

Specifications, Evaluation Criteria and Works Space Norms George Local Office

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LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION IN GEORGE 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.	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 Construction Industry Development Board (CIDB) 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 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 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.			
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2	Evaluation Criteria		
2.1.	The bid will be evaluated in five (5) phases as outlined below: Phase 1: Responsiveness		
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).		
2.2.	Phase 2: Disqualification Criteria		
2.2.1	i) A bidder must submit a copy of the title deed for 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. The letter must be in the		
	company's letterhead signed by a delegated authority of all parties. iii) If the bidder is not the owner, the contract/mandate with the landlord must be provided		
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	
	Building Documentation	30	
2.3.1.	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. A bidder must submit copies of actual building compliance documents: (25 points) a) Set of approved floor or proposed floor plans [including all alterations] (5 points); b) Approved building plan or structural integrity report from a duly qualified built environment professional (including all alterations and elevations) (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 landford responsibilities) (2 points). **Watero points will be allocated for criteria/subcriteria not met or substantiated. **Building location and accessibility: (Targeted area is George CBD)	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 a) Building must be located in the target area and must be within 2km walking distance from public transport route and magistrate court = (20 points) b) Building be located in the target area more than 2km up to 2.25km walking distance from public transport route and magistrate court = (15 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route and magistrate court = (10 points) d) Building be located in the target area more than 2.5km up to 3km walking distance from public transport route and magistrate court = (5 points) e) Building be located in the target area and are more than 3km walking distance from public transport route and magistrate court = 0 points ii. 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 be alocated in the arget area and are more than 3km walking distance from public transport route and magistrate court = 0 points iii. 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. b) Building entrance with ramps [lifts (with braille buttons) if offices are not on the ground floor and disability signage). (10 points)		
2.3.3	Building requirements: i. Office space (20 points) Office building must have the following functioning: [Local Office to test/verify the below] a) air-conditioners = 5 points; b) electrical plugs per office = 5 points; c) abution facilities as per space norm = 5 points; d) fire escape routes/emergency exits = 5 points. NB Zero point will be allocated for criteria/subcriteria not met or substantiated. ii. Parking Space (10 points) A building with: a) availability minimum of 9 on lockable premises/yard or up to 500m from the proposed building; (8 points) or	30	
2.3.4	b) availability minimum of 9 parking bays on lockable premises/yard more than 500m to 1km from the proposed building; (6 points) and c) additional free open parking bay for Legal Aid SA's employees, visitors and clients within the proposed premises. (2 points). d) No information or insufficient parking provided (0 points) <u>Building Conditions and Availability:</u> 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) ii. The premises must be made available for occupation by the <u>01 October 2024</u> (2 points) NB Zero point will be allocated for criteria/subcriteria not met or substantiated.	10	

	Phase 4: Compliance Criteria		
	Qualifying bidders from Phase 3 are subjected to confirmation/verification of the following occupational and		
	building compliance documents as per below. Failure to submit the documents required as part of the		
	due diligence process, within 7 working days from request, the bidder will be disqualified from		
	further evaluation:		
	i) Set of approved floor or proposed floor plans [including all alterations] (5 points);		
	ii) Approved building plan or structural integrity report from a duly qualified built environment professional		
2.4.1	[including all alterations and/or elevations];		
2.4.1	iii) Occupancy Certificate or letter of undertaking stating that it will be provided within 6 months from the date		
	of occupation:		
	iv) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan;		
	v) Electrical Compliance Certificate;		
	vi) Pests Control Certificate[(valid in the last 12 months from the date of tender closure] and		
	vii) Building Maintenance plan [indicating an annual programme schedule of activities/areas to be		
	maintained, also outlining tenant and landlord responsibilities].		
	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.		
	Phase 5: Price and B-BBEE		
	ii. PPPFA Points Scoring		
1	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:		
	Price = 80 points, and		
	B-BBEE level of contribution = 20 points		
	Pricing - must include VAT, if registered as a VAT Vendor or application made to SARS to register as		
2.4.2	a VAT Vendor (Proof must be attached)		
2.4.2	- 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 must be included together with the rental amount over the		
	period of the lease on the costs to be/incurred;		
	* 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.		
	applied on price evaluation to determine the best value for money.		
<u> </u>			
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.		
	Branding requirements: Landlord willing to allow Legal Aid SA sign-board of Size: 1200mm (width) x 800mm		
4.10.	(height), Weight/thickness 10mm mounted on the outside of the building		
—	Information Technology requirements - Power skirtings accommodating computer and telephone network.		
4.11.	Two plug points per desk. Between 5 and 6 Network points. UPS facility integrated into specific power		
4.11.			
1.10	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 George Local Office with Legal Aid Space Norms

Comparison of existing facilities at George Local Office with Legal Aid Space Norms							
Α	В	С	D	E	F		
Office	m²	Toilet Specifications (Toilets included in Column D)	No. Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)		
George Local Office - Current Building Statistics (Minimum requirements)	542	4 Toilets and 3 basins(1 toilet with one cubicle for females and 1 basin. 1 toilet for males with one cubicles, I toilet with one cubicle for females, and I toilet with one cubicle for males, sharing 1 basin on outside of toilets	4 Toilets and 3 basins(1 toilet with one cubicle for females and 1 basin. 1 toilet for males with one cubicle and 1 basin, I toilet with one cubicle for females, and I toilet with one cubicle for females, and I toilet with one cubicle for males, sharing 1 basin on outside of toilets), 1 x Paralegal office, 1 x reception and waiting area(1x Receptionist in the reception area), 3 x Civil LP office, 1 x SLP Civil Office, 1 HoO Office; X1 Admin Officer Civil; 2 x SLP Criminal Office, 1 x Admin Manager Office, 1 x (1x Admin Officer & 1x Office Assistant) - sharing office, 20 x Cubicles in the Open plan occupied by 4 CLP, x 4 LP-DC's and 7 x LP-RC's, 1 x boardroom, 3 x store room, 1 x kitchen, x1 Computer Café		8 parking bays (for office vehicles); 1 parking for Head of Office based on George LO; for office vehicles		
Per work space norms/ requirements	530	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).	14 offices, 23 cubicles and 12 facility rooms and 1 designated open area which serves as reception and waiting area.	37	9 parking bay for fleet vehicle & parking for Head of office based in George LO		



Legal Aid SA - Workspace Norms George Local Office

Secretary		Logo		попора		George Local Offi		
Supervisory LPs, PLP, HCU	Position				Open Area	per employee		Comments
Admin Manager 1	•							
Admin Officer, Admin Sup, Legal Secretary,		1	1			12	12	Office
Societary Secretary	Admin Officer, Admin Sup, Legal		'	4				Open Plan cubicle recommended -
A		1		1			10	Open Plan cubicle recommended -
Candidate Attorney	of receptionist at JC	<u> </u>		ı		10	10	Ŭ
Paralegal	Candidate Attorney	4		4		4	16	 (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
Legal Practitioners - Criminal 13								
Legal Practitioners - Criminal	Paralegal	1	1			9	9	
Manager 3 3 9 27 Office		13		13		4	52	 (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
LRMU Supervisory Legal 1		3	3			10	30	Office
Practitioner		3	3			9	27	Office
Practitioner	. , ,	1	1			10	10	Office
RMU Junior Legal Practitioner		1	1			9	9	Office
LRMU Admin Officer		1	1			9	9	Office
Receptionist & Waiting Area	LRMU Paralegal	1	1			9	9	Office
Total Space based on employees 37	LRMU Admin Officer	1		1		10	10	Open Plan cubicle recommended - Height 1.5 m
Process Proc	Receptionist & Waiting Area	1	1		1	30	30	Reception counter
Space allocation based on facilities Satellite Office Staff O	-	37	14	23	1	157	285	
Satellite Office Staff	Space allocation based on							
Registry/ Filing Room		0						
Boardroom	Registry/ Filing Room		1			9	9	
Storeroom	Boardroom		1			52	52	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Stationery room	Consultation rooms		2			9	18	
A								Safe storage room
Toilet 4 6 24 Toilets (3 cubicles and 3 bas females and 3 cubicles, 3 bas and 3 urinals for males) (1 toilet for clients & 1 toilet disabled people, will be add advantage). Server/Network room 1 4 4 4 4 4 4 4 4 4 Total Space based on facilities 12 0 0 130 157 Total Area Offices and Facilities 442 Walkways, stairs and hallways								
Total Area Offices and Facilities 4 6 24 (1 toilet for clients & 1 toilet disabled people, will be add advantage). 4 4 4 4 4 Ventilated Total Area Offices and Facilities 442 Walkways, stairs and hallways	Kitchen		1			4.5	4.5	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins
Server/Network room 1 4 4 Ventilated Total Space based on facilities 12 0 0 130 157 Total Area Offices and Facilities 442 Walkways, stairs and hallways 88	Toilet		4			6	24	(1 toilet for clients & 1 toilet for disabled people, will be added
Total Space based on facilities 12 0 0 130 157 Total Area Offices and Facilities 442 Walkways, stairs and hallways 88	Server/Network room		1			4	4	
Walkways, stairs and hallways 88				0	0			-
	Total Area Offices and Facilities						442	
	Walkways, stairs and hallways						88	
		37	26	23	1	287		Minimum required workspace
Total Number of Employees 37			l l					'

l otal Number of Employees	31
Total Number of Offices,	
Cubicles and Toilets	49