



### Specifications, Evaluation Criteria and Works Space Norms George Local Office

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

No.	TERMS AND CONDITIONS OF THE SPECIFICATION	YES	NO	Comment
<b>1</b>	<b>OPERATIONAL LEASE REQUIREMENTS</b>			
1.1.	The properties should be offered on an operational lease, for a minimum period of five (5) years.			
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. 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 or Eskom. 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.			



	<b>Phase 4: Compliance Criteria</b> Qualifying bidders from Phase 3 are subjected to confirmation/verification of the following occupational and building compliance documents as per below. <b>Failure to submit the documents required as part of the due diligence process, within 7 working days from request, the bidder will be disqualified from further evaluation:</b> j) Set of approved floor or proposed floor plans [including all alterations] (5 points); k) Approved building plan or structural integrity report from a duly qualified built environment professional [including all alterations and/or elevations]; l) Occupancy Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation; m) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan; n) Electrical Compliance Certificate; o) Pests Control Certificate[valid in the last 12 months from the date of tender closure] and p) Building Maintenance plan [indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities].			
2.4.1				
	<b><u>NB: Bidder agrees to provide the following certificates on completion of Tenant Installation. a) Occupancy Certificate and b) Electrical Certificate of Compliance within six (6) months from date of occupation.</u></b>			
	Phase 5: Price and B-BBEE 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			
2.4.2	<b><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></b> - 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.			
<b>3</b>	<b>Implementation</b>			
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.			
<b>4</b>	<b>Additional Requirements are as follows.</b>			
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.			

**Comparison of existing facilities at George Local Office with Legal Aid Space Norms**

A	B	C	D	E	F
Office	m <sup>2</sup>	Toilet Specifications (Toilets included in Column D)	No. Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
George Local Office - Current Building Statistics (Minimum requirements)	542	4 Toilets and 3 basins( 1 toilet with one cubicle for females and 1 basin. 1 toilet for males with one cubicles, 1 toilet with one cubicle for females , and 1 toilet with one cubicle for males , sharing 1 basin on outside of toilets	4 Toilets and 3 basins( 1 toilet with one cubicle for females and 1 basin. 1 toilet for males with one cubicle and 1 basin , 1 toilet with one cubicle for females , and 1 toilet with one cubicle for males , sharing 1 basin on outside of toilets ), 1 x Paralegal office, 1 x reception and waiting area(1x Receptionist in the reception area) , 3 x Civil LP office, 1 x SLP Civil Office, 1 HoO Office; X1 Admin Officer Civil ; 2 x SLP Criminal Office, , 1 x Admin Manager Office, 1 x( 1x Admin Officer & 1x Office Assistant ) - sharing office, 20 x Cubicles in the Open plan occupied by 4 CLP, x 4 LP-DC's and 7 x LP-RC's, 1 x boardroom, 3 x store room, 1 x kitchen , x1 Computer Café	32(Main Office), 14 (from 3 satellite offices when there are meetings in the boardroom)	8 parking bays (for office vehicles) ; 1 parking for Head of Office based on George LO ; for office vehicles
Per work space norms/ requirements	530	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) (1 toilet for clients & 1 toilet for disabled people, will be added advantage).	14 offices, 23 cubicles and 12 facility rooms and 1 designated open area which serves as reception and waiting area.	37	9 parking bay for fleet vehicle & parking for Head of office based in George LO

**Legal Aid SA - Workspace Norms George Local Office**

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/ facility	Total space m <sup>2</sup>	Comments
<b>Space allocation based on employees</b>							
Admin Manager	1	1			12	12	Office
Admin Officer, Admin Sup, Legal Secretary, Secretary	4		4		10	40	Open Plan cubicle recommended - Height 1.5 m
Office Assistant* also playing role of receptionist at JC	1		1		10	10	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	4		4		4	16	(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 4m <sup>2</sup> . (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 Practitioners - Criminal	13		13		4	52	(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 4m <sup>2</sup> . (iii) One side will have an opening of 750mm for access.
Supervisory LPs, PLP, HCU Manager	3	3			10	30	Office
Civil LPs	3	3			9	27	Office
LRMU Supervisory Legal Practitioner	1	1			10	10	Office
LRMU High Court Legal Practitioner	1	1			9	9	Office
LRMU Junior Legal Practitioner	1	1			9	9	Office
LRMU Paralegal	1	1			9	9	Office
LRMU Admin Officer	1		1		10	10	Open Plan cubicle recommended - Height 1.5 m
Receptionist & Waiting Area	1	1		1	30	30	Reception counter
<b>Total Space based on employees</b>	<b>37</b>	<b>14</b>	<b>23</b>	<b>1</b>	<b>157</b>	<b>285</b>	
<b>Space allocation based on facilities</b>							
<b>Satellite Office Staff</b>	<b>0</b>						
Registry/ Filing Room		1			9	9	
Boardroom		1			52	52	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			41	41	Safe storage room
Stationery room		1			4.5	4.5	
Kitchen		1			4.5	4.5	
Toilet		4			6	24	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) (1 toilet for clients & 1 toilet for disabled people, will be added advantage).
Server/Network room		1			4	4	Ventilated
<b>Total Space based on facilities</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>157</b>	
Total Area Offices and Facilities						<b>442</b>	
Walkways, stairs and hallways						<b>88</b>	
<b>TOTAL</b>	<b>37</b>	<b>26</b>	<b>23</b>	<b>1</b>	<b>287</b>	<b>530</b>	Minimum required workspace

<b>Total Number of Employees</b>	<b>37</b>
<b>Total Number of Offices, Cubicles and Toilets</b>	<b>49</b>