Specifications, Evaluation Criteria and Works Space Norms Humansdorp Satellite Office

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LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION IN HUMANSDORP 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 maintainance plan.			

2	**Evaluation Criteria**			
	The bid will be evaluated in four (4) phases as outlined below:			
2.1	**Phase 1: Prequalification Criteria**			
2.1.1	A bidder must provide a copy of the title deed for the building or proof of ownership.			
	An agent/entity of the landlord must provide a relationship agreement with detailed responsibilities that the owner of the building has granted. Bidder must submit a confirmation letter in the company's letterhead. Letter must be signed by delegated authority as per company's resolution.			
	ANY BIDDER WHO WILL NOT COMPLY WITH ABOVE PREQUALIFICATION CRITERIA WILL BE DISQUALIFIED.			
2.2	**Phase 2: Responsiveness**			
2.2.1	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: Declaration of interest. iv. Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2017. 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. **NB: IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH ENTITY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.**			
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 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**		
2.3.1	**Building Documentations**	**40**		
	i. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) days upon request by Legal Aid SA. (5)			
	ii. A bidder must submit an officially signed commitment letter with clear timeframes to provide the following building compliance documents and/or actual documents: (a) approved building plan (12.5); (b) Completion Certificate and Occupancy Certificate (12.5). (25) *Timeframe scoring will be applied:* *Commitment to submit between 1-7 days = 25;* *Commitment to submit between 8-14 days = 20;* *Commitment to submit between 15-21 days =15;* *Commitment to submit between 22 – 60 days =10;* *Commitment to submit after 60 days or no commitment = 0*			
	iii. A bidder must submit an officially signed commitment letter with clear timeframes to provide the following building compliance documents: (a) Zoning Certificate (2); (b) Fire Protection/Evacuation Plan (2); (c) Electrical Compliance Certificate (2) ; (d) Pests Control Certificate (2) and (e) Maintenance plan (2). (10) *Timeframe scoring will be applied:* *Commitment to submit between 1-7 days = 10;* *Commitment to submit between 8-14 days = 7.5;* *Commitment to submit between 15-21 days =5;* *Commitment to submit after 21 days or no commitment = 0*			
2.3.2	**Building location and accessibility:** (Distance value allocation - less than (<): <2km=5, <3km=4; <4km=3; <5km=2; >5km=1)	**30**		
	i. The rental office space offered must be located within the jurisdiction of **Humansdorp** area at a reasonable walking distance to court. (10)			
	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 or modified to be accessible through ramps, lifts if offices not on ground floor and with signage. (10) NB: **Not accessible to people living with disabilities (0)**			
2.3.3	**Building requirements:**	**20**		
	i. Office space (15)			
	Office building with a) air-conditioners, b) electrical plugs per office, c) minimum ablution facilities as per space norm, d) fire escape routes/emergency exits. (15)			
	Office building with a) electrical plugs per office, b) minimum ablution facilities as per space norm, c) fire escape routes/emergency exits. (5)			
	No information or insufficient information provided (0)			
	ii. Parking Space (5)			
	A building with a) minimum (2) required parking bays, b) secured and lockable parking for Legal Aid SA's vehicles. c) additional free open parking bays for Legal Aid SA's employees, visitors and clients. (5).			
	A building with a) minimum (2) required parking bays, b) secured and lockable parking for Legal Aid SA's vehicles. (2.5)			
	No information or insufficient parking provided (0)			
2.3.4	**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. (8) ii. The premises must be made available for occupation by the **01 March 2023**. (2)	**10**		
	TOTAL	**100**		
Only Bids that score 70 points or more on functionality will be evaluated further				

2.4.	**Phase 4: Price and B-BBEE** **i. 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. ii. **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			
2.4.1	**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 then 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	**Additional Requirements are as follows.**			
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 accesible to disabled persons and include, ramps and/or lifts where necessay.			
4.15.	Energy saving building will be an additional advantage.			

Comparison of existing facilities at Humasdorp Satellite Office with Legal Aid Space Norms

A	B	C	D	E	F
Office	**m²**	**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	110	2 Toilets , 1 cubicle for males and 1 for females	4 Offices and a reception area. 0 cubicles	6	2
Per work space norms/ requirements	90.30	3 Toilets (1 cubicle and 1 basin for females and 1 cubicle, 1 basin and 1 urinal for males; 1 unisex and disabled friendly)	1 offices and 6 facility rooms and 1 designated open area which serves as reception and waiting area.	6	2

Legal Aid SA - Workspace Norms - Humansdorp Satellite Office

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/ facility	Total space m²	Comments
Space allocation based on employees							
Paralegal	1	1			9	9	Office
Legal Practitioner	4		4		4	16	(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 4m². (iii) One side will have an opening of 750mm for access.
Supervisory Legal Practitioner	1	1			9	9	Office
Total Space based on employees	**6**	**2**	**4**	**0**	**22**	**34**	
Space allocation based on facilities							
Public waiting area & reception				1	9	9	Open area as reception and waiting area
Consultation Rooms		1			9	9	
Storeroom		1			4.5	4.5	
Kitchen		1			4.5	4.5	
Toilet		2			6.0	12.0	2 Toilets (1 unisex cubicle and 1 basin and 1 urinal for staff); (1 unisex and disabled friendly for clients)
Server/Network room		1			2.25	2.25	Ventilated
Total Space based on facilities	**0.00**	**6.00**	**0.00**	**1.00**	**35.25**	**41.25**	
Area of offices and facilities						**75.25**	
Walkways and stairs						**15.05**	
TOTAL	**6**	**6**	**4**	**1**	**57.25**	**90.30**	Minimum required space.

Total Number of Employees	**6**
Total Number of Offices, Cubicles and Toilets	**10**