



**Specifications, Evaluation Criteria and Works Space Norms
Bizana Satellite Office**

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Legal Aid SA - Specification evaluation criteria for procurement of office accommodation including evaluation criteria - Bizana Satellite 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 3 years and maximum of five (5) years. Where possible, seven or ten (10) years lease may be considered. Hence the rates for seven and ten year leases must also be provided.			
1.2.	The building must be zoned by the local authority for office, business or commercial purposes.			
1.3.	The premises must have an electrical compliance certificate and a municipal occupation certificate. This must be provided within five working days of Legal Aid SA notifying a potential Landlord of the bid being successful. No leasing contracts will be entered into if the abovementioned documents are not provided. The second successful bidder will then qualify for appointment provided the above mentioned documents are provided within five working days.			
1.4.	The service provider should be willing to offer the building for purchase by the Legal Aid SA, or be willing to have a clause in the lease regarding right of first refusal in case where the building goes on sale. The building can only be purchased if it is a standalone and if Legal Aid South Africa is the only tenant in the building.			
1.5.	The service provider should be willing to undertake all refurbishments on behalf of Legal Aid SA;			
1.6.	No deposit shall be paid for rental of the building;			
1.7.	Where possible a separate electricity meter should be in place.			
1.8.	Legal Aid South Africa 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 the proposals.			
2	Area coverage and Pre-Conditions			
2.1.	Where the service provider resides in a different region from the one they tendered for, no additional costs for delivery of refurbishment/maintenance materials or any such cost whatsoever should be charged to Legal Aid SA.			
2.2.	The service provider shall have technically skilled personnel that will ensure proper and adequate maintenance (and any responsibility) of our office for the duration of the agreement.			
2.3.	The service provider must have its registered office in South Africa, under South African law.			
2.4.	The bidder should provide a copy of title deed for the building to prove ownership.			
2.5.	An agent of the landlord should provide a mandate letter detailing all responsibilities that the owner of the building requires him/her to do.			
3	Refurbishment: The following documents should be submitted by the bidder:			
	Commitment letter to refurbish the premises as per the tenant specification with a tenant installation amount which will be applied as follows:			
3.1.	Partitioning as per Legal Aid SA's specification			
3.2.	Air-conditioning (preferably split units)			
3.3.	Painting - with corporate colours			
3.4.	Floor covering - with corporate colours			
3.5.	Power skirtings - with two power plugs per work station, one being specifically for computers)			
3.6.	Network and telephone points.			
3.7.	Blinds - with corporate colours			
3.8.	Space plan			
3.9.	UPS facility integrated into specific power points(Tenant responsible for UPS Unit)			
3	Pricing			
3.1.	The service provider will be required to provide total costs of the accommodation, which shall include but not limited to:			
3.2.	Rental rate per square meter and rate per parking bay for offices;			
3.3.	Annual escalation rate per annum together with a motivation justifying the rate;			
3.4.	Tenant installation amount offered by the landlord;			

3.5.	Tenants share of proportionate costs if any together with details			

4	Evaluation			
	The evaluation will be conducted in following phases;			
4.1.	Functionality Criteria: In this phase, Legal Aid SA will look at the most appropriate property aligned to its operation, compatible with its infrastructure, costs effectiveness, and references. 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	Weights		
4.1.1.	Building location and accessibility: Proximity to courts, shopping centres, public transportation and ease of accessibility for disable people.	35		
4.1.2.	Refurbishment: Tenant Installation allowance amount or value of improvements to premises offered.	10		
4.1.3.	Building requirements: Office space offered should be on the ground floor or building with functional lift if it is a multi story building, Building should have a safe lockable parking for organisation vehicles, The building status should be in a good condition. A minimum of two toilets for males and two for females. Building must have the potential to enhance our organisational image.	55		
	TOTAL	100		
	Bids that score 80 or more points on functionality will be evaluated for pricing.			
4.2.	Pricing evaluation: Pricing will be evaluated according to the following preference points system:			
4.2.1.	80/20 point system for all tenders below R50 million. The points will be allocated as follows: 20 points: BBBEE level of contribution. 80 points: Price.			
4.2.2.	90/10 point system for all tenders above R50million. The points will be allocated as follows: 10 points: BBBEE level of contribution. 90 points: Price.			
6	Implementation			
6.1	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.			
6.2	Service providers should give a minimum of 12 months guarantee on the services and products for the five year and above leases and a minimum of 6 months for three year leases.			
6.3	Standard Lease Agreement used by Legal Aid SA shall form part of the tender document and it is preferable that such be used. In cases where service providers need their lease agreements used, 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.			
6.4	SLA (service level agreements) may be drawn for refurbishment project, setting out the project plan for delivery of the services. By tendering, the service provider agrees to use the standard format of the service level agreement of Legal Aid SA. Noncompliance with the SLA on refurbishments, may lead to a breach of contract which will entitle Legal Aid SA to exercise its rights as per agreement of lease.			
6.5	Landlord should put it in writing that he/she shall make the building friendly to disabled persons)			
7	Building location requirements			
7.1.	Location in proximity to Courts – the accommodation must be close to lower Courts, allowing relatively quick and easy access to the courts by both staff members and clients; approximately within one kilometre (1km) radius from courts.			
7.2.	Accessible to the public – the accommodation should be close to public transport interchange facilities, such as taxi ranks, train stations and bus terminals.			
8	Building Requirements			
8.1.	The building should preferably be on the ground floor (or building with functional lifts), and have secured safe lockable parking for the organizations' vehicles. Buildings with additional open parking for the employees and clients will be an added advantage.			
8.2.	The building should have the required space or offer 10% more of such. (required plus 10%). A minimum of 53.59m ² is required. Refer to pages 5 and 6 of this Annexure for current and workspace norms.			

8.3.	Health and Safety: Sufficient safe and secure toilets male and female for employees and clients. Wheelchair ramp entrance for disabled employees and clients, disabled persons' toilet, emergency exit with clear signage and obstruction free, fire detection system together with fire protection installed and functioning. Evacuation plan in place, illustrating fire escape routes and signage. Plumbing and drainage system in good order. Building sufficiently waterproofed. The building should be both safe and secure for Legal Aid SA employees, clients, vehicles and assets.			
8.4.	Building and layout conducive to a productive and worker friendly work environment. This would include adequate ventilation both natural and artificial air. Adequate natural and artificial light. Partitions and social areas conducive to a good working environment. The building should be user friendly for disabled persons			
8.5.	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			
8.6.	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.			
8.7.	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)			
8.8.	An emergency generator as a backup to electricity supply will be an additional advantage.;			
8.9.	Energy saving building will be an additional advantage			

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

A	B	C	D	E	F
Office	m ²	Toilet Specifications (Toilets included in Column D)	Number of Offices including facilities	No. Employees	No. Parking Bays (Parking Bays not included in Column D)
Bizana SO - Current Building Statistics (Minimum requirements)	85	1 Toilet, 1 cubicle for both males and females	4 Offices	5	2
Per work space norms/ requirements	53.59	2 Toilets (2 cubicles and 2 basins for females and 2 cubicle, 2 basins and 1 urinals for males)	3 offices, 3 cubicles. Offices includes designated open area which serves as reception and waiting area.	5	2 parking bays fleet vehicles based in Bizana SO

Legal Aid SA - Workspace Norms - Bizana Satellite 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							
Candidate Attorney	0		0		3.24	0	Open Plan with no Cubicles 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.
Paralegal	1	1			8	8	Office
Professional Assistant	3		3		3.24	9.72	Open Plan with 3 Cubicles recommended per Legal Practitioner .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 PA	1	1			10	10	Office
Total Space based on employees	5	2	3	0	24.48	27.72	
Space allocation based on facilities							
Consultation rooms		0			9	0	
Public waiting area & reception		1			9	9	
Storeroom		0			4.5	0	
Kitchen		0			4.5	0	
Toilet		2			6	12	2 Toilets (2 cubicles and 2 basins for females and 2 cubicle, 2 basins and 1 urinals for males)
Server/Network room		0			2.25	0	Ventilated
Total Space based on facilities	0	3	0	0	35.25	21	
Area of offices and facilities						48.72	
Walkways and stairs						4.872	
TOTAL	5	3	3	0	59.73	53.59	

Total Number of Employees	5
Total Number of Offices, Cubicles and Toilets	6