



### Specifications, Evaluation Criteria and Works Space Norms Giyani Satellite Office

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE  
ACCOMMODATION IN GIYANI SATELLITE OFFICE**

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 <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. 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 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.			

2	<b>Evaluation Criteria</b>			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1.	<b>Phase 1: Responsiveness</b>			
2.1.1.	<p>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:</p> <p>i. Signed SBD 1: Invitation to Bid.</p> <p>ii. Signed SBD 3.1: Pricing schedule – firm prices (Purchases).</p> <p>iii. Signed SBD 4: Bidder's Declaration.</p> <p>iv. Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022. Bidders will be assessed using the Legal Aid SA SCM Policy on Preferential Procurement in line with the B-BBEE Act as amended.</p> <p>v. Original or certified valid B-BBEE certificate or sworn affidavit. <b>JV must submit a consolidated B-BBEE certificate.</b> 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).</p> <p>vi. Municipal Account Statement and/or electricity account of not older than two (2) months from the tender closing date.</p> <p>vii. The bid must be submitted with the latest CSD reports of all parties (agent, landlord/JV partners etc.)</p>			
2.2.	<b>Phase 2: Disqualification Criteria</b>			
2.2.1	<p>i) A bidder must provide a copy of the title deed for the building as proof of property ownership.</p> <p>ii) An agent/entity of the landlord must provide a signed letter or relationship agreement with detailed responsibilities that the owner of the building has granted to the agent/entity for the leasing of the office building. Bidder must submit a signed confirmation letter/ relationship agreement. The letter must be in the company's letterhead signed by a delegated authority of all parties.</p> <p><b>NB: Failure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.</b></p>			
2.3.	<p><b>Phase 3: Functionality</b></p> <p>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:</p>			
	<b>Functionality Evaluation Criteria</b>	Points		
	<b>Building Documentation</b>	30		
2.3.1.	<p>i. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) days upon request by Legal Aid SA. (5 points)</p> <p>ii. A bidder must submit the following documents or an officially signed commitment letter with clear timeframes to provide the following building compliance documents and/or copy of actual documents when requested by Legal Aid SA <b>PRIOR</b> to appointment as stated in this document:</p> <p>(a) approved building plan; (b) Occupancy Certificate (15 points).</p> <p><u>Timeframe scoring:</u></p> <p>Submitted with the bid documents = 15 points</p> <p>Commitment to submit between 1-7 days = 8 points;</p> <p>Commitment to submit between 8-14 days = 5 points;</p> <p>Commitment to submit after 14 days or no commitment letter = 0 points</p> <p><b>Note: Bidders who have submitted the above mentioned documents (a and b), will be evaluated on the documents provided.</b></p> <p>iii. A bidder must submit the following documents or an officially signed commitment letter with clear timeframes to provide the following building compliance documents and/or copy of actual documents when requested by Legal Aid <b>PRIOR</b> to appointment as stated in this document:</p> <p>(a) Zoning Certificate (2 points); (b) Fire Protection/Evacuation Plan ( 2 points); (c) Electrical Compliance Certificate (2 points) ; (d) Pests Control Certificate (2 points) and (e) Maintenance plan (2 points). (10 points)</p> <p><u>Timeframe scoring will be applied for Commitment letters:</u></p> <p>Submitted all documents with bid response = 10 points, each document will be evaluate per allocated score</p> <p>Commitment to submit between 1-7 days = (5 points);</p> <p>Commitment to submit between 8-14 days = (2.5 points);</p> <p>Commitment to submit after 14 days or no commitment = (0 points)</p> <p><b>Note:</b></p> <p><b>Bidders who have submitted the above mentioned documents (a and b), will be evaluated on the documents provided.</b></p>			
2.3.2.	<p><b>Building location and accessibility: (Targeted area is Giyani)</b></p> <p>i. Aerial plan indicating the following to be attached.</p> <p>a) Building must be located in the target area and must be 500 meters walking distance from public transport route and magistrate court = (20 points)</p> <p>b) Building be located in the target area between 500m and 750 meters walking distance from public transport route and magistrate court = (15 points)</p> <p>c) Building be located in the target area between 750m and 1,000 meters walking distance from public transport route and magistrate court = (10 points)</p> <p>d) Building be located in the target area between 1,000m and 1,250 meters walking distance from public transport route and magistrate court = (5 points)</p> <p>e) Building be located in the target area and are 1,251 metres or more walking distance from public transport route and magistrate court = 0 points</p> <p>ii. A building 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) Building with ramps, lifts if offices not on ground floor and signage. (10 points)</p> <p>b) Building which is not accessible to persons living with disabilities. = (0 points)</p>	30		
2.3.3	<p><b>Building requirements:</b></p> <p><b>i. Office space (20 points)</b></p> <p>Office building with</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><b>ii. Parking Space (10 points)</b></p> <p>A building with:</p> <p>a) availability minimum of 3 covered lockable parking bays on the premises; (8 points)</p> <p>b) availability minimum of 3 covered parking bays behind locked gate on the premises; (6 points);</p> <p>c) additional free open parking bay for Legal Aid SA's employees, visitors and clients. (2 points).</p> <p>d) No information or insufficient parking provided (0 points)</p>			
2.3.4	<p><b>Building Conditions and Availability:</b></p> <p>i. The premises must be within a safe and secure office environment <b>zoned for office or business use</b>, as deemed acceptable as Land Use Management Scheme/Town Planning Scheme in its sole and absolute discretion, which inter alia means that the property and 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 April 2023</b>. (2 points)</p>	10		
	<b>TOTAL</b>	<b>100</b>		
<p>Only Bids that score 70 points or more on functionality will be evaluated further. Qualifying bidders from the functionality evaluation will be required to submit the building requirement documents as committed under Phase 3, section 2.3.1 above. Failure to adhere to Phase 4 requirements, the bid will be disqualified.</p>				

2.4.1	<p><b>Phase 4: Compliance Criteria</b></p> <p>Occupational and building compliance are a requirement <b>PRIOR</b> to appointment. Qualifying bidders from Phase 3 must provide the following as per the commitment letter provided (where applicable):</p> <p>Documents include:</p> <ul style="list-style-type: none"> <li>i) Approved building plans;</li> <li>ii) Occupancy Certificate;</li> <li>iii) Zoning certificate;</li> <li>iv) Fire protection/evacuation plan;</li> <li>v) Electrical compliance certificate;</li> <li>vi) Pest Control Certificate;</li> <li>vii) Maintenance Plan (Before occupation &amp; post occupation);</li> </ul> <p><b><u>NB: Bidders who do not provide the actual or copies of the requested documents as per the commitment letter submitted with the tender may be disqualified.</u></b></p>			
2.4.2	<p><b>Phase 5: Price and B-BBEE</b></p> <p><b>ii. PPPFA Points Scoring</b></p> <p>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:</p> <p>Price = 80 points, and B-BBEE level of contribution = 20 points (Specific goals as defined by Legal Aid SA SCM Policy on Preferential Procurement)</p> <p><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></p> <p>- Bidder must provide the total costs of accommodation for the proposed duration, with the following details: -</p> <ul style="list-style-type: none"> <li>* Rental rate per square metre for the proposed office space;</li> <li>* Rate per parking bay;</li> <li>* Annual escalation rate of not greater than CPI, with a motivation if this exceeds CPI;</li> <li>* Tenant installation amount offered by the bidder;</li> <li>* Tenant's share of proportionate costs with details, if applicable.</li> <li>* 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.</li> </ul>			
3	<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.			
4	<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 Giyani Satellite Office with Legal Aid Space Norms**

A	B	C	D	E	F
Office	m <sup>2</sup>	Toilet Specifications (Toilets included in Column D)	Number of Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Current Building Statistics	93	Toilets not in office but in the building for Legal Aid staff to use with other offices	2 Offices, 3 cubicles and 1 storeroom, kitchen and open area which serves as reception and waiting area.	5	3
Per work space norms/ requirements	107.1	2 Toilets (1 cubicle and 1 basins for females and 1 cubicle, 1 basin and 1 urinal for males)	2 offices, 3 cubicles and 8 facility rooms and 1 designated open area which serves as reception and waiting area.	5	3 parking bays for 3 fleet vehicle based in Giyani SO

### Legal Aid SA - Workspace Norms - Giyani Satellite 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>							
Paralegal	1	1			9	9	Office
Legal Practitioners	3		3		4.00	12.00	(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.
Legal Practitioners - Civil					9	0	Office
Supervisory LP	1	1			10	10	Office
<b>Total Space based on employees</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>35.24</b>	<b>31.00</b>	
<b>Space allocation based on facilities</b>							
Consultation rooms		1			9	9	Office
Public waiting area & reception				1	9	9	Open area as reception and waiting area
Storeroom		1			4.5	4.5	
Kitchen		1			4.5	4.5	
Toilet		4			6.0	24.0	2 Toilets (2 cubicles and 2 basins for females and 2 cubicle, 2 basins and 1 urinals for males)
Server/Network room		1			4.00	4.00	Ventilated
<b>Total Space based on facilities</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>37.0</b>	<b>55.0</b>	
<b>Area of offices and facilities</b>						<b>86.0</b>	
Walkways and stairs						<b>17.2</b>	
<b>TOTAL</b>	<b>5</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>72.2</b>	<b>103.2</b>	Minimum required space.

<b>Total Number of Employees</b>	<b>5</b>
<b>Total Number of Offices, Cubicles and Toilets</b>	<b>11</b>