

RFQ REF	ECPO-01/2024
RFQ DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SPACE PLANNING, CONCEPTUALISATION AND PRODUCTION OF 3D DESIGN AND BILL OF QUANTITIES FOR THE EASTERN CAPE PROVINCIAL OFFICE IN GQEBERHA
RFQ ISSUE DATE	12 SEPTEMBER 2024
<b>COMPULSORY CLARIFICATION MEETING DATE AND TIME</b>	<b>18 SEPTEMBER 2024 AT 11H00 AM</b>
<b>CLOSING DATE &amp; TIME</b>	<b>23 SEPTEMBER 2024 AT 16H00 PM</b>

**Submissions must be electronically submitted to [InfrastructureRQF@legal-aid.co.za](mailto:InfrastructureRQF@legal-aid.co.za) on or before the closing date of this RFQ.**

For queries, please contact **Nomalanga Nxumalo** via email: [NomalangaN@legal-aid.co.za](mailto:NomalangaN@legal-aid.co.za)

SUPPLIER NAME : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

TELEPHONE NO : \_\_\_\_\_

FAX. NO. : \_\_\_\_\_

E MAIL ADDRESS : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

CELL NO : \_\_\_\_\_

## **SPECIFICATION FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE SPACE PLANNING, CONCEPTUALISATION AND PRODUCTION OF 3D DESIGN AND BILL OF QUANTITIES FOR THE EASTERN CAPE PROVINCIAL OFFICE IN GQEBERHA**

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. It aims to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the Constitution. Legal Aid SA is a high-performance organisation delivering its constitutional mandate to provide legal assistance to the indigent and vulnerable.

Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for the Space Planning, Conceptualisation and Production of 3D Design and Bill of Quantities for the Eastern Cape Provincial Office in Gqeberha.

### **1. Purpose of Project**

The purpose of this RFQ is to request quotations from reputable, competent, skilled, and experienced service providers for a proposal for the Space Planning, Conceptualisation and Production of 3D Design and Bill of Quantities for the proposed refurbishment of the Eastern Cape Provincial Office.

The design shall be in line with Safety and Health regulations, Building regulations and applicable Space Planning Guidelines.

### **2. Area**

Gqeberha Legal Aid SA office, 1 Uitenhage Road, Gqeberha

### **3. Service Required**

The appointed contractor shall undertake to provide Legal Aid SA with services, which is of a high and acceptable standard applicable, which shall include but not limited to:

The appointed contractor shall undertake to provide Legal Aid SA with services of Space planning Conceptualisation, and Production Of 3D Design and Bill of Quantities for the proposed office including New Finishes, Office Furniture, Fittings, Fixtures, & Furnishings, which is of a high and acceptable standard applicable.

The proposed concept design layout must include but not limited to:

### 3.1 Operational Requirements:

- Modern and Corporate Reception Area
- Modern and Corporate Waiting Area
- One (1) Executive Office
- Four (4) Managers offices
- Four (4) Work stations i.e. Partitioned Cubicles or Open Plan
- Two (2) meetings Room 4 and 6-seater
- Kitchenette area
- Pause Area
- Stationery storage room

### 3.2 Fitting and Finishes:

- Flooring i.e. Wood, Carpet and Tiles
- Wall skirting
- Wall Paper. Wall Paint and Wall tiles
- Lighting
- Ceilings
- Doors

### 3.3 Office Furniture:

- Main Reception Desk
- Staff Office Desks
- Waiting Chairs and/or Couches
- Waiting Area Table
- Ergonomic Chairs
- Meeting Room Table and Chairs

3.4 Specialist Services: (changes to be consulted with appointed service providers if applicable prior to implementation)

- Mechanical: Design and installation of an HVAC System
- Electrical: Design System lighting and Plugs
- Fire Protection Design and installation of all fire-related equipment and services
- Plumbing and Drainage

#### **4. Scope of Work**

4.1 The appointed contractor shall undertake to provide Legal Aid with services, which is of high and acceptable standards applicable, which shall include:

- Perform needs assessment for office space and office design in collaboration with the Legal Aid SA representatives;
- Design and production of office 3-D layout drawings through any computer-aided applications;
- Submit three (3) mock-up designs for final approval by Legal Aid SA for the entire project
- Ensure that plans are in line with ergonomics, Safety and Health regulations, Building regulations and applicable Space Planning Guidelines.
- Submit the report that would include the proposed office refurbishment diagrams/plans,
- Draft the specifications and Compile a Bill of Quantity and/or a customized pricing schedule for the appointment of a service provider that will refurbish the office space;

4.2 Consultants to take cognizance of the following requirements and objectives:

4.2.1 The project consists of the concept design of the Eastern Cape Provincial Office and will include but not be limited to the following building elements such as:

- Building Works including plumbing and drainage
- Ablutions
- Kitchens
- Electrical
- I.T connection points
- Closed Circuit Television System (CCTV)

- Mechanical-Heating Ventilation Air-conditioning and Cooling (HVAC) services
- Fire Protection Systems

4.2.2 Service providers are required to have at a minimum, a professionally registered architect, quantity surveyor, electrical, mechanical engineer and any other professionals which may be required to produce the required services.

4.2.3 The professional service provider will be required to liaise with the delegated Legal Aid SA representative to obtain clarity for the specifications and details for the duration of the project.

## 5. Functionality Evaluation

Evaluation Criteria	Weight	Score
<p><b>1. Technical Team Members:</b> Bidders must provide proof of experience of the multidisciplinary team members in space planning and Office Design or similar services. Bidder must submit CV's with copies of qualifications &amp; valid professional registrations:</p> <ul style="list-style-type: none"> <li>• Architect registered with South African Council for the Architectural Profession (SACAP) or the South African Institute of Architects (SAIA) with a minimum of five (5) years' experience (20 points),</li> <li>• Mechanical Engineer registered with the Engineering Council of South Africa (ECSA), a minimum of five (5) years' experience (20 points)</li> <li>• Quantity Surveyor registered with Quantity Survey (SACQSP) as a Pr. QS and minimum of five (5) years' experience (20 points)</li> </ul> <p><b>Note: Submission not meeting <u>all</u> the above criteria elements will not be allocated points</b></p>	<b>60</b>	
<b>2. Experience of the bidder:</b>	<b>40</b>	

Evaluation Criteria	Weight	Score
<p><b>Similar work carried out by the tendering entity on Practical completion or current contracts</b></p> <p>I. Dated Testimonial Letter/completion certificate must be containing at least the following:</p> <ul style="list-style-type: none"> <li>• stipulate period when works were or currently carried out</li> <li>• scope of work</li> <li>• Must be signed by a client representative</li> <li>• Contact details (full names), telephone number and/or email address</li> </ul> <p>NB: Similar = (space planning and/or office design)</p> <p><b>Note: letters/completion certificates not meeting the above criteria elements will not be allocated points.</b></p>		
<ul style="list-style-type: none"> <li>• Four (4) Practical Completion Letters from Previous / Current Clients</li> </ul>		<b>40</b>
<ul style="list-style-type: none"> <li>• Three (3) Practical Completion Letters from Previous/ Current Clients</li> </ul>		<b>30</b>
<ul style="list-style-type: none"> <li>• Two (2) Practical Completion Letters from Previous / Current Clients</li> </ul>		<b>20</b>
<ul style="list-style-type: none"> <li>• One (1) Practical Completion Letter from Previous / Current Client</li> </ul>		<b>10</b>
<ul style="list-style-type: none"> <li>• No Practical Completion Letters</li> </ul>		<b>0</b>
<p>Total Score</p>	<b>100</b>	

**Bidder shall score 70 or more points on functionality in order to be evaluated in terms of price preferential points system. For this procurement the 80/20 preference point system will be applicable.**

## 6. Pricing

**A Formal Written Quotation (clear & unambiguous; including VAT\* where applicable) is to be submitted-**

**Notes:**

1. A detailed cost breakdown of the proposed cost in line with the scope of work and deliverables shall be on official company letterhead and **Annexure A: Price Schedule** must be completed.
2. The pricing must be firm and inclusive of all costs and disbursements required to render the required services.

## 7. Terms and conditions:

- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 90 days from the date of issuing;
- The full costs must be disclosed and no variances will be entertained;
- The following documents must be completed and returned together with the quotation:
  - SBD 1
  - SBD 3.1
  - SBD 3.3
  - SBD 4
  - SBD 6.1
- Quotation on a company letterhead must be provided;
- Payments will be made after completion of work and within 30 days of the invoice date;
- The service provider will not be entitled to a retainer fee;
- **Bidders will be evaluated on the Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and HDI = 20 points**
- A maximum of 20 points may be awarded to a tenderer for specific goals specified for the tender as follows

Specific goals	Points
Historically Disadvantaged individual (HDI)	
1) Enterprises with ownership of 51% or more by person/s who are black person/s.	10
2) Enterprises with ownership of 51% or more by person/s who are women	5
3) Enterprises with ownership of 51% or more by person/s who are youth	3
4) Enterprise with ownership of 51% or more by person/s with disability	2
5) Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than	0



**Independent and within reach.**

51% by person/s who are youth or less than 51% by person/s with disability	
<b>Total</b>	<b>20</b>

- Prices to be fixed for a year upon appointment;
- Before submitting a quotation, bidders must ensure and satisfy themselves as to the nature and extent of the work to be done and the value of the materials contained in the buildings or portions of the buildings to be carried out. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained
- Material and other related price escalations to be in accordance with statutory price pronouncements (Consumer Price Index);
- Bidders must provide proof of institutional capacity and experience of technical team members. Provide CV's and supporting documents from recognized body or institution /or Trade Test Certificate to illustrate skills, qualifications and experience;
- Awarded bidder must use the proposed Key Staff, or those equally or more experienced and/ or qualified for the duration of the contract;
- Bidders are required to provide a valid B-BBEE status level verification certificate or a sworn affidavit where preference points are claimed;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant, not a government employee and is not a restricted supplier;
- Site Viewing Appointment should be directed by email to: [TaboN@legal-aid.co.za](mailto:TaboN@legal-aid.co.za)
- Technical enquiries should be directed by email to: [NomalangaN@legal-aid.co.za](mailto:NomalangaN@legal-aid.co.za)
- **Only emailed quotations will be considered;**
- Quotation should be emailed to: [InfrastructureRQF@legal-aid.co.za](mailto:InfrastructureRQF@legal-aid.co.za)

- Closing date of submission: **23 September 2024 at 16h00pm**

- **Compulsory Clarification Meeting Details:**

Date : 18 September 2024

Time : 11h00 am – 12:00 pm

**NB: Failure to attend will result in disqualification of a proposal.**

**Delivery/Compulsory Briefing Address:**

**Legal Aid SA Gqeberha Local Office**

**1 Uitenhage Road**

**Gqeberha**

**6000**

## 8. Document Checklist

No.	Document	(√) Tick applicable box			
		Yes		No	
1.	Company Profile				
2.	Quotation				
3.	Annexure A				
4.	Fully Completed SDB 1,3.1, 3.3, 4 & 6.1				
5.	B-BBEE Certificate or Sworn Affidavit				
6.	Valid Tax Clearance Certificate or PIN				
7.	CV and Qualification/Certifications of installation technical team. The CVs must be accompanied by certified copies of the qualifications				
8.	Reference letters from contactable previous/current clients on the company's letterhead with an authorized signature				
9.	Technical proposal (this must include company profile, company track record and experience, capacity and capability, project plan, etc.				
11.	Professional registration certificate with a relevant association/board in South Africa				

	Please submit a valid copy of the certificate as proof).				
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