

RFQ REF	FIN-INF-03/2024
RFQ DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE CONCEPTUALISATION, PRODUCTION OF 3D DESIGN AND MANAGEMENT OF CONSTRUCTION-RELATED ACTIVITIES FOR THE CEO FLOOR AND MAIN RECEPTION AREA AT LEGAL AID SA HEAD OFFICE, BRAAMFONTEIN
RFQ ISSUE DATE	09 SEPTEMBER 2024
COMPULSORY CLARIFICATION MEETING DATE AND TIME	16 SEPTEMBER 2024 AT 11H00 AM
CLOSING DATE & TIME	20 SEPTEMBER 2024 AT 16H00 PM

Submissions must be electronically submitted to 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

SUPPLIER NAME : _____

POSTAL ADDRESS : _____

TELEPHONE NO : _____

FAX. NO. : _____

E MAIL ADDRESS : _____

CONTACT PERSON : _____

CELL NO : _____



SPECIFICATION FOR APPOINTMENT OF A SERVICE PROVIDER FOR SPACE PLANNING AND OFFICE DESIGN – FINANCE

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 Appointment of a Service Provider for the Conceptualisation, Production of 3D Design and Management of Construction-Related Activities for the CEO Floor and Main Reception Area at Legal Aid SA Head Office, Braamfontein.

1. Purpose of Project

The purpose of this RFQ is to request quotations from reputable, competent, skilled and experienced service providers for a proposal of the refurbishment of the existing Chief Executive Officer (CEO) office suite, Executive Boardrooms and Main reception area.

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

2. Area

Legal Aid SA offices, Legal Aid House, 29 De Beer Street, Braamfontein.

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 Interior Design and Project Management Services for Office Refurbishment and Installation of New Finishes, Office Furniture, Fittings, Fixtures, & Furnishings, which is of a high and acceptable standard applicable.

The proposed design and upgrade must include but not limited to:

3.1 Chief Executive Officer (CEO) Suite consisting of:

- CEO office
- CEO Lounge/Pause Room
- CEO Executive Meeting Room 6-seater
- One enclosed workstation for the Personal Assistant to the CEO
- Modern and Corporate Waiting Area.
- One Large Boardroom accommodation 16 people
- Upgrade of kitchenette area
- One stationery storage area
- Upgrade of private bathroom area for the CEO

3.2 Executive Boardrooms consisting of:

- Upgrade of 24-seater boardrooms x 2
- Create an Executive Lounge for the Executive Boardrooms for a Visitor's Waiting Area as well as an Eating/Spill-Out Area
- Upgrade to the Audiovisual System
- Modern Reception Area
- Waiting Area
- Modern Entrance Hall & Lift Lobby

3.3 Main Reception Area (Ground Floor) consisting of:

- New Reception Desk for Two Receptionists
- Visitors Waiting Area

3.4 Fitting and Finishes:

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

3.5 Office Furniture:

- Main Reception Desk
- Waiting Chairs and/or Couches
- Waiting Area Table
- CEO's Reception Waiting Area
- CEO's Office
- Meeting Room/Lounge
- Executive Boardrooms
- Executive Waiting Lounge
- Boardroom Table and Chairs

4. Scope of Work

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

- Perform needs assessment for office space and office redesigns in collaboration with the Legal Aid SA representatives;
- Design and production of office 3D 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 and Proposed Methodology and detailed Project plan with timelines in line with the phases and associated activities for the Refurbishment;

- Draft the specifications and Compile a Bill of Quantity for the appointment of a service provider that will refurbish the office space;
- Inspection of Quality during the Alterations/ Renovations and Fit-Out process;
- Inspection of Furniture during Manufacturing, Prior to Delivery, and Post Installation
- Managing and Reporting on the installation of all the project until handover of a fully completed, functional workspace ready for occupation.

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

4.2.1 The services are for Stages 1 - 6 of the project lifecycle which includes:

- Inception Report,
- Concept & Viability,
- Design Development,
- Documentation & Procurement,
- Contract Administration & Inspection,
- Construction, Administration & Inspection and Project Closeout.

4.2.3 The project consists of the refurbishment of the CEO Floor and Main Reception Area and will include but not limited to the following building elements such as:

- Ablutions
- Kitchens
- lighting
- Heating Ventilation Air-conditioning and Cooling (HVAC) services
- Fire Detection

4.2.4 Service providers are required to have at a minimum, a professionally registered architect, interior designer, quantity surveyor, electrical/mechanical engineer, civil/structural engineer, Occupational Health & Safety consultant;

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

4.2.6 A detailed project implementation plan agreed upon with Legal Aid SA will have to be provided to within seven (7) days after appointment as part of the Service Level Agreement (SLA).

4.2.7 The services will be required for a period of at least six (6) months from the date of appointment or until such a time the construction/implementation of the project has been concluded (whichever comes first), with a possibility for continuation, during which the deliverables listed above must be completed and accepted by Legal Aid SA.

5. DESIGN PARAMETERS

Firstly, the design work will involve reconfiguration of departmental sitting arrangements to improve effective workflow in line with the proposed organisational structure. The reconfiguration shall involve the planning, studies, investigations and assessments in consultation with the Legal Aid SA Representatives

Secondly, the design shall include the designing of new office layout in line with approved organisational structure and shall be done in the following stages:

STAGE 1 - INCEPTION REPORT:

The inception stage of this project will involve determining, with the input of Legal Aid SA, the scope of the construction contract required to meet the level of services needed and to be within the budgetary constraints of this project. Any further investigations and/or for testing should be identified at this stage. The service provider shall be required to present three design concepts to choose from.

STAGE 2 - CONCEPT AND VIABILITY (PRELIMINARY DESIGNS):

The service provider shall collect all data relevant to the required improvements, identify and investigate options for effective performance and produce concept designs in keeping with this Scope of Work and the required level of services, standard and norms. A design report on the information collected, the preliminary design, cost estimates and an implementation programme must be presented for Legal Aid SA's approval. The design must accommodate three design reviews.

STAGE 3 - DESIGN DEVELOPMENT (DETAIL DESIGN):

The professional Project Manager shall undertake detailed design of the Legal Aid SA House and associated requirements, plan the construction of the project, produce drawings, specifications and resolve issues for clarity and recommend project execution.

The contract documents shall be prepared in the Construction Industry Development Board's (CIDB) format. The Civil General Conditions of Contract shall be the General Conditions of Contract for Construction Works, 3rd Edition 2015 published by the South



African Institution of Civil Engineering (or NEC equivalent). The Mechanical/Electrical document shall be prepared in the Construction Industry Development Board's (CIDB) format. The Mechanical/Electrical General Conditions of Contract shall be the FIDIC Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Plant, and for Building and Engineering Works, designed by the Contractor, 1st Edition 1999. (JBCC or NEC equivalent). Note: Legal Aid SA shall make the final decision on the choice of appropriate contract on recommendation from the Project Manager.

The professional Project Manager shall liaise with the Legal Aid SA during the preparation of documents to determine any other specific requirements that the Legal Aid SA may have in this regard. A set of draft plans and draft contractual documents shall be submitted to the Legal Aid SA for comment and approval prior to finalization. All drafts must be thoroughly checked by the Project Manager prior to submission. The contractual documents shall be submitted to the Legal Aid SA for checking and approval at least one week prior to the deadline of the activity. The Project Manager shall supply Legal Aid SA with an electronic copy (on CD) of the contractual documents once approved. The Project Manager shall prepare detailed estimates of construction costs and submit such to Legal Aid SA.

The professional Project Manager shall be responsible for providing Legal Aid SA with the required number of (hard) copies of plans and contractual document.

The Professional Project Manager shall be responsible for all initial service enquiries; way leave applications and obtaining all conditions from the relevant Service Authorities that are necessary to carry out all work in terms of this project. All applications in this respect must be carried out timeously so that all wayleave conditions can be incorporated into the detail design.

On approval of the detail design drawings, three sets of paper prints must be submitted to Legal Aid SA for signature. Two sets will be kept by Legal Aid SA and the other returned to the Lead Partner. All other prints issued henceforth shall carry the word "Initial version signed on (date)" at the signature location in the title block.

STAGE 4 - DOCUMENTATION AND PROCUREMENT:

The key Project Personnel shall be invited to a meeting prior to the finalisation of the contract documentation. All resolutions of the meeting shall be incorporated into the final contract documents.



Detailed design drawings, shall be finalised, incorporating any comments of Legal Aid SA. Once finalised, two sets of paper prints must be submitted to Legal Aid SA for signature. One set will be kept by Legal Aid SA and the other returned to the Lead Partner. All other prints issued henceforth shall carry the words “Initial version signed on (date)” at the signature location in the title block.

The professional Project Manager shall prepare any further plans, designs and drawings (over and above the construction drawings), which may be necessary for the execution of the works.

The professional Project Manager shall be responsible for providing Legal Aid SA with the required number of copies of plans and contractual documents for work execution purposes (both hard copy and on compact disc).

The professional Project Manager shall, during the tender period bring to the attention of Legal Aid SA all queries and clarifications sort during this period.

STAGE 5 - CONTRACT ADMINISTRATION AND INSPECTION:

Obtain offers for the execution of the works and advise the Legal Aid SA regarding the award of the building contract.

Prepare construction documentation and arrange for the signing thereof.

Management of construction work and all other related installation services shall be the responsibility of the Project Management Team.

Administer and perform the duties assigned to the professional in the building contract.

Provide Legal Aid SA with as-built drawings, certificates, relevant technical data and guarantees from suppliers on completion of the works.

STAGE 6 – CONSTRUCTION & CLOSE OUT:

The professional Project Manager shall submit As-built plans to Legal Aid SA in electronic format preferably, AutoCAD or equivalent computer aided design software and pdf format as well as two complete set of paper prints.

6. Equipment, Material and Consumables

The service provider must provide the following;

- Adequate stock of all consumables required for the proper execution of the tasks at hand;
- Tools and testing instruments;
- Appropriate transport for all deployed teams
- Safety wear

7. Functionality Evaluation

Evaluation Criteria	Weight	Score
<p>1. Technical Team Members: 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 & valid professional registrations:</p> <ul style="list-style-type: none"> • Project Manager/Architect registered with SACPCMP (South African Council for the Projects and Construction Management Profession) as a Professional (Pr.CM/Pr CPM) or South African Council for the Architectural Profession (SACAP) with a minimum of five (5) years' experience (10 points), • Interior Designer with professional membership with the African Institute of the Interior Design Professions (IID) and a minimum five (5) years' experience (10 points) • Quantity Surveyor registered with Quantity Survey (SACQSP) as a Pr. QS and minimum of five (5) years' experience (10 points) <p>Note: Submission not meeting <u>all</u> the above criteria elements will not be allocated points</p>	30	
<p>Project Methodology Plan Three (3) months project plan must include:</p> <p>I. Inception Report, (4 points)</p>	20	

Evaluation Criteria	Weight	Score
II. Concept & Viability, (4 points) III. Design Development, (4 points) IV. Documentation & Procurement, Contract Administration & Inspection, (4 points) V. Construction, Administration & Inspection and Project Closeout. (4 points) Note: Any project plan of more than three (3) months will be regarded as non-responsive = 0 points.		
2. Experience of the bidder: Similar work carried out by the tendering entity on Practical completion or current contracts I. Dated Testimonial Letter/completion certificate must be containing at least the following: <ul style="list-style-type: none"> • stipulate period when works were or currently carried out • scope of work and the total contract value of the work undertaken • Must be signed by a client representative • Contact details (full names), telephone number and/or email address NB: Similar = space planning and office design) Note: letters/completion certificates not meeting the above criteria elements will not be allocated points.	50	
<ul style="list-style-type: none"> • Five (5) Practical Completion Letters from Previous / Current Clients 		50
<ul style="list-style-type: none"> • Four (4) Practical Completion Letters from Previous / Current Clients 		40
<ul style="list-style-type: none"> • Three (3) Practical Completion Letters from Previous/ Current Clients 		30
<ul style="list-style-type: none"> • Two (2) Practical Completion Letters from Previous / Current Clients 		20
<ul style="list-style-type: none"> • One (1) Practical Completion Letter from Previous / Current Client 		10
<ul style="list-style-type: none"> • No Practical Completion Letters 		0



Evaluation Criteria	Weight	Score
Total Score	100	

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.

8. Pricing

A Formal Written Quotation (clear & unambiguous; including VAT* where applicable) is to be submitted – Table below can be used as guide to structure final pricing.

Bidders are also requested to complete Annexure A and submit with bid.

Notes:

1. It is estimated that the implementation works will be at R2,000,000.00 inclusive of the professional fees.
2. A detailed cost breakdown of the proposed cost in line with the scope of work and deliverables shall be on official company letterhead.
3. The pricing must be firm and inclusive of all costs and disbursements required to render the required services.

9. 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;
- 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	0

are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	
Total	20

- 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 and Technical enquiries should be directed by email to: NomalangaN@legal-aid.co.za
- **Only emailed quotations will be considered;**
- Quotation should be emailed to: InfrastructureRQF@legal-aid.co.za



- Payments will be made after completion of work and within 30 days of the invoice date;
- Closing date of submission: **20 SEPTEMBER 2024 at 16h00 pm**

Delivery /Compulsory Briefing Address:

Legal Aid House

Legal Aid SA

29 De Beer Street Braamfontein Johannesburg

2017

Compulsory Clarification Meeting Details:

Date : 16 September 2024
Time : 11h00 am – 12:00 pm
Address : Legal Aid South Africa
Legal Aid House
29 De Beer Street
Braamfontein
Johannesburg
2017

10. 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 authorised 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 (SACAP) (Please submit a valid copy of the certificate as proof).				