Specifications, Evaluation Criteria and Works Space Norms Mthatha LO Local Office

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LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION IN MTHATHA LOCAL OFFICE

No.	TERMS AND CONDITIONS OF THE SPECIFICATION	YES	NO	Comment
1	**OPERATIONAL LEASE REQUIREMENTS**			
1,1	The properties should be offered on an operational lease, for a period of five (5) years			
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 Landlord must be willing to undertake all refurbishments on behalf of Legal Aid SA in line with **Construction Industry Development Board (CIDB)** requirements. The refurbishments will form part of the signed lease agreement.			
1,5	Legal Aid SA reserves the right to negotiation for rental.			
1,6	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.			
1,7	The Landlord must ensure proper and adequate maintenance of the exterior of leased premises together with common areas for the duration of the agreement.			
1,8	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.			
1,9	Standard Lease Agreement used by Legal Aid SA shall form part of the RFQ document . By submitting the RFQ, 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.			
1,10	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.			
1,14	The Lessor shall ensure that the leased premises comply with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), as amended, the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), as amended, and all other applicable legislation, regulations, by-laws, and standards relating to the occupation and use of the leased premises.			
2	**Evaluation Criteria**			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1.	**Phase 1: Responsiveness**			
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 RFQ closing date. vii. The bid must be submitted with the latest CSD reports of all parties (agent, landlord/JV partners etc.)			
2.2.	**Phase 2: Mandatory Requirements**			
2.2.1	i) The bidder must submit a copy of the title deed as proof of ownership of the property offered. The title deed must be submitted together with the bid response.			
2.2.2	ii) Where the bidder is not the registered owner of the property, the bidder must submit: A copy of the title deed confirming the registered owner of the property; and A valid, signed relationship agreement, mandate, or letter of authority issued by the registered owner authorising the bidder to market and lease the property on the owner's behalf which must valid and dated within the last (Twelve)12 months from date of tender closure			
2.2.3	*iii) The offered accommodation shall substantially comply with the office space norms. Where the accommodation does not fully comply at the time of bid submission, the bidder shall provide a signed undertaking to complete all required alterations and fit-out works, at no additional cost to Legal Aid SA, before the occupation date. Failure to submit such undertaking may render the bid non-responsive.*			
	NB: Failure to comply with the above will result in the bid not being evaluated for Phase 3, 4 and 5.			

2.3.	**Phase 3: Functionality** In this phase, Legal Aid SA will look at the most appropriate property aligned to its operation, compatible with its infrastructure. These will include site visits of properties and bid documents submitted by the landlords. The building will be evaluated on the following functionality criteria:			
	Functionality Evaluation Criteria **(NB Zero point will be allocated for criteria/subcriteria not met or substantiated.)**	**Points**	**Score**	
	Building Documentation			
	i. Building inspection conducted by Legal Aid SA officials and the bidder within five (5) working days upon **written/email request** by Legal Aid SA. (2 points) **Proof of EMAIL must be retained.**	**2**		
	ii. A bidder must submit copies of actual building compliance documents: (28 points) **Scoring Methodology:** *Actual valid compliance document submitted (100% points)* *Signed undertaking submitted (where permitted) (50% points)* *No document or undertaking submitted (0 points)*			
	a) Approved Building Plans (including all approved alterations and elevations) or a Structural Integrity Report prepared by a registered Professional Structural Engineer. Where neither document is available at the time of bid submission due to municipal approval processes, the bidder may submit a signed undertaking confirming that the Approved Building Plans will be obtained and submitted within twelve (12) months from the date of award of the lease agreement.	**4**		
2.3.1.	Occupancy Certificate issued by the relevant Local Authority. Where the Occupancy Certificate is not available at the time of bid submission due to municipal processing delays, the bidder may submit a signed undertaking confirming that the Occupancy Certificate will be obtained and submitted within twelve (12) months from the date of award of the lease agreement.	**8**		
	c) Zoning Certificate or written confirmation from the relevant Local Authority confirming that the property is appropriately zoned for office accommodation. Where unavailable, a signed undertaking confirming that the document will be submitted before the date of occupation may be provided.	**4**		
	d) Fire Safety Compliance documentation, such as a Fire Safety Inspection Report, Fire Compliance Certificate, Fire Protection Plan or approved Evacuation Plan. Where unavailable, a signed undertaking confirming submission before the date of occupation may be provided.	**4**		
	e) Valid Electrical Certificate of Compliance (CoC) issued by a registered electrical contractor, or a signed undertaking confirming that the certificate will be provided before the date of occupation.	**4**		
	f) Valid Pest Control Certificate issued within twelve (12) months prior to the tender closing date, or a signed undertaking confirming that pest control treatment will be completed and the certificate submitted before the date of occupation.	**2**		
	g) Building Maintenance Plan indicating the annual maintenance programme, preventative maintenance activities, and clearly defining the maintenance responsibilities of both the landlord and the tenant.	**2**		
	Building location and accessibility: (Targeted area is Mthatha)			
2.3.2.	**i. Aerial plan or google maps indicating the following km distances: Local Office will verify the proposed building distances to the sub-criterion/criteria:Bidder is required to submit proof of locational map indicating kilometres from the property to the public transport route. - NB: If the map is not submitted the Legal Aid SA's official will establish the radius during site inspection.** a) Building must be located in the target area and must be within 2km walking distance from public transport route; (20 points) b) Building be located in the target area more than 2km up to 2.25km walking distance from public transport route (15 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route (10 points) d) Building be located in the target area more than 2.5km up to 3km walking distance from public transport route; (5 points) e) Building be located in the target area and are more than 3km walking distance from public transport route; (0 points)	**20**		
	ii. Accessibility for Persons with Disabilities (10 Points)			
	a) The main public entrance to the building is located at ground-floor level or is accessible by means of a compliant access ramp (where required), enabling independent access for persons with disabilities. Or	**8**		
	b) Where the office accommodation is located above or below ground-floor level, the building is served by a fully operational passenger lift that is accessible to persons with disabilities and fitted with Braille button. **(8 Points)**			
	c) Designated parking bays for persons with disabilities are available, clearly demarcated with the prescribed signage and located in close proximity to the accessible building entrance.	**2**		
	Building requirements:			
	i. Office Space Functionality (20 Points) *The proposed office accommodation must provide the minimum functional building services required for occupation by Legal Aid South Africa.* ***Compliance with the requirements below will be verified during the site inspection conducted by Legal Aid South Africa officials.*** **Scoring Methodology:** Actual functioning building service (100% points) Signed undertaking submitted (where permitted) (50% points) Insufficient facilities or no undertaking submitted (0 points)			
	a) Functional air-conditioning installed in all office accommodation proposed for Legal Aid South Africa, or a signed undertaking confirming that air-conditioning will be installed at the bidder's cost before the date of occupation.	**7**		
2.3.3	b) Adequate electrical power outlets (plug points) installed within the proposed office accommodation to support the intended office layout and operational requirements.	**5**		
	c) Functional male, female and, where applicable, universally accessible ablution facilities that are adequate for the proposed office accommodation and comply with applicable building regulations and Legal Aid South Africa's space norms.	**5**		
	d) Clearly identified and accessible emergency escape routes and emergency exits that comply with applicable fire and building safety requirements.	**3**		
	ii. Parking Space (10 points) *The proposed office accommodation must provide secure on-site parking for Legal Aid South Africa employees, official vehicles, visitors and clients.* ***Parking facilities will be verified during the site inspection conducted by Legal Aid South Africa officials.***			
	a) Eleven (11) covered parking bays within access-controlled premises; or	**8**		
	b) Eleven (11) uncovered parking bays within access-controlled premises **(4 points)**			
	c) Additional free visitor/client parking within the premises	**2**		
	Building Condition and Availability (10 Points) *The proposed office accommodation will be evaluated based on its suitability for Legal Aid South Africa's operations. Compliance will be verified during the site inspection.*			
	i) The proposed premises are located within an area appropriately zoned for office or business use in accordance with the applicable Land Use Management Scheme or Town Planning Scheme. The building and the immediate surrounding properties are well maintained, present a professional appearance, and provide a safe, secure and suitable environment that supports Legal Aid South Africa's corporate image and operational requirements.	**8**		
	ii) The premises are available for occupation on or before 01 FEBRUARY 2028, or the bidder has provided a written undertaking confirming that the premises will be ready for occupation by this date.	**2**		
	TOTAL	**100**		
Only Bids that score 70 points or more on functionality will be evaluated further.				

2.4.1	**Phase 4: Compliance Criteria** ***Qualifying bidders from Phase 3 shall be subjected to a due diligence process to verify the statutory and building compliance of the proposed office accommodation. 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. The following documents shall be submitted:*** i) Approved Building Plans, including approved alterations and elevations, or where not yet available due to municipal approval processes, a signed undertaking confirming that the approved building plans will be submitted within twelve (12) months from the commencement date of the lease agreement; ii) Occupancy Certificate issued by the relevant Local Authority, or where not yet available due to municipal processing delays, a signed undertaking confirming that the Occupancy Certificate will be submitted within twelve (12) months from the commencement date of the lease agreement; iii) Zoning Certificate or written confirmation from the relevant Local Authority confirming that the property is appropriately zoned for office or business use; iv) Fire Safety Compliance Documentation, including a Fire Protection Plan, Fire Safety Inspection Report, Fire Compliance Certificate and/or an approved Evacuation Plan, as applicable; v) Valid Electrical Certificate of Compliance (CoC) issued by a registered electrical contractor or a signed undertaking confirming that a valid certificate will be provided before the date of occupation; vi) Valid Pest Control Certificate, issued within twelve (12) months prior to the tender closing date, or a signed undertaking confirming that a valid certificate will be provided before the date of occupation; and vii) Building Maintenance Plan, detailing planned preventative and corrective maintenance for the leased premises, including but not limited to: 1. electrical systems; 2. plumbing; 3. heating, ventilation and air-conditioning (HVAC); 4. lifts (where applicable); 5. fire protection systems; 6. roofing and building fabric; 7. gardens and landscaping (where applicable); and 8. any other building services forming part of the leased premises. The Building Maintenance Plan must also clearly define the respective maintenance responsibilities of the landlord and Legal Aid South Africa during the lease period.			
	Notwithstanding the submission of undertakings permitted under this Request for Bid, the successful bidder shall be responsible for ensuring that the leased premises comply with all applicable statutory and municipal requirements throughout the lease period. Legal Aid South Africa reserves the right to monitor compliance with the undertakings and to enforce the contractual remedies available under the lease agreement should the bidder fail to comply within the stipulated timeframes.			
2.4.2	**Phase 5: Price and B-BBEE** ii. PPPFA Points Scoring 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			
	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) - 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 than CPI, with a motivation if this exceeds CPI; * 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; * 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.			
3	**Implementation**			
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.			
4	**Additional Requirements are as follows.**			
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.			
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.	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.			
4.12.	An emergency generator as a backup to electricity supply;			
4.13.	The building must have natural ventilation and natural light.			
4.14.	The building must be accesible to disabled persons and include, ramps and/or lifts where necessay.			
4.15.	Energy saving building will be an additional advantage.			

Required facilities at Mthatha Local Office in line with Legal Aid Space Norms

A	B	C	D	E	F
Office	**m²**	**Toilet Specifications (Toilets included in Column D)**	**No. Offices including facilities**	**No. Employees**	**No. Parking Bays (Parking Bays not included in Column D)**
Per work space norms/ requirements	558	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males)(1 toilet for clients & 1 toilet for disabled people, will be added advantage).	19 offices, 40 cubicles, 17 Facility rooms , and open area which serves as reception and waiting area.	66	10 Parking bays for Fleet and 1 parking bay for Head of Office based in Mthatha Local Office.

Legal Aid SA - Workspace Norms Mthatha Local Office

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/ facility	Total space m²	Comments
Space allocation based on employees							
Admin Manager	1	1			9	9	Office
Admin Officer	8		8		4	32	Open Plan cubicle recommended - Height 1.5 m
Office Assistant	1		1		4	4	Open Plan cubicle recommended - Height 1.5m
Candidate Attorney	14		14		4	56	(i) Drywall height is 1200mm from the ground and the glass is 300mm,give a total of 1.5meters all around.The drywall height of 1.5meters is to provide for privacy of Practitioners. (ii) The length and breadth is 2.0 meters on each side give a total space of 4m². (iii) One side will have an opening of 750mm for access.
Head of Office	1	1			12	12	Office
Legal Secretary	2		2		4	8	
Paralegal	4	4			9	36	Office
Principal Attorney	3	3			8	24	
HCU Manager	1	1			8	8	
Legal Practitioners (DCLP -7, RCLP -8 , HCLP -6)	21		15		4	60	(i) Drywall height is 1200mm from the ground and the glass is 300mm,give a total of 1.5meters all around.The drywall height of 1.5meters is to provide for privacy of Practitioners. (ii) The length and breadth is 2.0 meters on each side give a total space of 4m². (iii) One side will have an opening of 750mm for access.
Legal Practitioners Civil	6	6			8	48	Office
Supervisory LPs	3	3			8	24	Office
Receptionist & Waiting Area	1			1	30	30	Reception counter
Total Space based on employees	**66**	**19**	**40**	**1**	**112**	**351**	
Space allocation based on facilities							
Satellite Office Staff							
Registry/ Filing Room		1			9	9	
Boardroom		1			30	30	
Consultation rooms		4			8	32	Consultation rooms can be dual purpose i.e. temporary partitions convert into a boardroom for meetings.
Storeroom		1			29	29	Safe storage room
Stationery room		1			4,0	4,0	
Custodial room (cleaning)		1			3,0	3,0	Storage for Cleaning Item
Kitchen		1			9,0	9,0	
Toilet		6			6	36	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males)(**1 toilet for clients & 1 toilet for disabled people, will be added advantage).**
Server/Network room		1			4	4	Ventilated
Total Space based on facilities		**17**	**0**	**0**	**102**	**156**	
Total Area Offices and Facilities						**507**	
Walkways, stairs and hallways						**51**	
TOTAL	**66**	**36**	**40**	**1**	**214**	**558**	Minimum required workspace
Note: Only bids with space that fall within the prescribed minimum and maximum space parameters will be considered for evaluation.						**573**	**Maximum space**

Total Number of Employees	**66**
Total Number of Offices, Cubicles and Toilets	**76**