



### Specifications, Evaluation Criteria and Works Space Norms Ingwavuma Satellite Office

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**Legal Aid SA - Specification evaluation criteria for procurement of office accommodation including  
evaluation criteria - Ingwavuma Satellite Office**

No.	Specifications	YES	NO	Comment
<b>1</b>	<b>Operational lease</b>			
1.1.	The bidder should provide a copy of the title deed for the building to prove ownership.			
1.2.	An agent of the landlord should provide a mandate letter detailing all responsibilities that the owner of the building requires him/her to do.			
1.3.	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.			
1.4.	The building must be zoned by the local authority for office, business or commercial purposes.			
1.5.	The premises must have a valid electrical compliance certificate and a municipal occupation certificate prior to occupation of the premises.			
1.6.	The Landlord should 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.			
1.7.	A floor plan (not to scale) sketch must be provided indicating the office layout as per the detailed work space norms on the last page of this document. The 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.			
1.8.	The Landlord must be willing to undertake all refurbishments on behalf of Legal Aid SA. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided. The refurbishments will form part of the final lease signed.			
1.9.	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			
1.10.	Buildings that have rising damp or visible structural defects including wall cracks exceeding 5 mm will not be considered for further evaluation.			
1.11.	No deposit shall be paid for rental of the building.			
1.12.	Where possible a separate electricity meter should be in place which is managed and controlled by the local municipality or Eskom. No other meter system will be accepted.			
1.13.	The Landlord must ensure proper and adequate maintenance of the exterior of leased premises together with common areas for the duration of the agreement.			
1.14.	Legal Aid SA reserves the right into enter into further negotiations for reduced or greater space and a reduced rental or refurbisgment costs.			
1.15.	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.			
1.16.	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.			

<b>2</b>	<b>Evaluation</b>			
	The evaluation will be conducted in following phases;			
2.1.	<b>Functionality Evaluation Criteria:</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 presentation by the landlords where necessary. The building will be evaluated on the following functionality criteria:			
	<b>Criteria</b> <b>Scoring Value: 1=Poor; 2=Avarage; 3=Good; 4=Very Good; 5=Excellent</b>	<b>Weights</b>		
2.1.1.	<b>Building location and accessibility:</b> i. The Rental Office Space offered must be located in <b>Skhemelele/Mbhambanana</b> (CBD). (10) ii. The Rental Office Space must be within reasonable walking distance from taxi rank or public transport route. (10) iii. The Rental Office Space must be within reasonable walking distance to courts. (10) iv. Access for people living with disabilities.(Ramps, Lifts if Offices not on ground floor, Signage) (10)	<b>40</b>		
2.1.2.	<b>Building requirements:</b> i.The Bidder must provide a layout of the preferred floor plan indicating air conditioner locations, electrical plugs per office, fire escape routes and emergency exits. (12.5) ii. The Bidder must indicate the minimum required Ablution Facilities on the Floor Plan as per the tender requirement. (6) iii. The integrity of the electrical supply and installations must be confirmed by means of an Electrical Certificate of Compliance issued by an accredited inspector. (2.5) iv. The 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. (1.5) v. Parking on same premises and accessibility: a) Secured and locable parking for Legal Aid SA's vehicles. b) Access to secured parking for Legal Aid SA's employees, visitors or clients. (12.5). vi. Bidders 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)	<b>40</b>		
	<b>Building Conditions and Availability:</b> 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. (15) ii. The premises must be available for occupation <b>within 60 days of award</b> . (5)	<b>20</b>		
	<b>TOTAL</b>	<b>100</b>		
<b>Only Bids that score 80 points or more on functionality will be evaluated further</b>				
2.2.	<b>Objective Criteria</b> 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. <b>PPPFA Points Scoring</b> 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			
2.2.1	<b>Pricing - must include VAT, if registered VAT Vendor or application made to SARS to register as a VAT Vendor (Proof must be attached)</b> - 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.			

<b>3</b>	<b>Implementation</b>			
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.			
<b>4</b>	<b>Following Additional Requirements will be an advantage</b>			
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 8 and 9 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 Ingwavuma Satellite Office with Legal Aid Space Norms**

A Office	B m <sup>2</sup>	C Toilet Specifications (Toilets included in Column D)	D Number of Offices including facilities	E No. Employees	F No. Parking Bays (Parking Bays not included in Column D)
Ingwavuma SO - Current Building Statistics (Minimum requirements)	85	2Toilet ,1 cubicle for oth males and females	5 Offices( Including 3 Cubicles	4	2
Per work space norms/ requirements	75.08	2 Toilets (2 cubicles and 2 basins for females and 2 cubicle, 2 basins and 1 urinals for males)	2 offices, 2 cubicles. 6 facility rooms and 1 designated open area which serves as reception and waiting area.	4	3 parking bays fleet vehicles based in Ingwavuma SO

**Legal Aid SA - Workspace Norms - Ingwavuma 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
Professional Assistant	2		2		4	8	Open Plan.Cubicle size (Height 1.8 m, Breadth 2m & Length 2m) 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
<b>Total Space based on employees</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>26</b>	<b>27</b>	
<b>Space allocation based on facilities</b>							
Consultation rooms		1			9	9	
Public waiting area & reception				1	9	9	
Storeroom		1			4.5	4.5	
Kitchen		1			4.5	4.5	
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		1			2.25	2.25	Ventilated
<b>Total Space based on facilities</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>35.3</b>	<b>41.3</b>	
<b>Area of offices and facilities</b>						<b>68.3</b>	
Walkways and stairs						<b>6.8</b>	
<b>TOTAL</b>	<b>4</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>61.5</b>	<b>75.08</b>	Minimum required space.

<b>Total Number of Employees</b>	<b>4</b>
<b>Total Number of Offices, Cubicles and Toilets</b>	<b>10</b>