachments or references to attachments must be clearly marked and be specific to information required.

NB: Bidders failing to adhere to the above requirements risk being disqualified from the evaluation process.

9. TENDER DOCUMENTS MARKING

Tenders, completed as described, will be sealed in an envelope marked:

Tender Number: No. 33/2021

Closing Date: 08 December 2021, time: 11h00

Name of Company: _____ (Bidder)

and deposited in the locked tender box in the foyer in the reception area at:

Legal Aid House, 29 De Beer Street, Braamfontein, 2017.

10. TENDER FORMAT

Tender Numbering Format must be adhered to. Compliance or Non-compliance with detailed information must be indicated per paragraph as per Numbering Format. If there are additional and/or Alternative Product options, every option/alternative proposal to an item, must be separately bid for in the form of a separate proposal, with a complete schedule and description. Deviations from specifications and technical brochures must be submitted where applicable. All documents submitted in response to this request for proposals will become the property of Legal Aid SA.

11. VALIDITY PERIOD

The proposal must remain valid for a period of 120 days.

12. COMPLETENESS OF THE SOLUTION

The bidder must complete all documents in full and submit these with the proposal.

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.

13. CONTRACTUAL IMPLICATIONS:

After awarding the Tender, this proposal together with its Tender terms, Conditions and Specifications will constitute a binding contract between Legal Aid SA and the successful bidder. The successful bidder will assume total responsibility, regardless of any third party or subcontracting agreements it may enter into. Legal SA has the right not to award the tender.

14. CONDITIONS OF PAYMENT

Legal Aid SA will approve all project plans and projected project activity costs. No project activity will be delivered to Legal Aid SA before an official order has been issued to the supplier and delivery will be within the specified time scale after the receipt of the official order.

15. QUALITY ASSURANCE

Any defects, patent or latent, which are attributable to poor workmanship, will be rectified by the bidder at own cost and time and all costs relating to the correction of defects will be expressly and separately noted on billing documentation.

16. INTELLECTUAL PROPERTY RIGHTS

Copyright, patent rights and other similar rights in any works or products created as a result of the performance of this proposal and its assignments will vest in and are hereby transferred to Legal Aid SA, unless specifically agreed otherwise, in the form of individual written Agreement signed by both parties. For this purpose only, all works created in terms of this proposal and the assignments thereof will be deemed to have been created under the control and direction of Legal Aid SA.

17. DISBURSEMENTS, TRAVEL AND SUBSISTENCE

No bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of Legal Aid SA has been obtained in respect of such expenditure.

Any authorised disbursements will be refunded at the reasonable and actual cost determined by Legal Aid SA.

Any expenditure incurred by the successful bidder in respect of authorised travel for the project will be refunded in accordance with the Legal Aid SA travel policy as applicable from time to time. The rates payable for the use of private vehicles will be the prevailing rates quoted by the Automobile Association of South Africa

All claims in respect of authorised disbursements (travel and subsistence costs) must be substantiated by documentary evidence such as receipts and logs of kilometers traveled.

All expenses incurred by the bidder for the proposal and presentations are the responsibility of the bidder and will not be reimbursed by Legal Aid SA.

18. CONTRACTUAL DETAILS

18.1 AWARDING OF CONTRACT:

Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations.

By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria.

The bidder also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties.

The tender may be awarded, in part or in full, at the sole discretion of Legal Aid SA, to one or more concerns on a non-exclusive basis.

Proposals / tenders that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal.

Legal Aid SA may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information within reasonable specified time after the request has been made, otherwise the bidder may be disqualified. Legal Aid SA may also request a demonstration, and bidders must comply with such a request within reasonable specified period.

Legal Aid SA will enter into further negotiations with the highest scoring bidder per the 80/20 price scoring system for further reductions in price. Failure of the bidder to participate in this process within five days of a request being made will result in Legal Aid SA setting aside the bid and negotiating with other qualifying bidders.

18.2 EVALUATION CRITERIA AND REFERENCES

The bidders will be evaluated on the criteria listed in the tender document and must take into account the information listed below:

- I. Provide the names of reference sites that may be contacted by Legal Aid SA to carry out reference checks, and to substantiate claims contained in their proposal. (In the case of newly established property businesses, other references will be accepted).
- II. Demonstrate they are applying affirmative action employment practices and procurement programmes that promote contribution to B-BBEE.
- III. Provide proof of registration with the CSD.
- IV. Support for empowerment as specified by government (refer to form SBD 6 as per tender) the 80/20 system will be applicable.
- V. Proposals will be evaluated both in terms of price - (80 pts) and B-BBEE Level of Contribution status (20 pts).
- VI. Please refer to the section on Special Conditions contained under the par. 19 for important information on administrative documents required before this bid can be awarded.

18.3 BIDDER'S COMPANY/BUSINESS INFORMATION/DETAILS

Please complete all the questions below in as much detail as possible.

- i. Company Name/Business Name:

- ii. Contact Names and Numbers:

- iii. Address:

- iv. Indicate if the above company is the primary contractor or joint venture/alliance partner:

- v. Number of personnel:

vi. Turnover in the last three financial years:

vii. Percentage growth in the last three years:

viii. Proof of registration on CSD

18.4 DETAILED BREAKDOWN OF TOTAL CHARGES, IMPLEMENTATION AND SUPPORT SERVICES

Please supply a detailed breakdown of costs / charges and related charges as well as a total bid amount.

19. IMPORTANT CONDITIONS:

- I. Failure on the part of the bidder to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.
- II. Tenders should be submitted in the format and numbering sequence similar to the tender document and should preferably not be qualified by the bidder's own conditions of tender. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of tender when called upon to do so, may invalidate the tender.
- III. If any of the conditions on this tender form are in conflict with any general conditions, stipulations or provisions incorporated in the tender, such general conditions, stipulations or provisions will apply.
- IV. Bidders will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted with regard to claims arising from the fact that pages are missing or duplicated.

- V. In terms of Legal Aid SA's procurement policies, firm tender prices and delivery periods are preferred. Consequently, bidders will clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
- VI. Where items are specified in detail, the specifications form an integral part of the tender document and bidders will indicate in the space provided whether the items offered are to specification or not.
- VII. In respect of the paragraphs where the items offered are strictly to specification, bidders will insert the words "as specified".
- VIII. In cases where the items are not to specification, the deviations from the specifications will be indicated.
- IX. The tender prices will be quoted in South African currency, rand, unless otherwise specified.
- X. Unless specifically provided for in the tender document, no tenders transmitted by telegram, telex, facsimile, E-mail or similar apparatus will be considered.

These conditions form part of the tender and failure to comply therewith may invalidate a tender.

20. SPECIFICATIONS

- I. The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for the provision of services to the Port Elizabeth Local Office. This will include any partitioning, painting & ceiling necessary to relocate the existing Admin section to a new recently acquired vacant area measuring 265 square metres. It will also include the sub-division of certain existing open plan areas and existing Admin section into (37) cubicles for legal practitioners. Construction of (4) cubicles for admin

staff in the envisaged new Admin area, construction of one storage room and one Admin Supervisor office in the new area and painting of the existing secured reception area (including inter-leading doors) is also required. Legal Aid branded vinyl or other suitable material should be fitted to the existing glass shopfronts to ensure privacy and security. The space requirements are included on the attached documents relating to space norms and the current draft office floor plan of space currently occupied by the Port Elizabeth Local Office. Refer to Annexure B.

- II. The successful bidder should provide a space plan, within 10 working days of appointment, to interpret our draft layout and space norms into an aesthetic and professional designed work environment that optimizes the allocated additional space of 265 square metres, as well as catering for the conversion of certain existing open plan areas to cubicles as mentioned in paragraph I above. The space plan should also consider the current and proposed air-conditioning plan, Occupational Health and Safety Requirements together with building standards and a fire plan in line with the local bylaws.
- III. The successful bidder must provide us with the electrical drawings within 10 days of commencement of electrical installation and an electrical compliance certificate on completion of the work.
- IV. Cubicles
Recommended - Height 1.5 m, (minimum Breadth 2m & Length 2m) with entrance space per cubicle of 0.750m. 0.3 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board. Existing furniture needs to be measured to make appropriate space measurement for the cubicles.
- V. Partitioning, Painting & Ceiling, Flooring and computer network points
 - a) Partitioning of certain offices
 - b) With partitioning, rhino light must be plastered in all joints

- c) Painting preparation e.g. sanding and patching of cracked walls/drywalls & plastering where necessary
- d) Painting of the additional office space and any painting related to the construction of cubicles as well as the reception area
- e) Six (6) computer network points to be approved by Legal Aid SA IT department
- f) Supply and install carpeting/floor tiles where necessary

VI. Type of paint to be used

- a) Internal partitioned walls (this includes reception, consultation and waiting areas): Manila 17% or 33% (Bristol paint).
- b) Ceiling slap: Plascon Acrylic White.
- c) Doors: Manila 17% or Manila 33%
- d) All new offices, any dry walling and partitioning related to construction of the cubicles to be painted with Manila 17% or 33% (Bristol paint).
- e) All material to be used must be SABS approved.

VII. Electrical Work

- a) Supply and install (Size in meters as per approved plan) double power skirting (Grey in colour, PVC is fine)
- b) In all new offices, new open plan areas and new cubicle areas, power skirting must be installed where necessary to suit the occupant's furniture, and install central light switch for all the lights and air conditioning circuits
- c) Supply and install (Quantity as per approved plan) light fittings (3x4FT florescent low bright fittings), Crabtree light switch and bulbs
- d) GP wires to be used for power skirting, trunking or/ conduit to be used where it is essential (No wires should be run without conduit or trunking)
- e) All new offices and four cubicles occupied by office bound admin staff (6) must have a UPS socket outlet and a normal socket outlet
- f) Only normal socket outlet should be installed in passages, and public area
- g) Label all circuits e.g. lights etc.
- h) Service provider must issue a COC on completion of work

VIII. Fire detection system

- a) Supply and installation of fire detection system as per regulation standard, and as per plan if existing system in new area is not deemed satisfactory after a thorough assessment thereof
- b) (Model: Major tech PIR 33) detection range: 360 degree Ceiling mounted.
- c) Service provider must issue a COC on completion of work

IX. Installation of carpets in new Admin Supervisor office, blinds and branded vinyl (for glass shopfronts) in new Admin Section and installation/relaying of any necessary carpets that may be required after construction of cubicles:

- a) Type of carpet to be used limited to Van Dyck Flortime range, colour Raven or Onyx – heavy duty level 5. (local content 100% required)
- b) Floor strips to be painted with Plascon B6-E1-3 (Smokey Wings) or Plascon B6-E1-2 (Ocean Liner)
- c) All material to be used must be SABS approved
- d) Supply a branded rug for the main entrance with the Legal Aid SA Logo
- e) Installation of blinds for two internal glass panel windows with Legal Aid SA corporate colours (in new Admin Manager and Admin Supervisor offices). (Blinds to be Old Silver 33% - use the colour Grey of Blind Quip's new block out range of vertical blinds, or any colour consistent with the specified Old Silver 33% of an alternative range for vertical or venetioan blinds). (local content 100% required)
- f) Installation of Legal Aid branded vinyl or other suitable material which should be fitted to the existing glass shopfronts to ensure privacy and security.

X. Installation of two new air conditioners in new offices of Admin Manager and Admin Supervisor and installation of central air conditioning system in new open plan Admin section. Airflow/ventilation system to be installed in new storage facility. A COC will need to be issued. (local content 90% required)

21. Local Content Declaration

- I. In terms of the requirements in paragraph 20, the bidders must provide locally produced or manufactured products with the stipulated thresholds in respect of the following:

No.	Description of Goods	Local Content %
1.	Carpets	100%
2.	Blinds	100%
3.	Air conditioners	90%

22. PRE-QUALIFICATION CRITERIA

- I. Service provider must submit a Valid COIDA Certificate for construction works.
- II. Service provider must be CIDB Registered (Attach proof of registration). The Contractor must be the estimated CIDB **Grade 3 or higher Rating for General Building Works**. Failure to provide proof of CIDB grading of Grade 3 or higher for General Building Works will result in disqualification.
- III. Service provider must be registered on National Treasury's Central Supplier Database. Failure to provide proof of CSD registration will result in the bid being disqualified.
- IV. All bidders must make use of Annexure A to index all required documentation. The bundle of documents submitted must be numbered consecutively from page 1 to the end and the relevant page number of each document must be clearly indicated on the index page in order to facilitate perusal and cross-referencing. Failure to comply will result in the bidder being disqualified.
- V. Service provider must provide three contactable references using the below format. Failure to provide below information will result in the bid being disqualified.

Company Name	Telephone number	Email address	Contact Name	Project Name	Project Value

- VI. Failure to meet one of above pre-qualifying criteria listed in (i-v) will render the bidder invalid.

23. FUNCTIONALITY EVALUATION

- I. All qualifying bids will be evaluated for functionality. The table below contains the weights for each functional requirement component. Bidders are encouraged to fill in points claimed with submitted proof as requested in each criteria:

Scoring: 0=No submission; 1= Poor; 2= Average; 3= Good; 4= Very Good; 5=Excellent

No	Functional Element	Sub-criteria	Weighting	Points Claimed
1.	Relevant Project Experience and Capability. Provide examples of previous similar work done of Turnkey projects, to redesign, construct and sub-divide/reticulate offices:	1. Provide at least three (3) favourable letters dated, signed and not older than 3 years with contactable references from customers for the number of similar completed turnkey projects.	15	
		2. Provide a list with photographic illustrations of at least three (3) contracts (similar to specified, scope and value), which are currently in progress or completed and undertaken during the past 3 years.	15	
2.	Company Resource. Key personnel of each professional discipline must be registered with relevant council. Certified copies of valid professional registration certificates with the following or applicable bodies for all proposed key personnel for this project;	Company Organogram 3. Provide a detailed company organogram of the leadership and management structure, (Including onsite personnel) you intend to mobilize on a substantially full time basis on this contract, including specialized sub-contractors and suppliers.	15	
		4. Key Personnel experiences and registration: <2 years (0% point); >2 years (50% points); >5 years (100% points) i. Project Manager: South African Council for Project and Construction Management Profession. (5) ii. Architect: South African Council for the Architectural Profession. (5) iii. Quantity Surveyor: South African Council for the Quantity Surveying Profession. (5) iv. Electrical Engineer: Engineering Council of South Africa. (5) v. Mechanical Engineer: Engineering Council of South Africa (2.5) vi. Health and Safety Consultant: South African Council for Project and Construction Management Profession. (2.5)	25	
3.	Implementation/methodology Statement	5. Implementation/application methodology statement and a concept/artist's impression's	15	

No	Functional Element	Sub-criteria	Weighting	Points Claimed
	In order to demonstrate the experience on this turnkey projects. The bidder shall submit as part of the tender returnable documentation as follows.	rendering/illustration/perspective of the proposed serving area (front of house) for this turnkey projects, to redesign, construct and reticulate offices, from inception to final handover stage.		
		6. Typical program presented on a Gantt chart showing key dates and events for the full implementation of the turnkey project, to redesign, construct and reticulate offices, from inception to final handover stage.	15	
	Total		100	

- II. Bidders who score less than 80% of the 100 points for functionality will be disqualified, and will not be evaluated further.
- III. The bids that would have achieved 80% or more from the Functionality Evaluation will be further evaluated on the 80/20 points system where 80 points are for Pricing, and 20 points are for preferential procurement requirements.

24. **PRICING INSTRUCTIONS**

- I. The Consortium or JV or Firm's Architect together with the Engineer's to further develop the attached drawings to acceptable level for the Quantity Surveyor to be able to prepare the elemental estimate. The Consortium or JV or Firm's Quantity Surveyor to prepare a detailed elemental estimate based on their design team drawings and accepted by Legal Aid SA. The quantity surveyor's elemental estimate will become the contract amount or tender amount.
- II. Professional fees will be charged as a percentage of the contract sum and must be included as part of the bid price.
- III. Disbursements allowance must be included as part of the estimate.

- IV. **The summary page of the elemental BOQ should strictly be in accordance with the following summary:** *(All of the following trades including allowances should be included, failing which your price will be disqualified)*

Items	(R) Amount
Preliminaries and General	
Building Works	
Electrical Works	
Mechanical Works	
SUB-TOTAL	
ADD: % Professional Fees amount	
SUB-TOTAL	
ADD: Disbursements amount (Fixed)	
SUB-TOTAL	
ADD: 15% VAT	
TOTAL TENDER AMOUNT	

- V. All bid price must be valid for a minimum period of 120 days from the tender closing date. The bidders must be registered and be tax compliant on National Treasury's Central Supplier Database and remain compliant for the period of tender evaluation.

25. PRICING INSTRUCTIONS AFTER APPOINTMENT

- I. Upon appointment, the bidder must further develop drawings to construction stage within 10 working days for approval by Legal Aid SA, prepare and submit Bills of Quantities to Legal Aid SA within 10 working days from the date of approval of drawings with no change to the elemental estimate of bid price bottom figure. All allowances which formed part of the elemental estimate which belong to the client must form part of the Bills of Quantities (All client allowances included on the elemental estimate will be managed by Legal Aid SA). The full costs must be disclosed and no variances will be entertained.
- II. The Bills of Quantities to be drawn up in accordance with the Standard System of Measuring Building Work (as amended) published and issued by the Association of South African Quantity Surveyors. Where applicable the:

- a) Mechanical work to be drawn up in accordance with the provisions of the Model Bills of Quantities for Mechanical Work, published by the South African Association of Quantity Surveyors.
- b) Electrical work to be drawn up in accordance with the provisions of the Model Bills of Quantities for Electrical Work, published by the South African Association of Quantity Surveyors.

26. TERMS AND CONDITIONS:

- I. Evaluation: 80/20: Price = 80 and B-BBEE status level of contribution = 20.
- II. All attached SDB forms must be fully completed and returned together with the proposal.
- III. A valid B-BBEE status level verification certificate or a sworn affidavit confirming the level of turnover and level of black ownership in case of EME or QSE must be submitted.

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.

27. ANNEXURE A

KEY RETURNABLE DOCUMENTS – MUST BE FULLY COMPLETE AND PROPERLY INDEXED. FAILURE TO COMPLY WILL RESULT IN THE BIDDER BEING DISQUALIFIED.

INDEX OF RETURNABLE DOCUMENTS

No.	Returnable	Index Number (Page Reference)
1.	Authority to submit a tender offer	
2.	Schedule of construction plant and equipment	
3.	Proposed key personnel (including cv of project leader)	
4.	Size of enterprise and current workload	
5.	Schedule of previous work carried out by bidder	
6.	Schedule of proposed Subcontractors	
7.	Financial references (Including audited financial statements for the previous 2 financial years)	
8.	Compulsory enterprise questionnaire	
9.	Form concerning fulfilment of the construction regulations	
10.	Occupational health and safety information (Valid COIDA certificate must be included)	
11.	Project reference form 1	
12.	Project reference form 2	
13.	Project reference form 3	
14.	Record of addenda to bid documents	
15.	Plant schedule (minimum plant required)	
16.	Preferential Procurement (sub-contracting)	
17.	SBD 1, 2, 3.1, 4, 5, 6, 8, & 9	
18.	Proof of CSD Registration	
19.	Proof of CIDB Registration	
20.	B-BBEE Certificate or Sworn Affidavit	
21.	Detailed breakdown of total charges	
22.	Elemental BOQ (Refer to Paragraph 24-IV)	
23.	Implementation/methodology Statement	
24.	General conditions of the contract	

28. ANNEXURE B

**CURRENT OFFICE LAYOUT, SPACE NORMS, OFFICE AIR-CONDITIONING
PLANS AND MEASUREMENTS OF AREAS OCCUPIED BY LEGAL AID SA.**