



### Specifications, Evaluation Criteria and Works Space Norms Kwa-Mhlanga Satellite Office

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**LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION  
IN KWA-MHLANGA 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, seven (7) years or 9 years and 11 months.			
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. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided on condition that if the costs of refurbishment exceed the contribution of the Landlord, the latter must advise the Tenant timeously and obtain consent from the Tenant prior to commencing with refurbishments in excess of the contribution amount. The refurbishments will form part of the signed lease agreement.			
1.6	Legal Aid SA reserves the right to negotiate for 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.			
1.13	At contracting stage the bidder will be required to submit a confirmation letter or letter of undertaking or commitment to provide a water back-up facilities or uninterrupted water supply before occupation.			
<b>2</b>	<b>Evaluation Criteria</b>			
	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 or a letter from the tribal authority for the building as proof of property ownership together with the bid response.  ii) If the bid is being submitted by an agent or representative on behalf of the landlord, a signed letter/agreement must be provided confirming that the building owner has granted the agent/entity the authority to submit the tender in relation to the specified office building. This letter/agreement must be submitted together with the title deed as outlined in item (i) above. The letter must be printed on the relevant company letterhead and signed by an authorised representative of all involved 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	<p><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 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:</p> <p><b>Functionality Evaluation Criteria</b></p>	<b>Points</b>		
	<b>Building Location and Accessibility</b>	<b>55</b>		
2.3.1	<p>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. (5 points) <b>Proof of EMAIL must be retained.</b></p> <p>i. 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.</p> <p>a) Building must be located in the target area and must be within 500m walking distance to magistrate court; <b>(20 points)</b>  b) Building be located in the target area more than 500m up to 750m walking distance to magistrate court; (15 points)  c) Building be located in the target area more than 750m up to 1km walking distance to magistrate court; (10 points)  d) Building be located in the target area more than 1km up to 2km walking distance to magistrate court; (5 points)  e) Building be located in the target area and are more than 2km walking distance to magistrate court; (0 points)</p>			
2.3.2	<p>i. 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.</p> <p>a) Building must be located in the target area and must be within 500m walking distance from public transport route; <b>(20 points)</b>  b) Building be located in the target area more than 500m up to 750m walking distance from public transport route (15 points)  c) Building be located in the target area more than 750m up to 1km walking distance from public transport route (10 points)  d) Building be located in the target area more than 1km up to 2km walking distance from public transport route; (5 points)  e) Building be located in the target area and are more than 2km walking distance from public transport route; (0 points)</p> <p>ii. The proposed building entrance must be accessible to people living with disabilities. <b>NB: Site Inspection will be conducted by Legal Aid SA's official to verify.</b></p> <p>a) Leased premises are on the ground floor and are fully accessible to people with disabilities (8 points)  b) Leased premises are not on the ground floor but are fully accessible to people with disabilities (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.</p>			
	<b>Building requirements:</b>	<b>35</b>		
2.3.3	<p><b>i. Office space (25 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.  e) General state of building = good (5 points); fair (2 points); bad (0 points)  <b>NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</b></p> <p><b>ii. Parking Space (10 points)</b> A building with:  a) availability minimum of <b>02</b> parking bays on lockable premises/yard or up to 500m from the proposed building; (8 points) or  b) availability minimum of <b>02</b> 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)</p>			
2.3.4	<p><b>Building Conditions and Availability:</b>  i. The premises must be within a safe and secure location. 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 <b>01 October 2026</b> (2 points)  NB Zero point will be allocated for criteria/subcriteria not met or substantiated.</p>	<b>10</b>		
	<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 occupational and building compliance documents or <b>letter of undertaking</b> 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>The lease agreement is subject to the suspensive condition that the Lessor provides all necessary compliance documents required by law, including but not limited to Fire Safety Certifications, Approved Building Plans, Pest Control Certificate, Electrical COC or any other relevant documents or permits necessary for the lawful use and occupancy of the leased premises. The Lessor is further required to meet the conditions outlined in the Letter of Undertaking within stipulated time period, [e.g., 30 days] from the date of the agreement.</p> <p>In the event that the Lessor fails to provide the required compliance documents or meet the conditions specified in the Letter of Undertaking within the specified time period, or if Legal Aid SA, in its sole discretion, is not satisfied with the structural integrity or compliance of the leased premises, Legal Aid SA reserves the right to terminate this lease agreement immediately by providing written notice to the Lessor. Upon termination, this lease shall be considered null and void, and neither party shall have any further obligations under this agreement.</p>			
2.4.2	<p><b>Phase 5: Price and B-BBEE</b></p> <p><b>ii. PPPFA Points Scoring</b></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: Price = 80 points, and 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>			

**Required facilities at Kwa-Mhlanga Satellite Office with Legal Aid Space Norms**

A	B	C	D	E	F
Office	m <sup>2</sup>	Toilet Specifications (Toilets included in Column D)	Number of Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Per work space norms/ requirements	102	2 Toilets (1 unisex cubicle and 1 basin and 1 urinal for staff); (1 unisex and disabled friendly will be an added advantage)	2 offices ,5 cubicles and 7 facility rooms and 1 designated open area which serves as reception and waiting area.	7	2

**Legal Aid SA - Workspace Norms - Kwa-Mhlanga Satellite 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>							
Paralegal	1	1			9	9	Office
Legal Practitioner	5		5		4	20	(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 <sup>2</sup> . (iii) One side will have an opening of 750mm for access.
SLP	1	1			10	10	Office
<b>Total Space based on employees</b>		<b>7</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>23</b>	<b>39</b>
<b>Space allocation based on facilities</b>							
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	
Custodial Room (cleaning)		1			3.0	3.0	
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 will be an added advantage)
Server/Network room		1			4.00	4.00	Ventilated
<b>Total Space based on facilities</b>		<b>7.00</b>	<b>0.00</b>	<b>1.00</b>	<b>40.00</b>	<b>46.00</b>	
<b>Area of offices and facilities</b>						<b>85.00</b>	
Walkways and stairs						<b>17.00</b>	Ramp for disabled
<b>TOTAL</b>		<b>7</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>63.00</b>	<b>102</b> Minimum required space.
<b>Note: Only bids with space that fall within the prescribed minimum and maximum space parameters will be considered for evaluation.</b>						<b>117</b>	<b>Maximum required space</b>

<b>Total Number of Employees</b>	<b>7</b>
<b>Total Number of Offices, Cubicles and Toilets</b>	<b>11</b>