



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

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<b>LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION JOHANNESBURG LOCAL OFFICE</b>				
<b>No.</b>	<b>TERMS AND CONDITIONS OF THE SPECIFICATION</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>
<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), seven (7) or nine (9) 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 <b>Construction Industry Development Board (CIDB)</b> requirements. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided on condition that if the costs of refurbishment exceed the contribution of the Landlord, the latter must advise the Tenant timeously and obtain consent from the Tenant prior to commencing with refurbishments in excess of the contribution amount. 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, or any approved meter system.			
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 that have no 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	The bidder must submit confirmation letter or letter of undertaking or commitment to provide a water back-up facilities or uninterrupted water supply within 6 to 12 months from the date of occupation.			
<b>2</b>	<b>Evaluation Criteria</b>			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1	<b>Phase 1: Administrative Compliance</b>			
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. Completed Request for Proposal; ii. Completed and signed SBDs documents (SBD1, SBD 3.1, SBD 4 and SBD 6.1); iii. Original or certified valid B-BBEE certificate or sworn affidavit. JV must submit a consolidated B-BBEE certificate; iv. 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; and vii. The bid must be submitted with the latest CSD reports of all parties (agent, landlord/JV partners etc.)			
2.2	<b>Phase 2: Mandatory Requirements</b>			
2.2.1	Bidder must be the owner of the property to be leased. If the owner provides the mandate letter to act on his/her behalf a copy of the mandate letter/agency agreement must be included in the submission of the bid. <b>Compliance requirement:</b> i) A bidder must submit a copy of the title deed for the building as proof of property ownership together with bid response. <b>or</b> ii) If the bidder is bidding on behalf of the owner, both copy of Title deed and mandate letter/agency agreement with the landlord must be submitted. NB: Failure to comply with the above <b>will</b> result in the bid being disqualified.			

2.3	<p><b>Phase 3: Functionality</b> In this phase, Legal Aid SA will look at the most appropriate property aligned to its operation and compatible with its infrastructure. These will include site visits of properties and bid documents submitted by the landlords. The building will be evaluated on the following functionality criteria:</p>			
	<p><b>Functionality Evaluation Criteria</b></p>	Points		
	<p><b>Building Documentation</b></p>	30		
	<p>i. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) working days upon <b>written/email request</b> by Legal Aid SA. (2 points) <b>Proof of EMAIL must be retained.</b></p> <p>ii. A bidder must submit copies of actual building compliance documents: (28 points)</p> <p>a) Approved building plan (including all alterations and elevations) or <b>structural integrity report from a duly qualified built environment professional [including all alterations and/or elevations]</b> or letter of undertaking stating that it will be provided within 6 months from the date of occupation (5 points);</p> <p>b) Occupancy Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation (10 points)</p> <p>c) Zoning Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation (5 points)</p> <p>d) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan or letter of undertaking stating that it will be provided before the date of occupation (2 points)</p> <p>e) Electrical Compliance Certificate (2 points):</p> <p>f) Pests Control Certificate (valid in the last 12 months from the date of tender closure) or letter of undertaking stating that it will be provided within 6 months from the date of occupation (2 points) and</p> <p>g) Building Maintenance plan (indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities) or letter of undertaking stating that it will be provided before the date of occupation (2 points).</p> <p><b>NB Zero points will be allocated for criteria/subcriteria not met or substantiated.</b></p>			
	<p><b>Building location and accessibility: (Targeted area is Johannesburg Magistrate court)</b></p>	30		
2.3.1	<p>i. <b>Aerial plan or google maps indicating the following km distances: Local Office will verify the proposed building distances to the sub-criterion/criteria</b></p> <p>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)</p> <p>b) Building be located in the target area more than 500m up to within 750m walking distance from public transport route and magistrate court = (15 points)</p> <p>c) Building be located in the target area more than 750m up to within 1km walking distance from public transport route and magistrate court = (10 points)</p> <p>d) Building be located in the target area more than 1km up to within 1.25km walking distance from public transport route and magistrate court = (5 points)</p> <p>e) Building be located in the target area and are more than 1.25km walking distance from public transport route and magistrate court = 0 points</p> <p>ii. The proposed building entrance must be accessible to people living with disabilities. <b>NB: Site Inspection will be conducted by Legal Aid SA's official to verify.</b></p> <p>a) Leased premises are on the ground floor and are fully accessible to people with disabilities (8 points)</p> <p>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)</p> <p>c) Leased premises are not on the ground floor but are fully accessible to people with disabilities and the building has a lift without braille buttons. (6 points)</p> <p>d) Disability parking with signage. (2 points)</p> <p>A grace period will be allowed for the bidder who in writing undertakes to install braille buttons on the lifts in the building before the date of occupation.</p>			
	<p><b>Proposed Building Conditions/Requirements:</b></p>	30		
2.3.2	<p>Office building must have the following <b>functioning</b>: [Local Office to test/verify the below]</p> <p>a) air-conditioners = 5 points;</p> <p>b) electrical plugs per office = 5 points ;</p> <p>c) ablution facilities as per space norm = 5 points;</p> <p>d) fire escape routes/emergency exits = 5 points.</p> <p>e) bidder submits a letter of undertaking to provide each of the above requirements before occupation (2.5 points per requirement listed)</p> <p><b>NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</b></p>			
	<p>a) minimum of <b>10</b> covered and lockable parking bays on the premises (<b>8 points</b>) or minimum <b>10</b> covered parking bays behind locked gate on the premises (<b>6 points</b>); on both instances there must be a height clearance of a minimum of 2 meters;</p> <p>b) additional free open parking bays for Legal Aid SA's employees, visitors and clients within the premises (<b>2 points</b>);</p> <p>c) No information or insufficient parking provided (<b>0 points</b>).</p>			
	<p><b>Building Conditions and Availability:</b></p>	10		
2.3.3	<p>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)</p> <p>ii. The premises must be made available for occupation by the <b>01 September 2026</b> (2 points)</p> <p><b>NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</b></p>			
	<p><b>TOTAL</b></p>	100		
	<p><b>Only Bids that score 70 points or more on functionality will be evaluated further.</b></p>			
	<p><b>Phase 4: Compliance Criteria</b></p>			

2.3.4	Qualifying bidders from Phase 4 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 may be disqualified from further evaluation:</b> i) Set of proposed floor plans [including all alterations]; ii) Approved building plan or structural integrity report from a duly qualified built environment professional [including all alterations and/or elevations] or letter of undertaking stating that it will be provided within 6 months from the date of occupation; iii) Occupancy Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation; iv) Zoning Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation; v) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan or letter of undertaking stating that it will be provided before the date of occupation ; vi) Electrical Compliance Certificate; vii) Pests Control Certificate[(valid in the last 12 months from the date of Tender closure] or letter of undertaking stating that it will be provided within 6 months from the date of occupation and viii) Building Maintenance plan [indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities] or letter of undertaking stating that it will be provided before the date of occupation.			
<b>2.4</b>	<b>Phase 5: Price and B-BBEE</b>			
2.4.1	<b>i. PPPFA Points Scoring</b> Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA), Preferential 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>ii) 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)</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; * 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			
<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>Tenant Installation 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 Johannesburg 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)
Johannesburg Local Office - Current Building Statistics (Minimum requirements)	1053.8	Toilets in the building for Legal Aid staff and its clients to use	38 Offices, boardroom, storeroom, library, 2 server rooms, 2 kitchens, open area for 14 CLP's, open area for 16 RC LPs, open space for 4 admin staff, reception and waiting area.	84 (Main Office)	11 Parking Bays
Per work space norms/ requirements	738	Toilets: (4 cubicles and 3 basins for females and 3 cubicles, 2 basins and 3 urinal for males) (2 toilet for disabled people, will be added advantage).	30 offices, 30 cubicles, 17 facilities rooms and 1 open area which serves as reception and waiting area.	84	9 parking bays for 9 fleet and 1 extra parking for Head of Office based in Johannesburg Local Office.

**Legal Aid SA - Workspace Norms Johannesburg 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 & Admin Supervisor	2	1			6	12	Office
Admin Officer, Legal Secretary, Office Assistants, Paralegal- RD	10		8		5	40	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	13		13		4	52	Open plan with cubicles
Legal Practitioners - DC	7		3		4	12	Nine (9) practitioners (DC and LP included) will be in the office at as per Flexi
Legal Practitioners - RC	15		6		4	24	
Head of Office	1	1			10	10	Office
Paralegal- Civil	3	3			8	24	Office
Paralegal- HC & Admin Officer	2	1			7	14	
PLP-Civil	1	1			9	9	
PLP	1	1			9	9	
HCU Manager	1	1			9	9	
Supervisory LPs; 4 x Criminal 1 x HCU 1 x Labour	6	6			8	48	Office
Legal Practitioners - HCU	14	7			5	70	Office
Legal Practitioners - Civil	7	7			7	49	Office
Receptionist & Waiting Area	1	1		1	25	25	Reception counter
<b>Total Space based on employees</b>	<b>84</b>	<b>30</b>	<b>30</b>	<b>1</b>	<b>120</b>	<b>407</b>	
<b>Space allocation based on facilities</b>							
<b>Satellite Office Staff</b>	<b>0</b>						
Registry/ Filing Room		2			9	18	
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.
Consultation rooms		3			7	21	
Storeroom		1			60	60	Safe storage room
Stationery room		1			6.0	6.0	
Custodial Room		1			5.0	5.0	
Kitchen		2			6.0	12.0	
Toilet		7			3	21	Toilets: (4 cubicles and 3 basins for females and 3 cubicles, 2 basins and 3 urinal for males) <b>(2 toilet for disabled people, will be added advantage).</b>
Server/Network room		1			5	5	Ventilated
<b>Total Space based on facilities</b>		<b>19</b>	<b>0</b>	<b>0</b>	<b>161</b>	<b>208</b>	
Total Area Offices and Facilities						<b>615</b>	
Walkways, stairs and hallways						<b>123</b>	
<b>TOTAL</b>	<b>84</b>	<b>49</b>	<b>30</b>	<b>1</b>	<b>281</b>	<b>738</b>	Minimum required workspace of 738m <sup>2</sup> to maximum of 753m <sup>2</sup> . <b>Failure to meet the minimum required space will be disqualified.</b>
<b>Note: Only bids with space that fall within the prescribed minimum and maximum space parameters will be considered for evaluation.</b>						<b>753</b>	<b>Maximum space</b>
<b>Total Number of Employees</b>		<b>84</b>					
<b>Total Number of Offices, Cubicles and Toilets</b>		<b>79</b>					