



Specifications, Evaluation Criteria and Works Space Norms Pretoria Local Office

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE
ACCOMMODATION IN PRETORIA AREA**

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 seven (07) years.			
1.2	No deposit shall be paid for rental of the leased office accommodation.			
1.3	The building offered must be for office use in premises that is designated office space with natural light and ventilation and the bidder must be open for negotiation with Legal Aid SA for Tenant Installation Allowance. Preferable that the office space is on one floor.			
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. 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, 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 must not have 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	Landlord must make an undertaking to provide a 2000L water tank			
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. Signed SBD 1: Invitation to Bid. ii. Signed SBD 3.1: Pricing schedule – firm prices (Purchases). iii. Signed SBD 4: Bidder's Declaration. 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. 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). vi. Municipal Account Statement and/or electricity account of not older than two (2) months from the tender closing date. 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			
2.2.1	i) A bidder must provide a copy of the title deed for the building as proof of property ownership. ii) If the bid is being submitted by an agent or representative on behalf of the landlord, a signed letter must be provided confirming that the building owner has granted the agent/entity the authority to submit the tender in relation to the specified offered premises. This letter must be submitted together with the title deed as outlined in item (i) above. The letter must be printed on the relevant company letterhead and signed by an authorised representative of all involved parties.			
	NB: Failure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.			

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 Documentation I. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) working days upon written/email request by Legal Aid SA. (2 points) Proof of EMAIL must be retained. ii. A bidder must submit copies of actual building compliance documents : (28 points) a) Approved building plan (including all alterations and elevations) or structural integrity report from a structural engineer (5 points); b) Occupancy Certificate that matches the plan number for the submitted approved building plans above (10 points) c) Zoning Certificate (5 points); d) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan (2 points) e) Electrical Compliance Certificate (2 points); f) Pests Control Certificate (valid in the last 12 months from the date of tender closure) (2 points) and g) Building Maintenance plan (indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities) (2 points). NB Zero points will be allocated for criteria/subcriteria not met or substantiated.	30		
2.3.2	Building location and accessibility: (Targeted area is Pretoria CBD - distance must be measured from Pretoria Magistrate Court, Cnr Schoeman (Francis Baard) & Schubart (Sophie De Bruyn) Street, Pretoria) I. Aerial plan or google maps indicating the following km distances: Local Office will verify the proposed building distances to the sub-criterion/criteria a) Building must be located in the target area and must be within 500m walking distance from public transport route and magistrate court = (20 points) b) Building be located in the target area more than 500m up to 1km walking distance from public transport route and magistrate court = (15 points) c) Building be located in the target area more than 1km up to 1.5km walking distance from public transport route and magistrate court = (10 points) d) Building be located in the target area more than 1.5km up to 2km walking distance from public transport route and magistrate court = (5 points) e) Building be located in the target area and are more than 2km walking distance from public transport route and magistrate court = 0 points	30		
	ii. The proposed building entrance must be accessible to people living with disabilities. NB: Site Inspection will be conducted by Legal Aid SA's official to verify. 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.			
2.3.3	Building requirements: I. Office space (20 points) Office building must have the following functioning : [Local Office to test/verify the below] a) air-conditioners = 5 points; b) electrical plugs per office = 5 points; c) ablution facilities as per space norm = 5 points; d) fire escape routes/emergency exits = 5 points. NB Zero point will be allocated for criteria/subcriteria not met or substantiated.	30		
	ii. Parking Space (10 points) A building with: a) availability minimum of 10 parking bays lockable premises/yard or up to 100m from the proposed building access must have minimum height clearance of 2 meters ; (5 points) b) availability minimum of 10 parking bays on lockable premises/yard more than 100m to 300m from the proposed building; (3 points) c) available parking facilities for Legal Aid SA's employees, visitors and clients within the proposed premises or parkades up to 100m from the proposed building at their own cost. (5 points). d) available parking facilities for Legal Aid SA's employees, visitors and clients within the proposed premises or parkades up to 100m to 300m from the proposed building at their own cost. (3 points). e) No information or insufficient parking provided (0 points)			

2.3.4	<u>Building Conditions and Availability:</u> 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 the bidder's proposal and that of neighboring properties must have acceptable look, promote Legal Aid SA image and its business objectives. (8 points) ii. The premises must be made available for occupation by the 01 December 2026 (2 points) NB Zero point will be allocated for criteria/subcriteria not met or substantiated.	10		
	TOTAL	100		
Only Bids that score 70 points or more on functionality will be evaluated further.				
2.4.1	<u>Phase 4: Compliance Criteria</u> 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 plans (including all alterations and elevations) or structural integrity report from a structural engineer must be provided before the date of occupation ; iii) Occupancy Certificate that matches the plan number for the submitted approved building plans above ; iv) Zoning Certificate v) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan; vi) Electrical Compliance Certificate; vii) Pests Control Certificate(valid in the last 12 months from the date of tender closure) and viii) Building Maintenance plan [indicating an annual programmed schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities].			
	NB: Bidders may be requested to submit any missing certificates/letters as listed above at discretion of the Bid Evaluation Committee. The bidder will be requested to submit such certificate or letter of undertaking within 7 working days of request. The commitment letters will form part of suspensive clause should the bidder be awarded the tender.			
2.4.2	<u>Phase 5: Price and B-BBEE</u> ii. PPPFA Points Scoring Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA), 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. <u>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)</u> - 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 must be included together with the rental amount over the period of the lease on the costs to be/incurred; * 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.			
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	Additional 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.			
4.1	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 and 2000L water tank			
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 Pretoria Local Office with Legal Aid Space Norms

A	B	C	D	E	F
Office	m²	Toilet Specifications (Toilets included in Column D)	No. Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Pretoria Local Office - Current Building Statistics (Minimum requirements)	1058	9 Toilets, 2 urinals and 8 basins: 3 toilets and 2 basins for females staff, 2 Toilets; 2 urinals and 2 basins for males staff; 1 toilet and 1 basin for disabled staff 1 toilet and 1 basin for Female clients, 1 toilets and 1 basins for male clients. 1 toilet and 1 basin for disabled clients	32 Offices, 1 boardroom, 1 reception, 1 client waiting room, 1 big storeroom, 1 small store room, 1 small space/ cleaners room, 1 server room, 2 photocopy centre, 1 kitchen.	71	10 Parking Bays
Per work space norms/ requirements	701	2 Toilets (3 cubicles and 2 basins for females and 2 cubicles, 2 basins and 2 urinals for males) and 1 disabled toilet	9 Offices, 27 open plan desks/cubicles, 1 reception and 1 client waiting area	65	9 Parking Bays for Legal Aid SA Cars, 1 for Head Office

Legal Aid SA - Workspace Norms Pretoria 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 / Admin Sup	2	1			6	12	Office
Admin Officer, legal secretaries, receptionist & HCU paralegal	7		7	1	8	56	Open Plan - one desk per staff member
paralegal ATP & land	2		1	1	3	6	open areas with 1 hot desk
Candidate Attorney Criminal	10			1	4.5	45	open plan with 10 desk
Head of Office	1	1			9	9	Office
Principal Attorney civil & SLP land	2	1			6	12	Office
Paralegal- office general civil	2	2			9	18	Office
HCU Manager	1	1			9	9	Office
Legal Practitioners/ RC Criminal	13			1	4	52	open plan 8 hot desk
Legal Practitioners/HCU	10	2	8		4.8	48	3 dedicated desk and 5 hot desks
Supervisory LP & PLP crim	3	1			6	18	Office
Civil LP & CAs	11		11	11	6	66	open plan with a desk each
Receptionist & Waiting Area	1				34	34	Reception area 9m2 client waiting area 25m2
Total Space based on employees	65	9	27	15	109	385	
Space allocation based on facilities							
Satellite Office Staff							
Registry/ Filing Room		2			9	18	
Boardroom convert to 8 consultation rooms and phone booth		9			9	81	meeting can be held in the open areas but require consultation rooms
Storeroom		1				25	Safe storage room - additional space required to accommodate filling cabinets
Stationery room		2			5	10	
Cleaner's Room		1			6	6	
Kitchen / Pause area		1			9	9	Large LO with large number of staff, pause area needed as most of the legal staff are in open area
Toilet		7			6	42	2 Toilets (3 cubicles and 2 basins for females and 2 cubicles, 2 basins and 2 urinals for males) and 1 disabled toilet
Server/Network room		2			4	8	Ventilated - accommodate UPS and server cabinets
Total Space based on facilities		25	0	0	48	199	
Total Area Offices and Facilities						584	
Walkways, stairs and hallways						117	
TOTAL	65	34	27	15	157	701	Minimum required workspace
Note: Only bids with space that falls within the prescribed minimum and maximum space parameters will be considered for evaluation.						716	Maximum space

Total Number of Employees	65
Total Number of Offices, Cubicles and Toilets	61