



Specifications, Evaluation Criteria and Works Space Norms Cape Town Local Office

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Legal Aid SA - Specification evaluation criteria for procurement of office accommodation including evaluation criteria - Cape Town Local Office

No.	Specifications	YES	NO	Comment
1	Operational lease			
1.1.	The properties should be offered on an operational lease, for a minimum period of five (5) years. Where possible, seven (7) or nine (9 years 11 months) leases may also be considered. Hence the rates for seven (7) and nine (9 years 11 months) leases must also be provided.			
1.2.	No deposit shall be paid for rental of the leased office accommodation.			
1.3.	A bidder must provide Tenant Installation Allowance of not less than 5 months rental amount.			
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 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.			
2	Evaluation			
	<i>The evaluation will be conducted in following phases;</i>			
2.1.	Mandatory Requirements			
2.1.1.	A bidder must provide a copy of the title deed for the building to prove ownership.			
2.1.2.	An agent/entity of the landlord must provide a relationship agreement with detailed responsibilities that the owner of the building has granted. <i>Bidder must submit a confirmation letter in the company's letterhead. Letter must be signed by delegated authority as per company's resolution.</i>			
2.1.3.	A bidder must provide an approved building plan, approved existing floor plan and proposed floor plan must be provided indicating the office layout as per the detailed work space norms on the last page of this document. A proposed floor plan must highlight areas that are already partitioned. In the case of an existing landlord, the floor plan must highlight areas that are require repartitioning.			
2.1.4.	A bidder must provide zoning certificate issued by the local authority for office, business or commercial purposes.			
2.1.5.	A bidder must provide a valid electrical compliance certificate and a municipal occupation certificate of the premises.			
	NB: ALL THE ABOVE MANDATORY REQUIREMENTS WILL BE SUBJECTED TO SITE INSPECTION/EVALUATION. ANY BIDDER WHO WILL NOT COMPLY WITH ABOVE MANDATORY REQUIREMENTS MAY BE DISQUALIFIED FROM THE BIDDING PROCESS.			

2.2.	Functionality Evaluation Criteria: 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 presentation by the landlords where necessary. The building will be evaluated on the following functionality criteria:			
	Criteria Scoring Value: 1=Poor; 2=Average; 3=Good; 4=Very Good; 5=Excellent	Weights		
2.2.1.	Building location and accessibility: (Distance value allocation - less than (<): <2km=5, <3km=4; <4km=3; <5km=2; >5km=1) i. The rental office space offered must be located in <u>Cape Town</u> within reasonable walking distance to court. (20) ii. The rental office space must be within reasonable walking distance from taxi rank or public transport route. (10) iii. A building must be accessible to people living with disabilities. (Ramps, lifts if offices not on ground floor and signage) (10)	40		
2.2.2.	Building requirements: i. A bidder must provide a layout of the floor plan indicating air-conditioner locations, electrical plugs per office, fire escape routes and emergency exits. (10) ii. A bidder must indicate the minimum required ablution facilities on the floor plan as per the tender requirement. (5) iii. A bidder must ensure the building has fire protection and safety features to protect the building and assets in the event of fire by providing Fire Certificate of Compliance. (5) iv. Parking on same premises and accessibility: a) Secured and lockable parking for Legal Aid SA's vehicles. b) Access to secured parking for Legal Aid SA's employees, visitors and clients. (10). v. A bidder must attach a municipal clearance certificate / account statement not older than three (3) months before the closing date of the tender which indicates the building offered is cleared of any arears (services & rates and taxes accounts). (5) (Arears 0 =5; <2% of total account =4; <4%=3; <6%=2; >6%=1)	35		
2.2.3.	Building Conditions and Availability: 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. Proposal for offices within industrial areas or operating from residential areas or houses etc. will not be considered. (20) ii. The premises must be made available for occupation by the 01 July 2022. Buildings that have rising damp or visible structural defects including wall cracks exceeding 5 mm will not be considered for further evaluation. (5)	25		
	TOTAL	100		
Only Bids that score <u>70 points</u> or more on functionality will be evaluated further				
2.3.	Objective Criteria Legal Aid SA promotes the concept of "best value for money" in the award of contracts, as opposed to merely looking for lowest price, which does not necessarily present the best value. Best value for money means the best available outcome when all relevant costs and benefits over the procurement cycle are considered. PPPFA Points Scoring Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA), Procurement Regulations 2017. 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			
2.3.1.	Pricing - must include VAT, if registered 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.			

3	Implementation			
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	Following Additional Requirements will be an advantage			
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 (Tenant responsible for UPS Unit)			
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.	Colour scheme for internal partitioned walls- – this includes reception, consultation and waiting areas Manila 17% or 33%. se only: Bristol paint for 17% Manila. Doors - Manila 17% or Manila 33. Carpets - Van Dyck Flortime range: colours Raven or Onyx – heavy duty level 5. Reception areas must be done in Van Dyck Flortime Raven to ensure a uniform public image nationally. Blinds - Old Silver 33%. Use the colour Grey of Blind Quip's new block out range of vertical blinds, or any colour consistent with the specified Old Silver 33% of an alternative range for vertical or venetian blinds.			
4.12.	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 (Tenant responsible for UPS Unit)			
4.13.	An emergency generator as a backup to electricity supply;			
4.14.	The building must have natural ventilation and natural light.			
4.15.	The building must be accesible to disabled persons and include, ramps and/or lifts where necessary.			
4.16.	Energy saving building will be an additional advantage.			

Comparison of existing facilities at Cape Town 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)
Cape Town Local Office - Current Building Statistics (Minimum requirements)	1130.41	2 Toilets and 6 basins(1 toilet with five cubicles for females and 4 basins. 1 toilet for males with two cubicles, 2 urinal and two basins.	2 toilets and 6 basins, 1 x Paralegal office, 1 x reception and waiting area, 4 x consultation rooms, 6 x Civil LP offices, 1 x PLP Civil Office,3 x SLP Criminal Offices, 1 HoO Office, 1 x Admin Manager Office, 4 x (2-Admin Officers , Secreraty to HCU & 1-Admin Supervisor)- sharing office,3 x(Admin Officer Civil, 2x Legal Secretary) - sharing office, 12 x Cubicles in the Open plan occupied by 4CLP's, 3 x LP-DC's and 5 LP-RC's,11x small offices HCU LP, 1 x boardroom, 1 x store room, 1 x kitchen.	58	7 parking bays (2 x fleet, 1x HOO, 4 x visitors)
Per work space norms/ requirements	817	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) Add: 1 toilet for clients 1 toilet for disabled people.	32 offices, 27 cubicles and 13 facility rooms and 2 designated open area which serves as reception and computer café.	60	7 parking bay for fleet vehicle & 1 parking for Head of office based in Cape Town LO

Legal Aid SA - Workspace Norms Cape Town 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			12	12	Office
Admin Officer, Admin Sup, Legal Secretary, Secretary	7		7		10	70	Open Plan cubicle recommended - Height 1.5 m
Office Assistant* also playing role of receptionist at JC	1	1			10	10	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	12		12		4	48	(i) Drywall height is 1200mm from the ground and the glass is 300mm, give a total of 1.5 meters all around. The drywall height of 1.5 meters 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
HCU Unit	14	14			9	126	office
Paralegal	3	3			9	27	Office
Legal Practitioners - Criminal	8		8		4	32	(i) Drywall height is 1200mm from the ground and the glass is 300mm, give a total of 1.5 meters all around. The drywall height of 1.5 meters 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	6	6			10	60	Office
Civil LPs	6	6			9	54	Office
Receptionist & Waiting Area	1			1	30	30	Reception counter
Total Space based on employees	60	32	27	1		481	
Space allocation based on facilities							
Satellite Office Staff	0						
Registry/ Filing Room		1			9	9	
Boardroom		1			50	50	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Consultation rooms		2			9	18	
Storeroom		1			70	70	Safe storage room
Stationery room		1			4	4	
Kitchen		1			9	9	
Toilet		4			6	24	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.
Server/Network room		1			4	4	Ventilated
Computer Café		1		1	12	12	Open plan. No Cubicles. 12m ² consisting of an open area of 12m ² .
Total Space based on facilities		13	0	1		200	
Total Area Offices and Facilities						681	
Walkways, stairs and hallways						136	
TOTAL	60	45	27	2	0	817	Minimum required workspace

Total Number of Employees	60
Total Number of Offices, Cubicles and Toilets	72