Specifications, Evaluation Criteria and Works Space Norms Stellenbosch Local Office

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LEGAL AID SA SPECIFICATION: EVALUATION CRITERIA FOR PROCUREMENT OF OFFICE ACCOMMODATION IN STELLENBOSCH 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 minimum period of five (5) years to maximum of 9 years and 11 months.			
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 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.			
1.5.	The Landlord must be willing to undertake all refurbishments on behalf of Legal Aid SA in line with Construction Industry Development Board (CIDB) requirements. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided on condition that if the costs of refurbishment exceed the contribution of the Landlord, the latter must advise the Tenant timeously and obtain consent from the Tenant prior to commencing with refurbishments in excess of the contribution amount. The refurbishments will form part of the signed lease agreement.			
1.6.	Legal Aid SA reserves the right to negotiation for rental and refurbishment costs.			
1.7.	A separate water and electricity meter must be in place which is managed and controlled by the local municipality, Eskom or other certified service providers. No other meter system will be accepted.			
1.8.	The Landlord must ensure proper and adequate maintenance of the exterior of leased premises together with common areas for the duration of the agreement.			
1.9.	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.			
1.10.	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.			
1.11.	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 that have no 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.	The bidder must submit confirmation letter or letter of undertaking or commitment to provide a water back-up facilities or uninterrupted water supply before occupation.			
2	**Evaluation**			
	The bid will be evaluated in five (5) phases as outlined below:			
2.1.	**Phase 1: Responsiveness**			
	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. Completed Request for Proposal; ii. Completed and signed SBDs documents (SBD1, SBD 3.1, SBD 4 and SBD 6.1); iii. Original or certified valid B-BBEE certificate or sworn affidavit. JV must submit a consolidated B-BBEE certificate; iv. 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 tender closing date; and vii. The bid must be submitted with the latest CSD reports of all parties (agent, landlord/JV partners etc.)			
2.2.	**Phase 2: Disqualification Criteria**			
2.2.1.	i) A bidder must submit a copy of the title deed as proof of property ownership together with the bid response.			
	ii) An agent/entity of the landlord must provide a signed letter or relationship agreement with detailed responsibilities that the owner of the building has granted to the agent/entity for the leasing of the office building. Bidder must submit a signed confirmation letter/ relationship agreement together with a title deed. The letter must be in the company's letterhead signed by a delegated authority of all parties.			
	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 and feedback from reference checks. 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	**Points**		
2.3.1	**Building Documentation**	**30**		
	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.			
	ii. A bidder must submit copies of actual building compliance documents: (28 points) *a) Approved building plan (including all alterations and elevations) or structural integrity report from a structural engineer or letter of undertaking stating that it will be provided before the date of occupation (5 points);* *b) Occupancy Certificate or letter of undertaking stating that it will be provided before the date of occupation (10 points)* *c) Zoning Certificate or letter of undertaking stating that it will be provided before the date of occupation (5 points)* *d) Fire Protection Plan/Fire Safety Inspection report/Evacuation Plan or letter of undertaking stating that it will be provided before the date of occupation (2 points)* *e) Electrical Compliance Certificate (2 points):* *f) Pests Control Certificate (valid in the last 12 months from the date of tender closure) or letter of undertaking stating that it will be provided before the date of occupation (2 points) and* *g) Building Maintenance plan (indicating an annual programme schedule of activities/areas to be maintained, also outlining tenant and landlord responsibilities) or letter of undertaking stating that it will be provided before the date of occupation (2 points).* ***NB Zero points will be allocated for criteria/subcriteria not met or substantiated.***			
	Building location and accessibility: (Targeted area is Stellenbosch)	**30**		
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:** i. Bidder is required to submit proof of locational map indicating kilometres from the property to the court. - NB: If the map is not submitted the Legal Aid SA's official will verify the radius during site inspection. a) Building must be located in the target area and must be within 2km walking distance to magistrate court; (10 points) b) Building be located in the target area more than 2km up to 2.25km walking distance to magistrate court; (7.5 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance to magistrate court; (5 points) d) Building be located in the target area more than 2.5km up to 3km walking distance to magistrate court; (2.5 points) e) Building be located in the target area and are more than 3km walking distance to magistrate court; (0 points)			
	ii. Bidder is required to submit proof of locational map indicating kilometres from the property to the public transport. - NB: If the map is not submitted the Legal Aid SA's official will verify 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; (10 points) b) Building be located in the target area more than 2km up to 2.25km walking distance from public transport route (7.5 points) c) Building be located in the target area more than 2.25km up to 2.5km walking distance from public transport route (5 points) d) Building be located in the target area more than 2.5km up to 3km walking distance from public transport route; (2.5 points) e) Building be located in the target area and are more than 3km walking distance from public transport route; (0 points)			
	iii. The poposed building entrance must be accessible to people living with disabilities. NB: Site Inspection will be conducated by Legal Aid SA's official to verify. a) Building entrance on ground floor, with a ramp **(if required)**, that is fully accesible to people with disabilities (8 points). b)Building entrace not on ground floor but with a lift with braille buttons. (8 points) c) Disability parking with signage. (2 points) A grace period of 6 months will be allowed for the bidder who in writing undertakes to have these changes implemented			
2.3.3	**Building requirements:**	**30**		
	i. Office space (20 points)			
	Office building must have the following **functioning**: [Local Office to test/verify the below]: a) Existing air-conditioners or commitment letter to install at bidder's cost before occupation = 5 points; b) electrical plugs per office = 5 points ; c) ablution facilities as per space norm = 5 points; d) fire escape routes/emergency exits = 5 points. **NB Zero point will be allocated for criteria/subcriteria not met or substantiated.**			
	ii. Parking Space (10 points)			
	A building with: a) availability minimum of 17 covered parking bays in an access controlled premises; (8 points) b) availability minimum of 17 parking bays behind a access controlled gate on the premises; (6 points); c) additional free open parking bay for Legal Aid SA's employees, visitors and clients within the premises. (2 points). d) No information or insufficient parking provided (0 points)			
2.3.4	**Building Conditions and Availability:** i. The premises must be within a safe and secure office environment zoned for office or business use, as deemed acceptable as Land Use Management Scheme/Town Planning Scheme. 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. (8 points) ii. The premises must be made available for occupation by the **01 April 2027**. (2 points) NB Zero point will be allocated for criteria/subcriteria not met or substantiated.	**10**		
	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 are subjected to confirmation/verification of the following occupational and building compliance documents as per below. **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**: i) Approved building plan or commitment letter to submit within 6 months from the commencement date of lease agreement; ii) Occupancy Certificate or commitment letter to submit within 6 months from the commencement date of lease agreement; iii) Zoning certificate; iv) Fire protection/evacuation plan; v) Electrical compliance certificate; vi) Pests Control Certificate (valid in the last 12 months from the date of tender closure) or letter of undertaking stating that it will be provided before the date of occupation; and vii) Building Maintenance Plan (Before occupation & post occupation); include but not limited to electrical, plumbing, aircons, garden service etc.			
	i. PPPFA Points Scoring Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA), Preferential 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			
2.4.2	**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; * 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. **Note: arithmetic errors will be corrected in line with the SCM policy for fairness and competitiveness principles**			
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			
4.3.	Power skirtings - with two power plugs per work station - one being specifically for computers			
4.4.	Network and telephone points			
4.5.	Blinds - with corporate colours			
4.6.	Space plan			
4.7.	UPS facility integrated into specific power points.			
4.8.	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			
4.9.	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.			
4.10.	An emergency generator as a backup to electricity supply;			
4.11.	The building must have natural ventilation and natural light.			
4.12.	The building must be accessible to disabled persons and include, ramps and/or lifts where necessary.			
4.12.	Energy saving building will be an additional advantage.			

Comparison of existing facilities at Stellenbosch Local Office 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	641	2 Toilets (3 cubicles and 3 basins for females and 3 cubicle, 3 basins and 3 urinals for males)	16 offices, 23 cubicles, 13 facility rooms and 1 designated open area with serves as reception	63	17 parking bay for fleet vehicle based in Stellenbosch LO

Legal Aid SA - Workspace Norms Stellenbosch 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			10	10	Office
Admin Officer	5		5		5	25	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	19		10		4	40	(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. (iv) 2 office required with partition as per above
Head of Office	1	1			10	10	Office
Paralegal	2	2			9	18	Office
Legal Practitioners - Criminal	13		8		4	32	(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.
Supervisory LPs	5	3			9	27	Office
Civil LPs	3	2			9	27	Office
Legal Practitioners - LRU	3	3			9	27	Office
Provincial Office Staff	10	4			10	40	Office
Receptionist & Waiting Area	1			1	30	30	
Total Space based on employees	**63**	**16**	**23**	**1**		**286**	
Space allocation based on facilities							
Satellite Office Staff	**0**						
Registry/ Filing Room		1			9	9	
Boardroom		1			60	60	
Consultation rooms		3			9	27	
Storeroom		2			60	120	
Stationery room		1			4	4	
Kitchen		1			9	9	
Toilet		2			6	12	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males)
Server/Network room		1			4	4	Ventilated
Custodial Room		1			3	3	Storage for cleaning items
Total Space based on facilities		**13**	**0**	**0**		**248**	
Total Area Offices and Facilities						**534**	
Walkways, stairs and hallways						**107**	
TOTAL	**63**	**25**	**23**	**1**	**0**	**641**	Minimum Space required
Note: Only bids with space that fall within the prescribed minimum and maximum space parameters will be considered for evaluation.						**661**	**Maximum Space Required**

Total Number of Employees	**63**
Total Number of Offices, Cubicles and Toilets	**48**