



Specifications, Evaluation Criteria and Works Space Norms Kariega Local Office

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE
ACCOMMODATION IN KARIEGA 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 five (5) years.			
1.2.	No deposit shall be paid for rental of the leased office accommodation.			
1.3.	A 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. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided. 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.			
1.13.	Legal Aid SA may request the following documents:			
1.13.1	An approved building plan, approved existing floor plan and proposed floor plan. A proposed floor plan should highlight areas that are already partitioned. In the case of an existing landlord, the floor plan should highlight areas that require repartitioning.			
1.13.2	A zoning certificate issued by the local authority for office, business or commercial purposes.			
1.13.3	A building completion certificate of the premises.			
1.13.4	A municipal occupation certificate of the premises.			
1.13.5	A valid electrical compliance certificate of the premises, pests control certificate and a maintenance plan.			

2	Evaluation Criteria			
	The bid will be evaluated in five (5) phases as outlined below.			
2.1	Phase 1: Responsiveness			
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> <ul style="list-style-type: none"> 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	<p>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 accompanied with the owners Title Deed. The letter must be in the company's letterhead signed by a delegated authority of all parties.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> i) A bidder must submit a copy of the title deed for the building as proof of property ownership together with bid response. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> 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. iii) Occupancy Certificate issued by municipality <p>NB: Failure to comply with the above will result in the bid being disqualified.</p>			
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		
	<u>Building location and accessibility: (Targeted area is Uitenhage)</u>	50		
2.3.1	<ul style="list-style-type: none"> 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. (5 points) Proof of EMAIL must be retained. ii. Bidder is required to submit proof of locational map indicating kilometres from the property to the court. - NB: If the map is not submitted the Legal Aid SA's official will verify the radius during site inspection. <ul style="list-style-type: none"> a) Building must be located in the target area and must be within 2.0km walking distance to magistrate court; (20 points) b) Building be located in the target area more than 2.0km up to 2.25 km walking distance to magistrate court; (15 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance to magistrate court; (10 points) d) Building be located in the target area more than 2.5km up to 3.0km walking distance to magistrate court; (5 points) e) Building be located in the target area and are more than 3.0 km walking distance to magistrate court; (0 points) iii. Bidder is required to submit proof of locational map indicating kilometres from the property to the public transport. - NB: If the map is not submitted the Legal Aid SA's official will verify the radius during site inspection. <ul style="list-style-type: none"> a) Building must be located in the target area and must be within 2.0km walking distance from public transport route; (20 points) b) Building be located in the target area more than 2.0km up to 2.25km walking distance from public transport route (15 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route (10 points) d) Building be located in the target area more than 2.5km up to 3.0km walking distance from public transport route; (5 points) e) Building be located in the target area and are more than 3.0 km walking distance from public transport route; (0 points) 			
2.3.2	<ul style="list-style-type: none"> ii. A building must be accessible to people living with disabilities internally and externally in compliance with relevant Acts. NB: Site Inspection will be conducted by Legal Aid SA's official to verify. <ul style="list-style-type: none"> a) Building entrance with ramps [lifts if offices are not on the ground floor and disability signage] (10 points) or the bidder must submit a commitment letter to accommodate people with disability (6 points); b) Building entrance which is not accessible to persons living with disabilities or no commitment letter. (0 points) <p>Proposed Building Conditions/Requirements:</p> <ul style="list-style-type: none"> i. Office building should be able to meet the following requirements: [the Legal Aid SA's official will test/verify the below] <ul style="list-style-type: none"> a) Existing offices with air-conditioners and electrical plugs per office (10 points); b) Ablution facilities: for 3 toilets (10 points) c) Fire escape routes/emergency exits including Evacuation Plan (10 points). <p>NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</p> <p>Building requirements:</p>	30		
		10		

	<p>ii. Parking Space (5)</p> <p>ii a) minimum of 5 covered and secured parking bays on the premises or minimum 5 covered parking bays behind locked gate on the premises (5 points);</p> <p>b) additional free open parking bays for Legal Aid SA's employees, visitors and clients within the premises (5 points);</p> <p>c) No information or insufficient parking provided (0 points).</p>			
	<p>Building Conditions and Availability:</p> <p>i. The premises must be within a safe and secure office environment, as deemed acceptable by the Legal Aid SA 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)</p> <p>ii. The premises must be made available for occupation by the <u>01 July 2026</u>. (2)</p>	10		
2.3.4	TOTAL	100		
Only Bids that score 70 points or more on functionality will be evaluated further				
2.4	Phase 4: Price and B-BBEE			
	<p>i. PPPFA Points Scoring</p> <p>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</p>			

2.4.	<p>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) - 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 evaluation to determine the best value for money.</p>		
2.5	<p>Phase 5: Compliance Criteria The bidder is required to submit a letter of undertaking/commitment to comply with all the listed certificates on submission of the bid. Failure to submit the letter the bid may be disqualified. i) A proposed floor plans as per Legal Aid SA's space norms; ii) Approved building plan or letter of undertaking to submit the structural integrity report before occupation; iii) Fire requirements; iv) Electrical Certificate of Compliance (COC) or commitment letter to submit before occupation; v) Building Maintenance plan [The bidder must complete maintenance schedule outlining the following variables - Routine/ preventative maintenance and reactive Maintenance]; and vi) Zoning Certificate.</p> <p>NB: Bidder may be requested to submit any missing certificates/letters as listed above at discretion of the Bid Evaluation Committee. The bidder will be request to submit such certificate or letter of undertaking within 7 working days of request. <u>The commitment letters will form part of suspensive clause should the bidder be awarded the tender.</u></p>		
3	<p>Implementation</p>		
3.1	<p>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.</p>		
	<p>Tenant Installation Requirements are as follows.</p>		
4	<p>Partitioning as per Legal Aid SA's specification</p>		
4.1.	<p>Air-conditioning (preferably split units)</p>		
4.2.	<p>Painting - with corporate colours</p>		
4.3.	<p>Floor covering - with corporate colours</p>		
4.4.	<p>Power skirtings - with two power plugs per work station - one being specifically for computers</p>		
4.5.	<p>Network and telephone points</p>		
4.6.	<p>Blinds - with corporate colours</p>		
4.7.	<p>Space plan</p>		
4.8.	<p>UPS facility integrated into specific power points.</p>		
4.9.	<p>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</p>		
4.10.	<p>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.</p>		
4.11.	<p>An emergency generator as a backup to electricity supply;</p>		
4.12.	<p>The building must have natural ventilation and natural light.</p>		
4.13.	<p>The building must be accesible to disabled persons and include, ramps and/or lifts where necessary.</p>		
4.14.	<p>Energy saving building will be an additional advantage.</p>		
4.15.			

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

A	B	C	D	E	F
Office	m ²	Toilet Specifications (Toilets included in Column D)	No. Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Kariega Local Office - Current Building Statistics (Minimum requirements)	558.82	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 2 urinals for males)	3 toilets and 3 basins, 1 x Paralegal office, 1 x reception and waiting area(1x receptionist), 2 x Civil LP office, 1 x SLP Criminal Office, 1 x SLP Civil Office, 1 HoO Office, 1 x Admin Manager Office, 2 x(1x Civil Admin Officer & 1x Admin Officer), 7 x Cubicles in the Open plan occupied by 5 x CLP's, 1 x DCLP and 1 x empty cubicle. 2 x RCLP offices,2 x DCLP offices, 1 x boardroom and kitchen, 1 x store room, 1 x kitchen/library/consultation room.	20(Main Office), 3 (from satellite office when there are meetings in the boardroom)	5 parking bays (for office vehicles)
Per work space norms/ requirements	329	3 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 2 urinals for males) 1 Designated Toilet for clinets	07 offices, 12 cubicles and 13 facility rooms and 1 designated open area which serves as reception and waiting area.	20	4 parking bay for fleet vehicle & 1 parking for Head of office based in Kariega LO

Legal Aid SA - Workspace Norms Kariega 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	1	1			9	9	Office
Admin Officer, Admin Sup, Legal Secretary, Secretary	2		2		4	8	Open Plan cubicle recommended - Height 1.5 m(2 cubicles)
Candidate Attorney	5		5		4	20	(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 ² . (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	5		5		4	20	(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 ² . (iii) One side will have an opening of 750mm for access.
Supervisory LPs, PLP, HCU Manager	2	2			9	18	Office
Civil LPs	2	2			9	18	Office
Receptionist & Waiting Area	1			1	30	30	Reception counter
Total Space based on employees	20	7	12	1	90	144	
Space allocation based on facilities							
Registry/ Filing Room		1			15	15	Office
Boardroom		1			28	36	
Consultation rooms		2			9	18	
Storeroom		1			22	22	Safe storage room
Stationery room		1			10.0	10	
Kitchen		1			4.0	4.0	
Toilet		3			6	18	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
custodial room		1			3	3	
Total Space based on facilities		12	0	0	101	130	
Total Area Offices and Facilities						274	
Walkways, stairs and hallways						55	
TOTAL	20	19	12	1	191	329	Minimum required workspace
Note: MAXIMUM SPACE ALLOWED, Should the landlord offer gross lettable area that is above the maximum space required, the tenant will not be liable for payment of that extra space.						344	Maximum required workspace
Total Number of Employees		20					
Total Number of Offices, Cubicles and Toilets		31					