



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

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE  
ACCOMMODATION IN LADYSMITH 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 <b>Construction Industry Development Board (CIDB)</b> 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, Eskom or other certified service providers. 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.			
1.13.	Landlord must make an undertaking to provide a 2000L water tank			

2	Evaluation Criteria			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1.	<b>Phase 1: Responsiveness</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. 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.	<b>Phase 2: Disqualification Criteria</b>			
2.2.1	i) A bidder must submit a copy of the title deed of the building as proof of property ownership together with the bid response. 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 together with the Title deed, the letter must be in the company's letterhead signed by a delegated authority of all parties. <b>NB: Failure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.</b>			
2.3.	<b>Phase 3: Functionality</b> In this phase, Legal Aid SA will look at the most appropriate property aligned to its operation, 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:			
	<b>Functionality Evaluation Criteria</b>	Points		
	<b>Building Documentation</b>	30		
2.3.1.	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> ii. A bidder must submit copies of actual building compliance documents: (28 points) a) Set of approved floor or proposed floor plans [including all alterations] (5 points); b) Approved building plan (including all alterations and elevations) or structural integrity report from a structural engineer or letter of undertaking stating that it will be provided before the date of occupation (5 points) c) Occupancy Certificate or letter of undertaking stating that it will be provided within 6 months from the date of occupation (10 points); d) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan ( 2 points); e) Electrical Compliance Certificate (2 points); f) Pests Control Certificate (valid in the last 12 months from the date of tender closure) (2 points) and g) Building Maintenance plan (indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities) (2 points). <b>NB Zero points will be allocated for criteria/subcriteria not met or substantiated.</b>			
	<b>Building location and accessibility. (Targeted area is Ladysmith)</b>	30		
2.3.2.	i. Aerial plan or google maps indicating the following km distances: Local Office will verify the proposed building distances to the sub-criterion/criteria: 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. a) Building must be located in the target area and must be within 2km walking distance to magistrate court; (10 points) b) Building be located in the target area more than 2km up to 2.25km walking distance to magistrate court; (7.5 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance to magistrate court; (5 points) d) Building be located in the target area more than 2.5km up to 3km walking distance to magistrate court; (2.5 points) e) Building be located in the target area and are more than 3km 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. a) Building must be located in the target area and must be within 2km walking distance from public transport route; (10 points) b) Building be located in the target area more than 2km up to 2.25km walking distance from public transport route (7.5 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route (5 points) d) Building be located in the target area more than 2.5km up to 3km walking distance from public transport route; (2.5 points) e) Building be located in the target area and are more than 3km walking distance from public transport route; (0 points) iv. The proposed building entrance must be accessible to people living with disabilities. NB: Site Inspection will be conducted by Legal Aid SA's official to verify. a) Building entrance on ground floor, with a ramp, fully accessible to people with disabilities ( 8 points). b) Building entrance not on ground floor but with a lift with braille buttons. ( 8 points) c) Disability parking with signage. (2 points) A grace period of 6 months will be allowed for the bidder who in writing undertakes to have these changes implemented (The bidder will not be scored for this undertaking).			
2.3.3	<b>Building requirements:</b> <b>i. Office space (20 points)</b> Office building must have the following <b>functioning</b> : [Local Office to test/verify the below] a) air-conditioners = 5 points; b) electrical plugs per office = 5 points ; c) ablution facilities as per space norm = 5 points; d) fire escape routes/emergency exits = 5 points. <b>NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</b> <b>ii. Parking Space (10 points)</b> A building with: a) availability minimum of 6 covered lockable parking bays on the premises; (8 points) b) availability minimum of 6 covered parking bays behind locked gate on the premises; (6 points); c) additional free open parking bay for Legal Aid SA's employees, visitors and clients within the premises. (2 points). d) No information or insufficient parking provided (0 points)	30		

2.3.4	<p><b>Building Conditions and Availability:</b></p> <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 <u>01 July 2026</u> (2 points)</p> <p>NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</p>	10		
<b>TOTAL</b>		<b>100</b>		
<b>Only Bids that score 70 points or more on functionality will be evaluated further.</b>				

2.4.1	<p><b>Phase 4: Compliance Criteria</b></p> <p>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 may be disqualified from further evaluation:</b></p> <p>i) Approved building plan or commitment letter to submit within 6 months from the commencement date of lease agreement;</p> <p>ii) Occupancy Certificate or commitment letter to submit within 6 months from the commencement date of lease agreement;</p> <p>iii) Zoning certificate;</p> <p>iv) Fire protection/evacuation plan;</p> <p>v) Electrical compliance certificate;</p> <p>vi) 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 before the date of occupation; and</p> <p>vii) Building Maintenance Plan (Before occupation &amp; post occupation); include but not limited to electrical, plumbing, aircons, garden service etc.</p>			
	<p><b>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.</b></p>			
2.4.2	<p><b>Phase 5: Price and B-BBEE</b></p> <p>ii. PPPFA Points Scoring</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</p> <p>B-BBEE level of contribution = 20 points</p> <p><b>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></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 must be included together with the rental amount over the period of the lease on the costs to be incurred;</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	<p><b>Implementation</b></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>			
4	<p><b>Additional Requirements are as follows.</b></p>			
4.1.	<p>Partitioning as per Legal Aid SA's specification</p>			
4.2.	<p>Air-conditioning (preferably split units)</p>			
4.3.	<p>Painting - with corporate colours</p>			
4.4.	<p>Floor covering - with corporate colours</p>			
4.5.	<p>Power skirtings - with two power plugs per work station - one being specifically for computers</p>			
4.6.	<p>Network and telephone points</p>			
4.7.	<p>Blinds - with corporate colours</p>			
4.8.	<p>Space plan</p>			
4.9.	<p>UPS facility integrated into specific power points.</p>			
4.10.	<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>			
4.11.	<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>			
4.12.	<p>An emergency generator as a backup to electricity supply;</p>			
4.13.	<p>The building must have natural ventilation and natural light.</p>			
4.14.	<p>The building must be accessible to disabled persons and include, ramps and/or lifts where necessary.</p>			
4.15.	<p>Energy saving building will be an additional advantage.</p>			

**Comparison of existing facilities at Ladysmith 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)
Ladysmith Local Office - Current Building Statistics (Minimum requirements)	276	2 Toilets for females and males, 3 cubicles in the females toilets and 2 basins. 2 cubicles in the males toilets and 2 basins and 2 urinals.	6 Offices, 1 storeroom, 1 kitchen, 12 cubicles, 1 serverroom, 1 boardroom, 1 computer café, 2 consultation rooms, 1 filing room, 2 toilets and 1 reception and waiting area.	19	Six (6) parking bays.
Per work space norms/requirements	190	2 Toilets (3 cubicles and 2 basins for females and 2 cubicles, 2 basins and 2 urinals for males)	7 Offices, 1 storeroom, 1 kitchen, 5 cubicles, 1 serverroom, 1 boardroom, 1 filing room and 2 toilets .	18	6 parking bays

Legal Aid SA - Workspace Norms Ladysmith 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			9	9	Office
Admin Officer	2		1		6	6	Open Plan cubicle recommended - Height 1.8 m
Office Assistant* also playing role of receptionist at JC	1		0		0	0	N/A
Candidate Attorney	6		3		4	12	Open Plan with 3 <b>Cubicles</b> recommended per CA .Cubicle size (Height 1.8 m, Breadth 1.8m & Length 1.8m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board.
Head of Office	1	1			10	10	Office
Paralegal	1	1			9	9	Office
Legal Practitioners	3		1		4	4	Open Plan with 3 <b>Cubicles</b> recommended per LP .Cubicle size (Height 1.8 m, Breadth 1.8m & Length 1.8m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board.
Supervisory LP	2	2			8	16	Office
Civil LP	1	1			8	8	Office
Receptionist & Waiting Area		1		1	20	20	Reception counter
<b>Total Space based on employees</b>	<b>18</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>78</b>	<b>94</b>	
<b>Space allocation based on facilities</b>							
<b>Satellite Office Staff</b>							
Registry/ Filing Room		1			6	6	
Boardroom		1			25,2	25,2	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Storeroom		1			10	10	Safe storage room
Kitchen		1			4	4	
Custodial Room		1			3	3	Storage for Cleaning Items
Toilet		2			6	12	2 Toilets (3 cubicles and 2 basins for females and 2 cubicles, 2 basins and 2 urinals for males)
Server/Network room		1			4	4	Ventilated
<b>Total Space based on facilities</b>		<b>8</b>	<b>0</b>	<b>0</b>	<b>58,2</b>	<b>64</b>	
Total Area Offices and Facilities						<b>158,2</b>	
Walkways, stairs and hallways						<b>31,64</b>	
<b>TOTAL</b>	<b>18</b>	<b>13</b>	<b>5</b>	<b>1</b>	<b>136</b>	<b>190</b>	Minimum required workspace
<b>Note: Only bids with space that fall within the prescribed minimum and maximum space parameters will be considered for evaluation</b>						<b>210</b>	<b>Maximum space</b>
<b>Total Number of Employees</b>		<b>18</b>					
<b>Total Number of Offices, Cubicles and Toilets</b>		<b>25</b>					