

MUNICIPALITY OF SWAKOPMUND



**DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES
(LED Section)**

NOTICE NO:74/2025

**INVITATION FOR EXPRESSIONS OF INTEREST
(EOI):**

**TO SUPPLY FRESH PRODUCE AT THE DANIEL KAMHO WOOD &
FRESH PRODUCE MARKET SITE OVER THE FESTIVE SEASON**



NAME OF APPLICANT:	
POSTAL ADDRESS:	
ADDRESS:	
REPRESENTATIVE:	
TELEPHONE:	
E-MAIL:	

CLOSING DATE:	Friday, 31 OCTOBER 2025 at 11:00
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INVITATION FOR EXPRESSION OF INTREST (EoI)

Description: Expression of interest (EoI) is hereby invited from local Fresh produce farmers/suppliers for the lease of Three (3) fresh produce stalls at the Daniel Kamho Wood & Fresh produce site over the festival season.

Closing Date: 31October 2025 @ 11h00

Documents: Available at the Economic Development office, at the Municipal Head Office, Rooms E1-23/E1-36, c/o Rakotoka Street & Daniel Kamho Avenue) Swakopmund or at Municipal website at www.swakopmun.com.

Levy: Free of Charge

Enquiries: Mr. SA Shikesho
Tel : +264-64-410 4610
E-mail : sshikesho@swkmun.com.na

EOI in sealed envelopes clearly marked "**EXPRESSION OF INTEREST TO LEASE A FRESH PRODUCE STALL AT THE DANIEL KAMHO WOOD & FRESH PRODUCE SITE**" and addressed to the General Manager: Economic Development Services Department must be placed in the Quotation box on the Ground floor, Municipal Head Office, c/o Rakotoka Street and Daniel Kamho Avenue, Swakopmund or be posted to the General Manager, Community Development Services Department, P. O. Box 53, Swakopmund.

NOTICE NO:74 /2025

**A BENJAMIN
CHIEF EXECUTIVE OFFICER**

2. INTRODUCTION

The Swakopmund Municipality hereby invites **Local Fresh Produce Supplier** to submit an **Expression of Interest (EOI)** for the lease of fresh produce stalls over the festive season.

The EOI is a non-binding invitation aimed at providing local suppliers/ farmers with an opportunity to sell their supplies to the general public in Swakopmund over the festive season.

3. OBJECTIVES OF EOI

- ✓ To identify local entities and SMEs with the capacity to supply quality fresh produce over the festive season.
- ✓ To stimulate economic activities over the festive season.
- ✓ To provide the general public access to a wider variety of fresh produce over the festive season.

4. SUBMISSION REQUIREMENTS

4.1 REQUIREMENTS

Applicants must ensure that their submission meets the following minimum requirements:

- Complete all required sections of the EOI template.
- Submit proof of legal requirement such registration with NAB.
- Provide evidence of relevant experience and capacity to supply quality fresh produce.
- Valid import permit in case of imported agronomic products
- Submissions must be delivered by the stated deadline and in the required format.

4.2 GENERAL

- This EOI is a non-binding process intended to gather proposals and gauge interest.
 - No contractual obligations shall arise from this invitation.
 - The Municipality of Swakopmund reserves the right to:
 - *Accept or reject any submission.*
 - *Shortlist applicants at its sole discretion.*
 - *Request additional information or clarification.*
 - *Terminate or amend the EOI process at any time.*
- (a) The applicant's name, address, and telephone number must be clearly stated.
- (b) The Application, as a condition for its validity, must comprise of the original proposal document supplied by Swakopmund Municipality and shall be duly signed and dated at each place so indicated. Any annexures that an applicant submits, inclusive of all colored brochures, shall all be signed or initialed.
- (c) Any proposal submitted by any applicant shall be irrevocable for a period of 90 (ninety) days from the closing date. Within such period, the Council for the Municipality of Swakopmund can, in its entire discretion, either accept or reject any offer, or accept any part thereof subject to such conditions as it may set out.
- (d) The application, as a condition for its validity, must be signed in ink (no correction fluid or pencil may be used); if this condition is not applied such proposal will be viewed as incomplete/invalid and will not be considered.
- (e) The Stalls will be allocated on the basis of the viability of the proposed business venture as contained in the proposal submitted.
- (f) The Municipality of Swakopmund is not obliged to accept any proposal.

- (g) Neither Council, nor the staff members of Swakopmund Municipality will entertain any discussions regarding the manner of proposal award after the award is made by Council.
- (h) All Municipal regulations and by-laws within the Municipal area will be applicable to the lessee.
- (i) The following documents shall be submitted and attached to the original proposal document:
- (j) A copy of a company registration and fitness certificates.

OR

- (k) A copy of a "Company Registration" from Ministry of Industrialization, Trade and SME Development.
- (l) A certified copy of the applicant's Namibian Identity document.

A complete Business Proposal shall be submitted and attached to this invitation document containing the following information:

- (i) Company profile.
- (ii) A motivation indicating how the proposed business will boost local economy in Swakopmund.
- (iii) Proposal must include management plan for the stall and solid waste.

All costs incurred in preparing and submitting an EOI shall be borne by the applicant.

Interested parties are required to submit a comprehensive EOI which includes the following:

Applicant Details

Name of Organisation or Individual	✓
Postal and Physical Address	✓
Contact Person (if applicable)	✓
Telephone Number, Email	✓

Proof of Legal Status

Certificate of registration (for organisations) or Business Registration	✓
Registration with NAB	✓
Power of Attorney or Letter of Authorisation (if submitting on behalf of an entity)	✓

Experience and Capacity

A brief profile highlighting relevant experience in the supply of fresh produce	✓
Previous project references or examples of similar work undertaken	✓
CVs of key personnel (if applicable)	✓

Additional Attachments

Any letters of support, visuals, or conceptual layouts are welcome	✓
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Failure to meet any of the above may lead to disqualification.

4.3 CRITERIA FOR EVALUATION

EOIs will be evaluated based on the following key criteria:

Evaluation Criteria	Weight (%)
Product Quality and variety	35%
Relevant experience, capacity and background(references)	5%
Local products	15%
Local impacts e.g. employment creation etc.	25%
Stall setup and aesthetics	15%
Health and Safety Compliance	5%

5. REGULATORY REQUIREMENTS

Applicants must comply with all relevant national, regional, and local legislation and regulations applicable to the supply of fresh produce, including but not limited to:

1. Registration with Namibia Agronomic Board (NAB)
2. Hawkers permit from Health Department
6. Health and safety requirements.
7. Other relevant Municipal by-laws

The successful applicant will be expected to secure all necessary licenses, permits, and insurance relevant to operating at the site.

6. GENERAL CONDITIONS

- This is not a tender, and no financial or legal commitment is required at this stage.
- The Municipality reserves the right to accept or reject any EOI without obligation.
- Only shortlisted candidates may be invited for interviews or to submit full proposals.

6.1 RESPONSIBILITIES

MUNICIPALITY OF SWAKOPMUND

- Owner and lessor of the property
- Provide Cleaning Services and Ablution facilities
- Maintenance of the area at pre-determined intervals
- Terminate the lease on a noncompliance
- Indemnify the Council against all and any claims in respect of damage to property and body injury/ loss of life of people that may arise from the utilization of Municipal property during the lease period of the Municipal area.

SUCCESSFUL BIDDER

- Leasing the property
- Handling all day-to-day maintenance of the site and cleaning
- Staffing and remunerations
- Responsible for the security of their staff and properties

7. SUBMISSION DEADLINE

Important Dates

- EOI Submission Deadline:
- Evaluation Period:
- Notification of Successful Bidder:
- Contract Award:

All EOJ submissions must be clearly marked "EOI - SUPPLY OF FRESH PRODUCE OVER THE FESTIVE SEASON" and delivered in a sealed envelope to:

The Municipal Office, Ground Floor - Blue Wooden Box marked
Rakotoka Street, Swakopmund

Closing Date: Friday, 31 October 2025 at 11:00 PM

All enquiries must be directed to:

Mr. Sebron Shikesho

Email: sshikesho@swkmun.com.na | Tel: 064-4104610

AFFIDAVIT

I, the undersigned, hereby declare that the information and documents provided in this application are true and correct to the best of my knowledge. I acknowledge that this proposal is subject to the Municipality of Swakopmund's standard event-hosting conditions and by-laws and agree to comply fully with such conditions if selected.

Name of Applicant: _____

Business Name: _____

BIPA/Company Registration No.: _____

Signature: _____

Date: _____

ISSUED BY:

Office of the General Manager: Economic Development Services
MUNICIPALITY OF SWAKOPMUND