

Specifications, Evaluation Criteria and Works Space Norms Pietermaritzburg Local Office

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

1 OPERATIONAL LEASE REQUIREMENTS 1. The properties should be offered on an operational lease, for a minimum period of five (5) years to maximum of 9 years and 11 months. 1. No depose shall be paid for rental of the leased office accommodation. 1. The building offered must be habitable for office use and the bidder must be open for negotiation with Legal Add SA for Tenar installation Allowance. 1. Legal Add SA for Tenar installation Allowance. 1. The lease proposal must include an estimate of the costs of refurbishment and the Tenart installation Allowance offered in socionance with the detailed work space norms provided on the last page of this document. 1. The Landord 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 Landord for all costs negotiated less any Tenant Installation Allowance provided on condition that if the costs of refurbishment exceed the contribution of the Landord, the latter must advise the Tenart timeously and obtain consent from the Tenart prior to commencing with refurbishments in excess of the contribution amount. The refurbishments will from part of the signed lesse agreement. 1. Legal Aid SA reserves the right to negotiation for space, rental and refurbishment is excess of the contribution amount, and the state of the place which is managed and controlled by the local municipality or Eskom. No other meter system will be accepted and the state of the state of the controlled with the controlled by the local municipality or Eskom. No other meter system will be accepted and the state of the state of the controlled by the local municipality or Eskom. No other meter system will be accepted and the state of the state subject to Legal Aid SA will refure the building with be first offered to Legal Aid SA will from part of the tender document. By submitting the lease the building with part of the state o	No.	TERMS AND CONDITIONS OF THE SPECIFICATION	YES	NO	Comment
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NB: Fallure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.					
<u> </u>		NB: Failure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.			

Criteria: Functionality Evaluation Criteria Building Documentation I. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) working days upon request by Legal Aid SA. (5 points) II. A bidder must submit a copy of actual building compliance documents: (25 points) 3) Approved building plan (5 points): 3) Approved building plan (5 points): 5) Occupancy Certificate (2 points): (5) Fire Protectioner Sevauation Plan (2 points): (6) Fire Protectioner Sevauation Plan (2 points): (7) Peas Control Certificate (2 points): (8) Peas Control Certificate (2 points): (9) Building Maintenance plan (2 points): (10) Building Maintenance plan (2 points): (11) Peas Control Certificate (2 points): (12) Peas Control Certificate (2 points): (13) Building location and accessibility: (Targeted area is Pletermaritzburg) II. Avairal plan or google maps indicating the following to be attached. (13) Building bust be located in the target area and must be within 2km walking distance from public transport route and magistrate court = (20 points) (14) Building be located in the target area more than 2km up to 2.25km walking distance from public transport route and magistrate court = (16 points) (15) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route and magistrate court = (10 points) (16) Building be located in the target area and are more than 3km walking distance from public transport route and magistrate court = (10 points) (16) Building be located in the target area and are more than 3km walking distance from public transport route and magistrate court = (10 points) (17) Building be located in the target area and are more than 3km walking distance from public transport route and magistrate court = (10 points) (18) Building be located in the target area and are more than 3km walking distance from public transport route and magistrate court = (10 points) (18) Building which is not accessible to peropole living with disabili				
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		TOTAL	100	
the contract of the contract o	Only Bid			

	Phase 4: Compliance Criteria Qualifying bidders from Phase 3 will be subjected to the confirmation/verification of the outstanding occupational and building compliance documents as per below. Failure to submit the documents/respond to the required as part of the due diligence process, within 7 working days from request, the bidder may be disqualified from further evaluation should the bidder fail to address the request by the Bid Evaluation Committee (BEC): i) Approved building plans; ii) Occupancy Certificate; iii) Zoning certificate; iv) Fire protection/evacuation plan; v) Electircal compliance certificate; vi) Pest Control Certificate; vii) Building Maintenance Plan (Before occupation & post occupation); 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	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 then 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	Implementation		
3.1	Implementation 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. 4.2.	Partitioning as per Legal Aid SA's specification		
	Air-conditioning (preferably split units) Painting - with corporate colours	 	
4.3. 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 4 4	Information Technology requirements - Power skirtings accommodating computer and telephone network.		
4.11.	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 accesible to disabled persons and include, ramps and/or lifts where necessay.		
4.15.	Energy saving building will be an additional advantage.		



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

A B C			at Pietermaritzburg Local Office wi	F	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)		
Pietermaritzburg Local Office - Current Building Statistics (Minimum requirements)	971	4 Toilets and 8 basins(1 toilet with two cubicles for females and 2 basins; 1 toilet for males with two cubicles, two urinals and two basins.; and 1 toilet with 2 cubicles for females with 2 basins, 1 toilet with two cubicles for male and 2 basins).	4 toilets and 8 basins, 4 x Paralegal offices, 1 x reception and waiting area, 1 x Waiting room, 8 x Civil LP offices, 1 x PLP Criminal Office, 2 x SLP Criminal Offices, 1 x PLP Civil Office, 1 x SLP Civil, 2 x HC Civil LP, 1 x HoO Office, 1 x Admin Manager Office, 1 x Admin Supervisor Office, 2 x Legal Secretaries office, 4 x Admin Officers offices, 17 x Cubicles in the Open plan occupied by: 17 x CLPs, 5 x DCLPs and 10 x RCLPs offices. 1 x HCU Manager Office, 1 x HCU Admin Officer Office, 4 x HCLPs Offices, 1 x Computer Cafes (to accommodate 8 x desktops), 1 x Boardroom, 1 x Store/1 x Server room, 3 x kitchen.	62 x based at Pietermaritzburg Local Office.	16 parking bays (for office vehicles)		
Per work space norms/ requirements	823	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).	18 offices, 50 cubicles and 10 facility rooms and 2 designated open area which serves as reception including waiting area and computer café.	62	18 (17 parking bay for fleet vehicle & 1 parking for Head of office based in Pietermaritzburg LO)		



Legal Aid SA - Workspace Norms Pietermaritzburg Local Office

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Allocation per employee position/	Total space m ²	Comments
Space allocation based on employees							
Admin Manager	1	1			12	12	Office
Admin Officer, Admin Sup, Legal Secretary, Secretary	8		8		10	80	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	17		17		4	68	(i) Drywall height is 1200mm from the ground and the glass is 300mm, give a total of 1.5meters a 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 fo access.
Head of Office	1	1			12	12	Office
Paralegal	4	4			9	36	Office
Legal Practitioners - Criminal	16		16		4	64	(i) Drywall height is 1200mm from the ground and the glass is 300mm,give a total of 1.5meters al 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 fo access.
Supervisory LPs, PLP, HCU Mananger	6	6			10	60	Office
Civil LPs	8	8			9	72	Office
Receptionist & Waiting Area	1			1	30	30	Reception counter
Total Space based on employees	62	20	41	1	100	434	
Space allocation based on facilities							
Satellite Office Staff	9						
D : . /Eii: D							
Registry/ Filing Room		1			9	9	
Registry/ Filing Room Boardroom		1			60	60	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Boardroom Consultation rooms		1 5			60	60 45	partitions to convert into additional consultation rooms when not used for meetings.
Boardroom Consultation rooms Storeroom		1 5 1			60 9 60	60 45 60	partitions to convert into additional consultation
Boardroom Consultation rooms Storeroom Stationery room		1 5 1			60 9 60 4.5	60 45 60 4.5	partitions to convert into additional consultation rooms when not used for meetings.
Boardroom Consultation rooms Storeroom		1 5 1			60 9 60	60 45 60	partitions to convert into additional consultation rooms when not used for meetings.
Boardroom Consultation rooms Storeroom Stationery room		1 5 1			60 9 60 4.5	60 45 60 4.5	partitions to convert into additional consultation rooms when not used for meetings.
Boardroom Consultation rooms Storeroom Stationery room Kitchen Toilet		1 5 1 1			60 9 60 4.5 9.0	60 45 60 4.5 9.0	partitions to convert into additional consultation rooms when not used for meetings. Safe storage room 8 Toilets: (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) and (1
Boardroom Consultation rooms Storeroom Stationery room Kitchen		1 5 1 1 1		1	60 9 60 4.5 9.0	60 45 60 4.5 9.0	partitions to convert into additional consultation rooms when not used for meetings. Safe storage room 8 Toilets: (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) and (1 toilet for clients & 1 toilet for disabled people) Ventilated
Boardroom Consultation rooms Storeroom Stationery room Kitchen Toilet Server/Network room		1 5 1 1 1	0	1	60 9 60 4.5 9.0 6	60 45 60 4.5 9.0 48	partitions to convert into additional consultation rooms when not used for meetings. Safe storage room 8 Toilets: (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) and (1 tollet for clients & 1 toilet for disabled people) Ventilated Open plan. No Cubicles. 12m² consisting of an oper
Boardroom Consultation rooms Storeroom Stationery room Kitchen Toilet Server/Network room Computer Café		1 5 1 1 1 1 8	0	<u> </u>	60 9 60 4.5 9.0 6 4	60 45 60 4.5 9.0 48 4	partitions to convert into additional consultation rooms when not used for meetings. Safe storage room 8 Toilets: (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) and (1 tollet for clients & 1 toilet for disabled people) Ventilated Open plan. No Cubicles. 12m² consisting of an oper
Boardroom Consultation rooms Storeroom Stationery room Kitchen Toilet Server/Network room Computer Café Total Space based on facilities		1 5 1 1 1 1 8	0	<u> </u>	60 9 60 4.5 9.0 6 4	60 45 60 4.5 9.0 48 4 12 252	partitions to convert into additional consultation rooms when not used for meetings. Safe storage room 8 Toilets: (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) and (1 tollet for clients & 1 toilet for disabled people) Ventilated Open plan. No Cubicles. 12m² consisting of an oper

Total Number of Employees	62
Total Number of Offices, Cubicles and Toilets	80