

**CONFIDENTIAL**

# **SUPPLEMENTARY AGENDA NO. 1**

**Council Meeting**

**THURSDAY, 28 OCTOBER 2021**

**at**

**19:00**



**MUNICIPALITY OF SWAKOPMUND**

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11.1.14 **CANCELLATION OF ERF 406, MILE 4 - TRECON DEVELOPMENT (PTY)(LTD)**  
(C/M 2021/10/28 - M4 E 406; M4 E 365 19.03.09.406)

**Ordinary Management Committee Meeting of 14 October 2021,**  
Addendum **5.2** page **08** refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

The purpose of this submission is to inform Council of the non-performance by Trecon Development (Pty) Ltd to secure the purchase price for Erf 406 by **30 September 2021**; and to consider the future sale of the erf by closed bid sale as was resolved by Council on **29 April 2021** under item 11.1.16.

On **19 November 2020**, Council passed the latest resolution under item 11.1.1 with reference to an application by Trecon Development (Pty) Ltd for an extension of time:

*That Council approves the application by Messrs Trecon Development (Pty) Ltd for an extension of time to perform until 30 September 2021, on condition that the applicant engage with the General Manager: Finance to determine the down payment of the outstanding rates and taxes.*

No correspondence was received by **30 September 2021** from the purchaser after being reminded on **23 July** of the pending due date.

**2. Background**

Council sold Erf 406, Mile 4 by private treaty to Trecon Development (Pty) Ltd in terms of the decision passed on **28 March 2018** under item 11.1.3. The date of sale was **21 September 2018** and the initial date to secure the purchase price was **31 January 2019**.

Before the due date, Trecon Development (Pty) Ltd requested an extension of time to perform and Council on **31 January 2019** under 11.1.20 granted permission to extend the period until **30 September 2019** with interest payable, calculated as from the initial sale agreement date of **21 September 2018**.

An application for a further extension of time was received and Council on **31 October 2019** under item 11.1.22 granted permission for a second extension of time to secure the purchase price until **30 September 2020**. The purchaser at the time indicated that they have approached Development Bank of Namibia for a loan and their application was in the process. They applied for an additional one year from **September 2019** to **September 2020**.

On **25 September 2020**, a further additional period of one year was applied for until **September 2021**. They indicated that their



request with DBN has been drastically delayed due to Covid-19. However, they didn't indicate how they intended to finance their project in future. On **05 October 2021**, the Finance Department confirmed that no payment was received from Messrs Trecon Development (Pty) Ltd regarding Erf 406, Mile 4.

**Summarized, the extensions of time granted by Council to secure the purchase price:**

- ① On **31 January 2019**, under item 11.1.20 Council approved the **1<sup>st</sup> extension** of time until 30 September 2019.
- ② On **31 October 2019**, under 11.1.22 Council approved the **2<sup>nd</sup> extension** of time until 30 September 2020. It was resolved that if the purchase price should not be secured by 30 September 2020, no further extensions will be granted. It was also resolved that the extension was granted on condition that the Rates and taxes were fully paid.
- ③ On **19 November 2020**, under item 11.1.9 Council approved a **3<sup>rd</sup> extension** of time until 30 September 2021. It was resolved with a condition that that the applicant engages with the General Manager: Finance to determine the down payment of the outstanding rates and taxes.

To date, the following amount is outstanding:

Purchase price of	N\$ 7 565 400.00
15% VAT of	N\$ 1 134 810.00
Interest	N\$ 1 754 392.63 (until 30 September 2021)
Rates and taxes of	N\$ 334 642.70

- ④ On **30 September 2021**, No payment was received.

**3. Similar Transaction (Erf 365, Mile 4)**

Council on **29 April 2021** under item 11.1.16 passed the following decision with regard to Erf 365, Mile 4 of which point (d) is relevant to Erf 406, Mile 4:

- (a) That Council confirms its decision passed on 29 October 2020 under item 11.1.3 point (a) and cancel the sale of Erf 365, Mile 4 allocated to Namibia Desert Giant Group (Pty) Ltd.
- (b) That the Finance Department recovers the outstanding rates and taxes from Desert Giant Group (Pty) Ltd.
- (c) That Erf 365, Mile 4 be sold in future at an upset price of N\$3 500 000.00.
- (d) That should the purchaser (Trecon Development (Pty) Ltd) of Erf 406, Mile 4 not perform by 30 September 2021 the transaction be submitted to Council for consideration of the cancellation and be sold together with Erf 365, Mile 4 at a closed bid sale.

Both erven are located in Extension 1, Mile 4. A map indicating the location of these two erven is attached as **Annexure "B"**.

**4. Current Situation**

Messrs Trecon Development (Pty) Ltd did not pay any of the amounts mentioned in point 2 above.

On **05 October 2021**, the Finance Department confirmed that the outstanding balance on the rates and taxes for the said erf is **N\$334 642.70 (Annexure "A")**.



In the letter dated **25 September 2020**, Messrs Trecon Development (Pty) Ltd indicate that they their rates and taxes will be paid as from November 2020 in instalments if approved by Council but it was never paid.

## 5. Proposal

- 5.1 Messrs Trecon Development (Pty) Ltd did not pay any of the amounts mentioned in point 2 above. This transaction is pending from 31 January 2019 (the first due date to perform).

It is therefore recommended that Council remains with its decision of **29 April 2021** under item 11.1.16 and be sold by closed bid in future.

- 5.2 A valuation was received from The Trust & Estate Co (Pty) Ltd on **05 November 2020** to determine an upset price for Erf 365, Mile 4, indicating the market value of the erf as N\$5 460 000.00 (**N\$1 550m<sup>2</sup>**) and a reasonable upset price as N\$3 500 000.00 (**N\$390.00/m<sup>2</sup>**).

- 5.3 During 2017 the cost for installation of services plus a provision for the payment of interest by Council to the financier calculated until **30 June 2018** amounted to approximately **N\$233.67/m<sup>2</sup>**.

The upset price for the erven zoned "*Single Residential*" at mile 4 was approved by Council as N\$500.00/m<sup>2</sup>.

- 5.4 Erf 406, Mile 4 is zoned "*General Residential*" and is the only remaining seafront erf of such zoning. The seafront erven zoned single residential" sold at an average price of N\$2 760.00 / m<sup>2</sup> at closed bid sales.

It is proposed that Erf 406, Mile 4 be offered for sale on an upset price of N\$1 000.00/m<sup>2</sup> = 4 203 m<sup>2</sup> x N\$1 000.00/m<sup>2</sup> = N\$4 203 000.00.

## B. After the matter was considered, the following was:-

### RECOMMENDED:

- (a) That Council confirms its decision passed on 29 April 2021 under item 11.1.16 point (d) and cancel the sale of Erf 406, Mile 4 allocated to Trecon Development (Pty) Ltd.
  - (b) That the Finance Department recovers the outstanding rates and taxes from Trecon Development (Pty) Ltd.
  - (c) That Erf 406, Mile 4 be sold at a closed bid sale together with Erf 365, Mile 4 as resolved by Council on 29 April 2021.
  - (d) That Erf 406, Mile 4 be offered for sale at an upset price of N\$4 203 000.00 (N\$1 000.00m<sup>2</sup>).
-

## ANNEXURE "A"



## Municipality of Swakopmund

P.O. Box 53, Swakopmund  
Tel (064) 410 4111 Fax (088) 651 9141  
ACCOUNT ENQUIRIES FAX: 0886528144 / E-MAIL: enquiries@swkmun.com.na

TRECON DEVELOPMENT (PTY) LTD  
P/BAG 5023  
SWAKOPMUND  
9000

TAX Invoice	
VAT No.	0687546-01-5
Statement Date	2021/09/19
Account Number	57040600016
Reference	20210920-17278
Deposit	

Details/Meter Readings			Date	Description	Vat %	Vat charge	Amount (VAT excl)	Amount (VAT incl)
Previous	Present	Consumption						
			08/18	BALANCE B/FWD		0.00	324696.35	324696.35
			09/19	WA RATES GENERAL	NAS	0.00	9168.65	9168.65
			09/19	SP AVAILABILITY DOM	EEZ	0.00	182.00	182.00
			09/19	SP AVAILABILITY DOM	EEZ	0.00	92.00	92.00
			09/19	SP FIRE BRIGADE SERV - EEZ	EEZ	0.00	2.00	2.00
			09/19	SP CLEANING SERV	EEZ	0.00	16.00	16.00
			09/19	DISPOSAL FEES DOM	EEZ	0.00	6.00	6.00
			09/19	WA AVAILABILITY DOM	EEZ	0.00	79.70	79.70
Meter Readings Dates								
Previous	Current							
			Total			0.00	334642.70	334642.70

Arranged	Handed Over	90 Days Plus	60 Days	30 Days	Current	Amount Due
0.00	0.00	304503.65	9246.35	9246.35	9246.35	334642.70

MESSAGE

PLEASE NOTE: THE ACCOUNTS ARE PAYABLE ON OR BEFORE 7 OCTOBER 2021.

Property Information				Details of Property Assessment	
Stand No.	00000406	Ward	1	Valuation	
Township	001 057 MII F 4			Land	Improvements
Street Address				8190000.00	
Portion	00000			Building Clause	
Area	4203			Valuation	Date
Unit	001/057/00000406/0000/00000/0000			Annual Levy	

KINDLY TEAR OFF AND RETURN WITH PAYMENT



Swakopmund Municipality  
P.O. Box 53  
Swakopmund

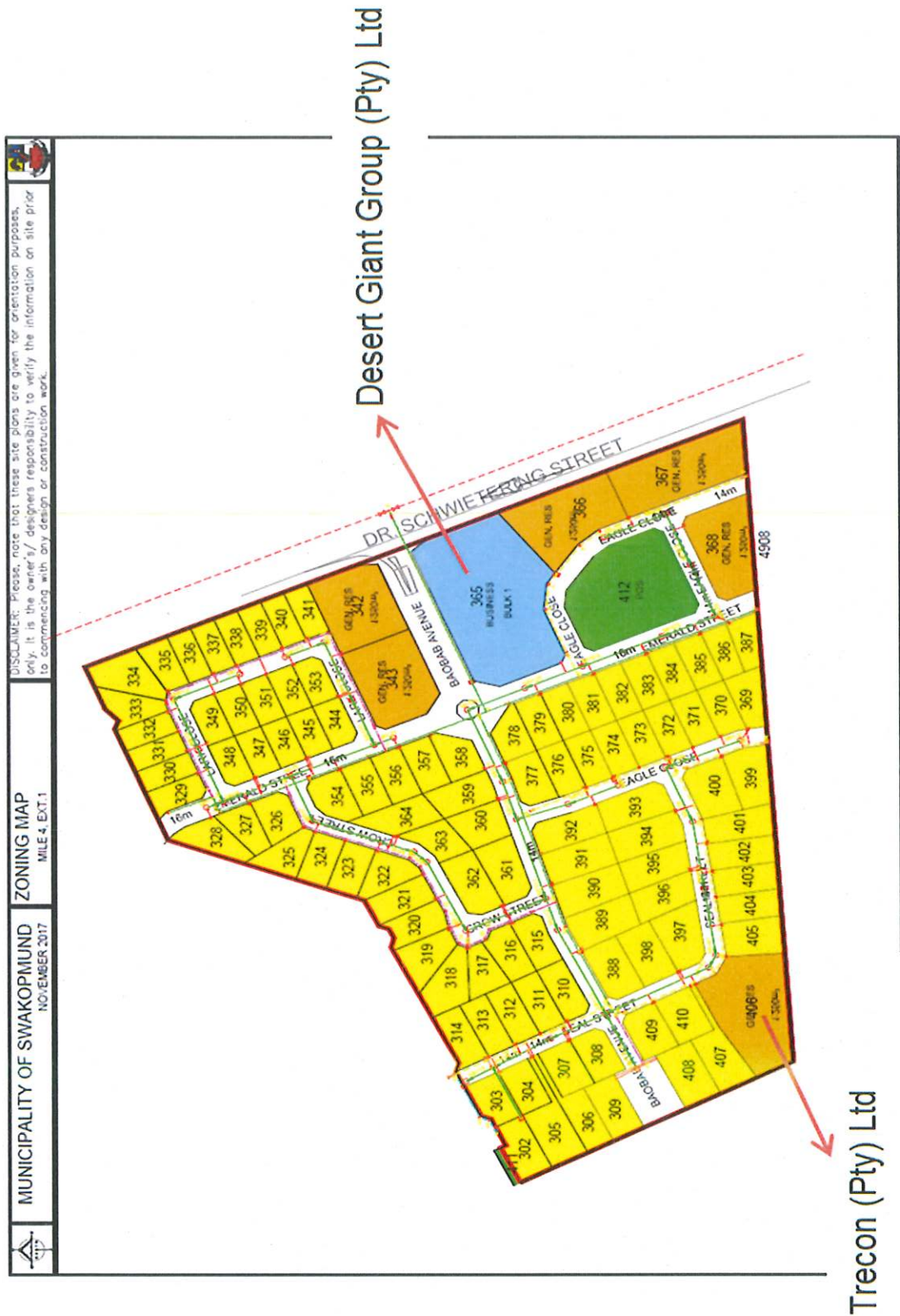
Name	Due Date
TRECON DEVELOPMENT	2021/10/07
REMITTANCE ADVICE	Account No.
	57040600016
Amount	334642.70

Bank Details: FNB, Swakopmund  
Account Number: 62249603300 \* Branch Code: 280 472  
Fax No for confirmation: 0886519140  
E-Mail for confirmation: payments@swkmun.com.na



**ANNEXURE "B"**

Copy of a map indicating Erf 406 and 365, Mile 4 Extension 1



11.1.15 **NAMIBIA DESERT GIANT GROUP PTY LTD - OBJECTION AGAINST UPSET PRICE DETERMINED FOR ERF 365, MILE 4**  
(C/M 2021/10/28 - M4 E 365)

Ordinary Management Committee Meeting of 14 October 2021, Addendum 5.3 page 13 refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

The purpose of this submission is to inform Council of the dissatisfaction expressed by Namibia Desert Giant Group (Pty) in respect of the Council resolution passed on **30 August 2021** under item 11.1.26. Their letter is dated **15 September 2021** and is attached as **Annexure "A"**.

For ease of reference, Council's decision passed on **30 August 2021** under item 11.1.26 is quoted below:

*That Council remains with its decision passed on 29 April 2021 under item 11.1.16.*

The decision passed on **29 April 2021** under item 11.1.16 is quoted below:

- (a) *That Council confirms its decision passed on 29 October 2020 under item 11.1.3 point (a) and cancel the sale of Erf 365, Mile 4 allocated to Namibia Desert Giant Group (Pty) Ltd.*
- (b) *That the Finance Department recovers the outstanding rates and taxes from Desert Giant Group (Pty) Ltd.*
- (c) *That Erf 365, Mile 4 be sold in future at an upset price of N\$ 3 500 000.00.*
- (d) *That should the purchaser (Trecon Development (Pty) Ltd) of Erf 406, Mile 4 not perform by 30 September 2021 the transaction be submitted to Council for consideration of the cancellation and be sold together with Erf 365, Mile 4 at a closed bid sale.*

**2. Current Situation**

The purchaser, Namibia Desert Giant Group (Pty) Ltd was informed in writing per letter dated **01 September 2021** of Council's decision passed on **30 August 2021** under item 11.1.26. Subsequent to the above the letter attached as **Annexure "A"** was received in terms whereof they express their dissatisfaction with regard to various issues, being:

**2.1 Council's refusal to allow them an audience to explain their situation.**

**Comments:** *At the time of the submission to Council of 29 April 2021, Council already granted the purchaser 4 extensions to time to secure the purchase price. The*



initial due date to secure the purchase price was 01 October 2018.

On **10 May 2021** a meeting was held with representatives of Tulive Private Equity (in the absence of Namibia Desert Giant Group (Pty) Ltd and in their capacity as the financiers of Desert Giant Group (Pty) Ltd).

Therefore, although Council did not consider an audience a meeting was held with the financier. Furthermore, no new information other than that communicated in writing emerged.

Summarized: Council made a decision on **29 October 2020** under item 11.1.3 to grant an extension of time until 31 March 2021. On **29 April 2021** under item 11.1.6 Council approved the cancellation of the sale. The sale reconsidered and the cancellation was confirmed by Council on **30 August 2021** under item 11.1.26.

## 2.2 Payment of Outstanding Rates and Taxes

**Comments:** Any purchaser is responsible for the payment of rates and taxes from the date of sale (irrespective whether the purchaser is the owner on date of sale or not). Transfer is only registered after the payment of the purchase price and all outstanding moneys.

On **29 April 2021** under item 11.116 Council approved the cancellation of the transaction. In addition, thereto Council resolved that the Finance Department recovers the outstanding rates and taxes.

Therefore, payment of the outstanding rates and taxes did not constitute a conditional right to continue with the transaction.

## 2.3 Low Upset Price for the Future Sale of Erf 365, Mile 4

**Comments:** On **27 April 2017** under item 11.1.35 Council approved the sale of Erf 365, Mile 4 to Namibia Desert Giant Group (Pty) Ltd. On **28 March 2018** under item 11.1.24 the purchase price was approved at N\$825.00/m<sup>2</sup> x 8 993m<sup>2</sup> = N\$7 419 225.00 (15% VAT excluded). For the sale of land by private treaty, a purchase price is determined at the probable market price seeing that the purchaser does not have to compete with the general public to acquire the land.

As per their letter (**Annexure 'A'**) the purchase price escalated due to the outstanding rates and taxes and accrued penalty interest charges over the years. The penalty interest is charged in order to compensate for the lack of income which could be generated should Council had the purchase price within the reasonable payment period and invested such.

The upset price was determined by Council's valuator taking into consideration the current economic meltdown. A valuation was received from The Trust & Estate Co (Pty) Ltd on 05 November 2020 indicating the market value of the erf as N\$6 300 000.00 and a



reasonable upset price as N\$3 500 000.00 (N\$390.00/m<sup>2</sup>). On 29 April 2021 Council approved the upset price accordingly. The purchase price obtained at a closed bid sale by nature can be up to 300% the upset price. The seafront erven at Mile 4 sold at an average price of N\$2 760.00 / m<sup>2</sup> at closed bid sales, being 500% the upset price.

For information, during 2017 the cost for installation of services plus a provision for the payment of interest by Council to the financier calculated until 30 June 2018 amounted to approximately N\$233.67/m<sup>2</sup>. The upset price for the erven zoned "Single Residential" was approved by Council at N\$500.00/m<sup>2</sup>.

A map indicating the location of the erf is attached as Annexure "B".

**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That Council takes note of the response dated 15 September 2021 received from Namibia Desert Giant Group (Pty) Ltd in response to Council's decision passed on 30 August 2021 under item 11.1.26.
- (b) That Council remains with its decisions passed on 30 August 2021 under item 11.1.26 and on 29 April 2021 under item 11.1.16 that the erf transaction is cancelled and Erf 365, Mile 4 be sold by closed bid sale.

**For ease of reference, Council's decision passed on 30 August 2021 under item 11.1.26 is quoted below:**

*That Council remains with its decision passed on 29 April 2021 under item 11.1.16.*

**The decision passed on 29 April 2021 under item 11.1.16 is quoted below:**

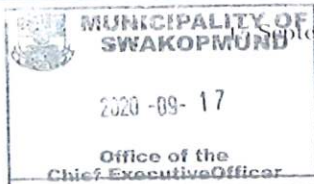
- (a) That Council confirms its decision passed on 29 October 2020 under item 11.1.3 point (a) and cancel the sale of Erf 365, Mile 4 allocated to Namibia Desert Giant Group (Pty) Ltd.
- (b) That the Finance Department recovers the outstanding rates and taxes from Desert Giant Group (Pty) Ltd.
- (c) That Erf 365, Mile 4 be sold in future at an upset price of N\$3 500 000.00.
- (d) That should the purchaser (Trecon Development (Pty) Ltd) of Erf 406, Mile 4 not perform by 30 September 2021 the transaction be submitted to Council for consideration of the cancellation and be sold together with Erf 365, Mile 4 at a closed bid sale.



**ANNEXURE "A"**

NAMIBIA DESERT GIANT GROUP PTY LTD

P.O.BOX 970 SWAKOPMUND, NAMIBIA



17 September 2021

The Chief Executive Officer  
Swakopmund  
P.O.BOX 53  
SWAKOPMUND  
NAMIBIA N

Dear Sir/Madam

**RE: Objection of Council Resolution that was taken 30 August 2021 of  
Cancellation of Erf 365, Mile 4 Namibia Desert Giant Group Pty Ltd**

The Namibia Desert Giant Group Pty Ltd register our objection to Council Resolution dated 30 August 2021 cancellation of erf 365 Mile. This is following points

1. We write a letter to council 26 March 2021 requesting audience, but council refuse to listen to us.
2. Then again we write another letter to council on 02 August 2021, council again refuse to give us an audience.
3. Council insist that we must pay the outstanding rates and taxes and we have made arrangements for down payment where some payments are made according to council request even if the land is not yet in the name of the company or we did not use any service on the erf and we still pay the rates and taxes.
4. Council selling the land to Namibia Giant Group for the following

Purchase price of:	NS 7,119,225.00
15% VAT of :	NS 1,112,883.75
Interest:	NS 2,727,632.34 (Until 08 November 2021)
<b>Total</b>	<b>NS 11,672,367.25</b>

Suddenly we see council want to sell the land on closed bids for the upset price of NS 3 500 000. 00, but council never wanted us to sit around the table to give our position as company.

5. During the Covid-19 pandemic, we all know that it was impossible to do business because of all the lock down and the economic crises that are ahead of all of us,

but yet council refuse to sit around the table with us, therefore we are very much dissappoint how this item is dealt with.

Therefore, we want council to consider withdrawing Special Management Meeting of 19 August 2021, Addendum 5.20 pages 33 refers and Ordinary Council Meeting 30 August 2021 of the Recommendation that was pass On April 2021.09.15.

Yours truly

A handwritten signature in dark ink, appearing to read 'L. Kisting', followed by a dotted line.

Lionel Kisting

Director

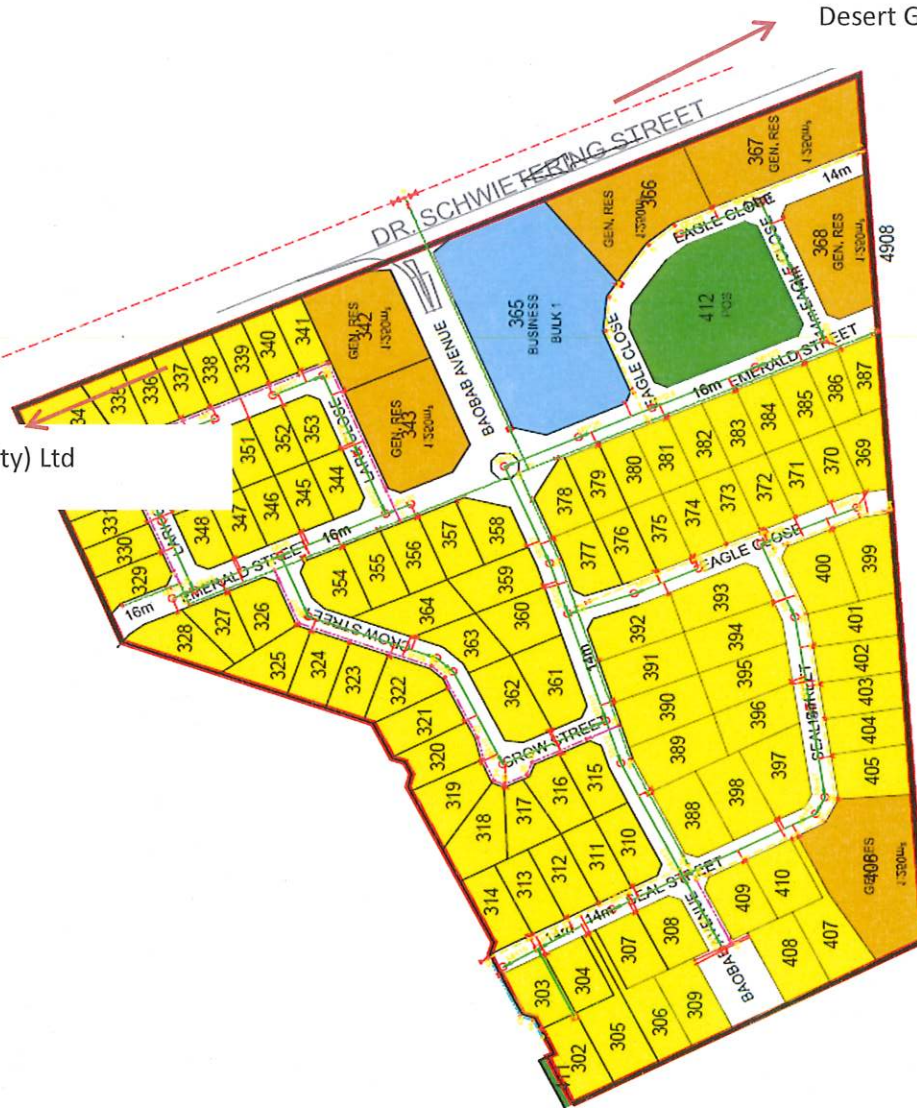
## ANNEXURE "B"



DISCLAIMER: Please, note that these site plans are given for orientation purposes, only. It is the owner's/ designers responsibility to verify the information on site prior to commencing with any design or construction work.

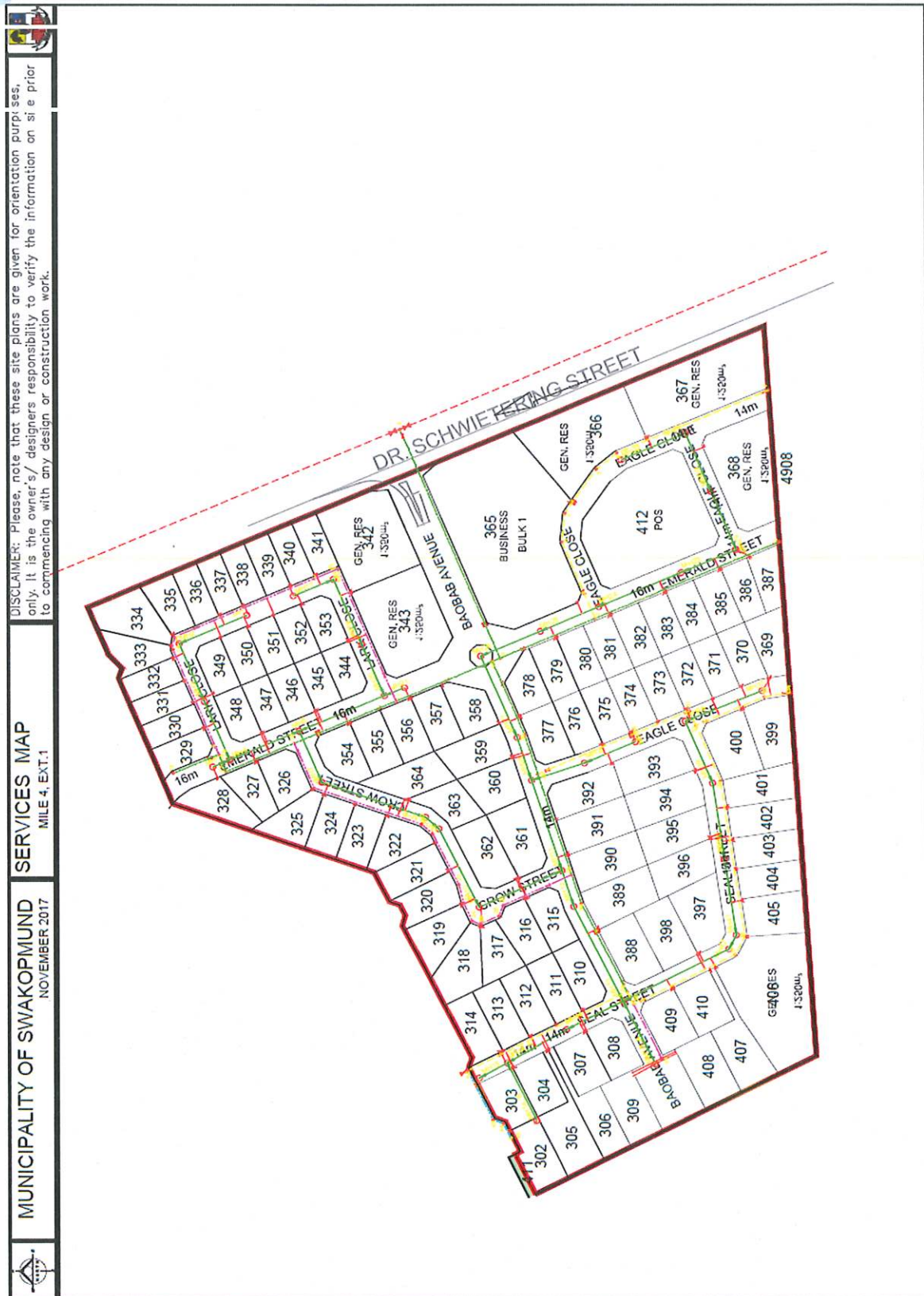
Trecon (Pty) Ltd

MUNICIPALITY OF SWAKOPMUND  
NOVEMBER 2017  
ZONING MAP  
MILE 4, EXT.1



Desert Giant Group (Pty) Ltd





11.1.16 **ISSUES REGARDING ERF PRICE PURCHASE PRICE / CONSTRUCTION COST AND REPAYMENT OF LOAN**  
(C/M 2021/10/28 - 14/2/1/1)

Ordinary Management Committee Meeting of 14 October 2021, Addendum 5.7 page 60 refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. INTRODUCTION**

A meeting was held in the Council Chambers on **29 September 2021** with the Decentralised Build Together Committee and beneficiaries to post questions and the remaining 79 beneficiaries to select the type of houses of they can afford.

The construction cost (loan amount) varies from N\$122 843.22 for a container house to N\$152 292.31 for an L-Shape house. These prices are not fixed as confirmed on **17 September 2021 (Annexure "A")** by the General Manager: Engineering and Planning Services:

<i>F type (Container) (Annexure "B")</i>	<i>G type (L- shape) (Annexure "C")</i>
N\$122 843.22	N\$152 292.31

Letters were drafted for next 30 beneficiaries to select their type of house they want to be built for them (two options were provided). Due to the high prices the delivery of the letters could not be finalised. An example of the drafted letter is attached as **Annexure "D"**.

A meeting with the beneficiaries was therefore scheduled to discuss all the issues regarding the construction of the Build Together Programme.

**2. COMPLAINTS, REQUESTS AND PROPOSALS**

The group raised their complaints and proposals, which are summarised as follows:

<i>Complaint</i>	<i>Request / Proposal</i>
a) The loan amount was set by Central Government on 05 July 2016 for the L-shape as N\$80 000.00 and N\$60 000.00 for the Container type house. The current loan amount is too high and the beneficiaries will not be able to afford paying off the loan. The 30 beneficiaries clarified that there are 20 members in the group that are unemployed and only 10 are employed. Another factor is, old age.	The group suggested that Council issue vouchers in order for them to select their own contractors to build their houses. They also request to exclude the procurement process.
b) First 30 beneficiaries have not signed loan agreements and as a result do not know how much to pay per month. However, they have signed Deed of Sales that are on file.	There are some employers of the beneficiaries who intend assist beneficiaries for example to add a living room or another bedroom to the house.



c) <i>The erf price of N\$ 26 000.00 is too high. The erf price is N\$65/m<sup>2</sup> x 400m<sup>2</sup>, while other towns pay N\$23.00/m<sup>2</sup>.</i>	<i>Request that pre-paid water and electricity be available on the erf when houses are handed-over.</i>
d) <i>During 2007 and 2010 allocation of erven took place and the Central Government provided funds to Council. Does it show growth in the bank; they want clarity on what happened to that money.</i>	<i>The group request that the Decentralised Build Together Programme be exempted from the procurement process. They request to appoint their own contractor or build their own houses and at the same time they are having food on the table.</i>
e) <i>The construction cost is too high.</i>	
f) <i>People who use to live in DRC, but moved from the erf to Mondesa, but left a person there; are they allowed to go back to the erf?</i>	

### 3. **WAY FORWARD**

The group were informed to nominate committee members as representatives to visit the Housing Section for more information in respect of the allocation of erven process until occupying of the house. With reference to the issue of the loan amount, statements, rates and taxes and pre-paid water meters, the appointed representative should visit the Finance Department for queries. Any defects in the houses must be reported in writing to the Engineering Services Department, Projects Division who is in charge of quality control during the building process. The group were informed that the installation of services / developments cost determines the price per square meter. It includes streets, street lights, etcetera.

### 4. **PREVIOUS COUNCIL RESOLUTIONS**

On **31 August 2016** Council approved the price per square meter of 150 erven located in Ext 9 and 26, Mondesa as follows under 11.1.1:

*That Council applies the following rates for the sale of erven at Extension 26, Mondesa for Build Together beneficiaries:*

	LOAN AMOUNT	RATE
(i)	N\$3 000.00 - N\$29 000.00	N\$37.00 /m <sup>2</sup>
(ii)	N\$30 000.00 - N\$59 000.00	N\$51.00 /m <sup>2</sup>
(iii)	N\$60 000.00 - N\$80 000.00	N\$65.00 /m <sup>2</sup>

The beneficiaries were not happy with the above decision; however, Council remained with its decision passed on **27 June 2019** under item 11.1.18:

- (a) *That Build Together Beneficiaries recognize the reduction on their erf prices given by Council from N\$109.91/m<sup>2</sup> to N\$65.00/m<sup>2</sup>.*
- (b) *That Council remains with the rates provided for the sale of erven at Extension 26, Mondesa for Build Together beneficiaries as per resolution of 31 August 2016 which rates have been projected considering the increased development costs as well as the loan Council used to service the erven in question which also have to be reimbursed.*

On **29 October 2020** Council under item 11.1.16 approved the loan amount including the loan payment period as follows:



- (a) That Council approves the increase of the maximum loan amount from N\$80,000.00 to N\$115,000.00 for the Container Type and N\$140,000.00 approved for the F-plus Type houses.
- (b) That should the loan amount in (a) above to beneficiaries be repaid over a period of 30 years or less.

The addendum is attached as **Annexure "E"**.

## 5. DISCUSSION

The negative impact of the COVID-19 pandemic, affected most households that caused a reduction in their income or retrenchment (an increase on the unemployment number). These are the challenges the group is facing, making it difficult to pay off a loan with a minimal monthly instalment of a N\$1 000.00.

The request to receive money to build themselves leaves Council in a very difficult position due to past experiences, where the construction of houses was not completed. This resulted in water disconnection due to arrears of rates and taxes that accumulates continuously. A family member builds the house and they live in a shack on the property which is against Council's building regulations. The assistance offered by the employers of the beneficiaries to build the houses for the beneficiaries is a good initiative, however an agreement between the beneficiary and the employer is required and a copy thereof must be submitted to the Housing Section for record purposes.

## 6. PROPOSAL

Taking the above challenges into consideration, approval is requested from Council to consider issuing portions of money (vouchers) from the Revolving Fund to the beneficiaries and allowing them to build their houses or select their own contractor (after submitting a quotation) to save on cost. However, Council should not ignore the past experiences and proper monitoring mechanisms should be put in place.

Should Council approve the above, registered contractors be appointed by the beneficiaries to build the house and a copy of the contract should be submitted to the Housing Section. It is proposed that Council considers approving to reduce the loan amount / construction cost varying from N\$122 843.22 to N\$152 292.31 to N\$80 000.00 as it was approved by Central Government on **5 July 2016** for beneficiaries with a maximum monthly income of N\$6 000.00.

It is also proposed that Council considers approving to reduce erf price from  $\text{N\$65/m}^2 \times 400\text{m}^2 = \text{N\$26 000.00}$  to  $\text{N\$23.00/m}^2 \times 400\text{m}^2 = \text{N\$9 200.00}$  and that the additional cost be recovered from the Revolving Fund. The balance of the Revolving Fund is N\$7 109 184.72 as on **10 September 2021**.

It is proposed that approval be granted to the employers of the beneficiaries who offer to assist the beneficiaries to construct



their houses, considering the circumstances of the beneficiaries. An agreement should be entered between the beneficiary and the employer whereof a copy be submitted to the Housing Section.

Should Council approve the above requests and proposal, ministerial approval be obtained.

**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That Council takes note of the complaints, requests and proposals of the Build Together Committee members and beneficiaries raised at the meeting held on 29 September 2021.
  - (b) That Council reduces the loan amount varying from N\$122 843.22 to N\$152 292.31 to N\$80 000.00 as the ceiling price as approved by Central Government on 05 July 2016, for beneficiaries with a maximum monthly income of N\$6 000.00.
  - (c) That the Council resolution of 29 October 2020, under item 11.1.16, be repealed.
  - (d) That the General Manager: Corporate Services and HC provides a design, specifications and quotations for a house valued at N\$80 000.00.
  - (e) That it be noted that the cost of services was N\$120 000.00 i.e. N\$65 000.00 = 50% subsidy, thus Council does not reduce the erf price.
  - (f) That the representatives of the beneficiaries be advised to visit the Housing Section to obtain more information in respect of the allocation of erven process until occupying of the house.
  - (g) That Council takes note that the loan agreements for the first 30 houses (Phase 1) are ready for signing and that the beneficiaries were informed.
  - (h) That once a resolution is taken in terms of the loan amount and erf price the 79 beneficiaries be contacted to inform them accordingly.
  - (i) That Council consider approving the initiative of the employers who offer to assist the beneficiaries in constructing their houses, subject that the parties enter into an agreement, and submit a copy thereof to Council.
  - (j) That this Council resolution be submitted to the line ministry for approval.
-

**ANNEXURE "A"****Barbara Ramos Viegas**

---

**From:** Clarence McClune  
**Sent:** Friday, 17 September 2021 16:32  
**To:** Andre Plaatjie; Hellao Naruseb  
**Cc:** Barbara Ramos Viegas  
**Subject:** Re:Build Together letter

Dear Sir,

The cost that was shared some time have lapse so there might be a change in prices.

It is advised that the price being presented to the beneficiary should not be seen as a fixed price but is subject to change.

Regards.

Sent from my Huawei phone

**Clarence McClune** | General Manager, Engineering & Planning Services | Engineering & Planning Services | 4401

----- Original message -----

**From:** Andre Plaatjie <[aplaatjie@swkmun.com.na](mailto:aplaatjie@swkmun.com.na)>  
**Date:** Fri, 17 Sep 2021, 13:54  
**To:** Clarence McClune <[cmccclune@swkmun.com.na](mailto:cmccclune@swkmun.com.na)>, Hellao Naruseb <[hmaruseb@swkmun.com.na](mailto:hmaruseb@swkmun.com.na)>  
**Cc:** Barbara Ramos Viegas <[bramosviegas@swkmun.com.na](mailto:bramosviegas@swkmun.com.na)>  
**Subject:** Build Together letter  
Colleagues

Attached is the letter that we intend to send to the next 30 beneficiaries on the BTP list to confirm the type of house and the price. Kindly confirm that the content is accurate before we send it out.

Kind regards

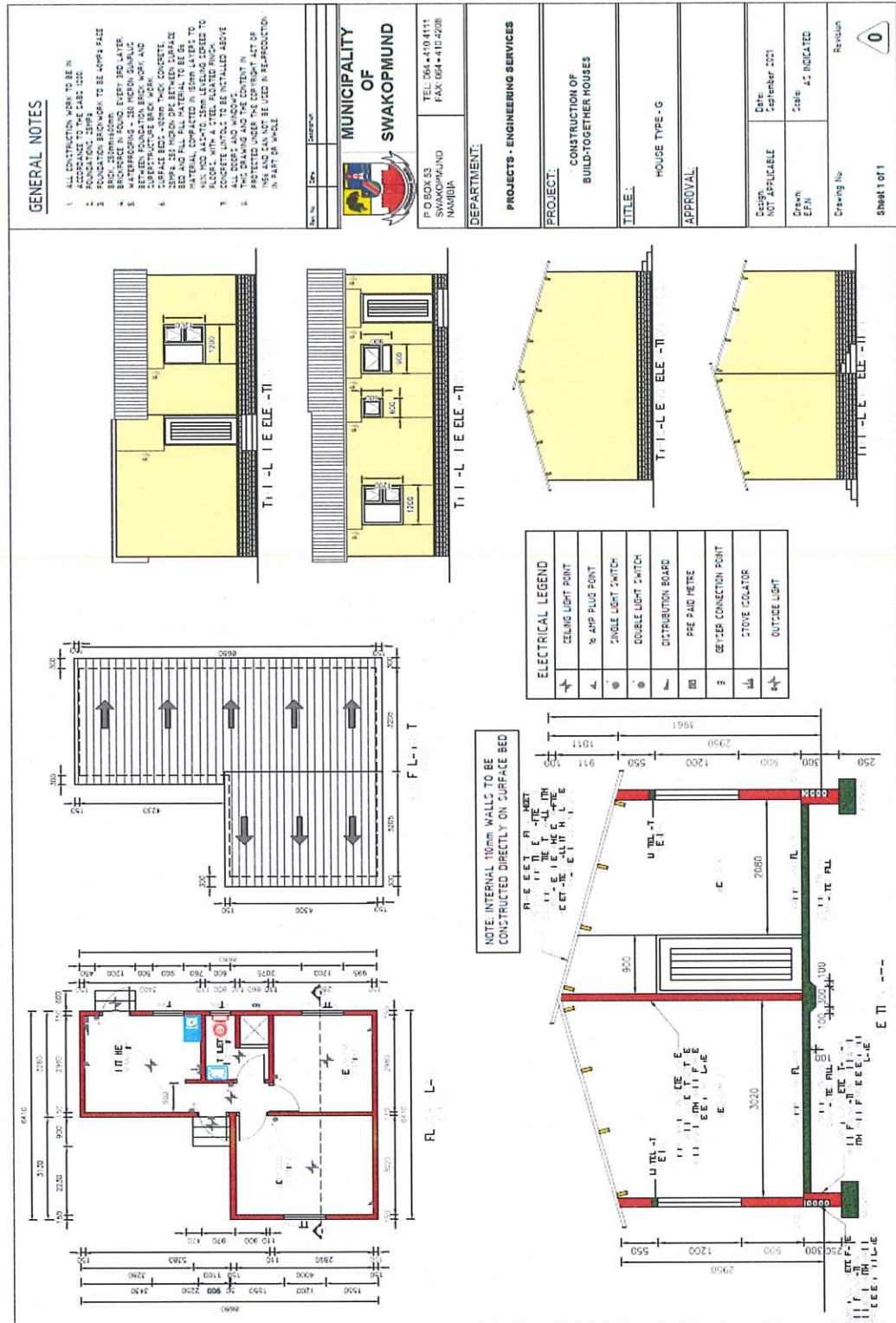
**Andre Plaatjie** | Manager, Corporate Services | Corporate Services & Human Capital | 4202



## ANNEUXRE “B”

[illegible]

ANNEXURE "C"





**ANNEXURE "D"****MUNICIPALITY OF SWAKOPMUND**

**Ref No:** 14/2/1/1, M 3844

**Enquiries:** Ms F Namukwambi

(064) 4104614  
 0886519133  
 53 Swakopmund  
 NAMIBIA  
 www.swkmun.com.na  
 fnamukwambi@swkmun.com.na

23 September 2021

Mr Edward Goreseb  
 Erf 3844 Mondesa  
 SWAKOPMUND

**DECENTRALISED BUILD TOGETHER PROGRAMME:****REQUEST TO MAKE A FINAL SELECTION OF THE HOUSE TYPE BASED ON LATEST COST OF CONSTRUCTION**

The above matter refers.

Be advised Council intends to commence with construction of the next phase of the Build Together Programme soon. You are advised that the latest cost for construction of the F type (Container) house is N\$122 843.22 and the G type (L-shape) is N\$152 292.31. The loan calculations for both house types are as follows:

OPTIONS	OPTION 1		OPTION 2	
	L – Shape	N\$152 292.31	Container	N\$122 843.22
	Erf Price	N\$ 11 880.00	Erf Price	N\$11 880.00
	Loan	N\$164 172.31	Loan	N\$134 723.22
	Installment	N\$1 272.83	Installment	N\$1 044.51
<b>SELECT</b>				

The prices above are not final and are subject to change depending on the length of time required to complete the homes. Kindly select your option by ticking in one of the columns above and return the letter to the Housing Section on / before Monday, 27 September 2021 for compiling of the Loan Agreement. Also take note that the interest rate remains at 7% per annum.

Council offers home owner's insurance of N\$ 10.00 per month for low cost housing schemes. You are further required to take life / bond insurance cover, of which the costs will be determined by the age of the beneficiaries.

**All correspondence must be addressed to the Chief Executive Officer**

Kindly return this letter with the option clearly marked on or before 27 September 2021 before 16h00. We will be available in the Corporate and Human Capital Boardroom on Monday, 27 September 2021 from 08:00 to 16:00 should you have any questions.

You can also contact Ms F Namukwambi at 064 4104614 during office hours for queries.

Yours faithfully



Mr A. Plaatjie

GM: CORPORATE SERVICES & HC (Acting)

C/co

Copies: GM: Finance

GM: Engineering & Planning Services



**ANNEXURE "E"****ADDENDUM NO:**

(8 October 2020)

**DETERMINATION OF SELLING PRICE FOR RESIDENTIAL ERVEN AT EXTENSION 9 and 26, MONDESA FOR THE DECENTRALISED BUILD TOGETHER PROGRAMME BENEFICIARIES (12/2/1/2)****1. Introduction:**

This addendum deals with the determination of erven prices for the 150 erven at extension 9 and 26 Mondesa.

**2. Background:**

Council on 14 July 2016 resolved as follows:

- (a) That permission be obtained from the line Ministry to utilise the Build Together Revolving Fund for allocation of loans for beneficiaries of the Build Together Programme.
- (b) That permission be obtained from the line Ministry to increase the loan amount of Build Together beneficiaries from N\$40 000.00 to N\$80 000.00.

On 31 August 2016 while discussing the selling price for residential erven to the beneficiaries above, Council resolved as follows:

*That Council applies the following rates for the sale of erven at Extension 26, Mondesa for Build Together beneficiaries:*

LOAN AMOUNT	RATE
(i) N\$3 000.00 - N\$29 000.00	N\$37.00 /m <sup>2</sup>
(ii) N\$30 000.00 - N\$59 000.00	N\$51.00 /m <sup>2</sup>
(iii) N\$60 000.00 - N\$80 000.00	N\$65.00 /m <sup>2</sup>

Unfortunately beneficiaries were not very happy about the above loan amounts and erf prices and therefore requested a reduction in the erf price especially because of the high cost of construction. The matter was submitted to Council 27 June 2019 where it was resolved as follows:

- (a) That Build Together Beneficiaries recognize the reduction on their erf prices given by Council from 109.91 per m<sup>2</sup> to 65 per m<sup>2</sup>.
- (b) That Council remains with the rates provided for the sale of erven at Extension 26 Mondesa for Build Together beneficiaries as per resolution of 31 August 2016 which rates have been projected considering the increased development costs as well as the loan Council used to service the erven in question which also have to be reimbursed.

It therefore means that beneficiaries qualifying for a loan amount of N\$80,000.00 will have to pay a maximum of N\$26,000.00 per erf leaving them with a balance of N\$54,000.00 for construction. Beneficiaries therefore signed a Deed of sale reflecting the selling price of the erf as per resolution above.

Council on 31 May 2017 while discussing the construction of build together houses resolved as follows:

**That the following options be made available to Build Together beneficiaries in an effort to construct their houses:**

**Option 1:**

- (i) Combine loans of participating Build Together Beneficiaries
- (ii) Council establishes a relationship with building material suppliers
- (iii) Council invites contractors to bid for the construction of houses for the participating beneficiaries
- (iv) Council appoints ONE contractor to construct houses
- (v) Council pays contractor and suppliers by means of progress payments
- (vi) After completion houses are handed over to relevant beneficiaries
- (vii) Erven prices are added on top of the loan amount
- (viii) Beneficiaries who are unable to afford instalments should be allowed to extend their repayment period up to 30 years.

**Option 2:**

- (i) Council invites contractors to bid for construction of houses for participating Build Together beneficiaries.
- (ii) Participating beneficiaries select a contractor of his/her choice from the above
- (iii) Council establishes a relationship with building material suppliers
- (iv) Contractors order material from suppliers against the loans of individual beneficiaries
- (v) Council pays contractors and suppliers by means of progress payments
- (vi) After completion houses are handed over to relevant beneficiaries
- (vii) Erven prices are added on top of the loan amount
- (viii) Beneficiaries who are unable to afford the instalments should be allowed to extend their repayment period up to 30 years.

Subsequently Council remained with **Option 2** above and thus called for open national bids for the Supply and Delivery of Building Material for Build Together House Construction and the Provision of Labour for the Construction of Build Together Houses. The first award was made to Jezri Trading cc to construct the first 30 Build Together houses (Lot 1) to the amount of N\$ 88 463.98 (Container Type) and N\$ 113 075.20 ( F-plus Type) respectively.

### **3. Proposal:**

These houses are in there final stages of construction hence the need to finalize the loan agreements of the respective beneficiaries as the current construction costs exceeds the maximum amount of N\$54,000.00. According to the resolution of 31 May 2017 above, erven prices should be added on top of the loan amount.

**Container Type -A:**

This will bring the maximum loan amount of this type of houses to N\$ 88 500 plus the erf price N\$ 26 000.00 to an N\$114,500.00 leaving a shortfall of N\$8, 500.00 (N\$ 106,000.00 - N\$114,500.00) which can be subsidized. In addition beneficiaries who are unable to afford the installments of N\$821.82 can be allowed to extend their repayment period to 30 years which will bring their installment to N\$705.22. This is a mere N\$84.98 difference from the initial installment of 620.24 for a loan of N\$80,000.00.

**F-plus Type- B:**

This will bring the maximum loan amount of this type of houses to N\$ 113 500.00 plus the erf price N\$ 26 000.00 to an N\$139,500.00 leaving a shortfall of N\$33,500.00 (N\$ 106,000.00 - N\$139,500.00) which can be subsidized. In addition beneficiaries who are unable to afford the installments of N\$ 1081.54 can be allowed to extend their repayment period to 30 years which will bring their installment to N\$928.10. This is a N\$308 difference from the initial installment of 620.24 for a loan of N\$80,000.00.



The construction of houses will be financed from the Build Together Revolving Fund where an amount of **N\$28,000 000.00** is available. Since the construction costs exceeded the maximum loan amount of N\$80,000.00 as per Ministerial directive, it has thus become necessary to review the loan amounts in order to ensure that the correct amounts are reflected and also to provide this information to the Ministry of Urban and Rural Development.

It is therefore:

**RECOMMENDED:**

- (a) That Council approves the increase of the maximum loan amount from N\$80,000.00 to N\$115,000.00 for the Container Type and N\$140,000.00 for the F-plus Type houses.
- (b) That should the loan amount be approved beneficiaries be allowed to extend their repayment up to 30 years

**"FOR CONSIDERATION"**

GM: CS & HC

11.1.17 **APPLICATION FOR SHOW HOUSES**  
(C/M 2021/10/28 - 14/2/1/1, 14/2/1/2)

Ordinary Management Committee Meeting of 14 October 2021,  
Addendum 5.8 page 38 refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

This submission is to inform the Management Committee of the application received from Ms Erna Gom-Khaises, Ms Rebecca Uchams and Ms Eva Domingo applying to acquire the show houses in Matutura, (**Annexure "A"**).

**2. Background**

With the introduction of Social Housing project under the 40/40 Housing Initiative, Council constructed three types of show houses in Extension 6, Matutura on erven 1114, 1115 and 1116. These houses were an exhibit to be viewed by residents of the DRC Proper to make informed decision about the choice and affordability before the commencement of construction project for such houses in their area.

**3. Discussion**

Ms E Gom-Khaises and Ms Rebecca Uchams applied under B/T programme with application dates of 28/04/2010. Ms Eva Domingo is part of Harambe Housing Group. Both applicants are low income earners as such they qualify to be assisted under Social Housing project.

- *Circumstance surrounding these houses:*

These show houses are standing unoccupied and Security Services are rendered to guard against vandalism. Recently we have received complaints from beneficiaries under the 40/40 project at adjacent erven that the tyre wall fences set up around these houses are not environmentally friendly.

In light of the above points, it is recommended that the abovementioned applicants be approved to enter into a Loan Agreement with Council at a price to be determined by Engineering and Planning Services Department.

**4. Way forward**

It is proposed, that the Management Committee considers assisting Ms Erna Gom-Khaises, Ms Rebecca Uchams and Ms Eva Domingo to acquire erven 1114, 1115 and 1116. That the beneficiaries be informed to sign Loan Agreements after the market value of these properties are determined.



**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That Council approves the sale of Erven 1114, 1115 and 1116, Extension 6, Matutura to assist Ms Erna Gom-Khaises, Ms Rebecca Uchams and Ms Eva Domingo.**
  - (b) That the market value of these houses be determined and the matter be submitted to Council for approval.**
-

34

Mr Phaele  
for consideration  
24/8/21

14/2/1  
14/2/2

Ms Erna Gom-Khaises

P O Box 4167

VINETA

19 August 2021

The Chief Executive Officer

P O Box 53

SWAKOPMUND

Attention: Mr A Benjamin



RECEIVED 2021-08-24 @ 12:01  
[Signature]

**APPLICATION FOR SHOW HOUSES IN MATUTURA**

We applied under Build Together Programme in 2010. We are three women with children and urgently need houses and we humbly request that Council allocate three Show Houses in Matutura to us as we are waiting for a long time. We have been back and forth from the NHE to Municipality but did not get any help.

We have now decided to approach your office in order to plea with you to assist us to get those houses. We are very much willing to go into loan agreement with the Council to pay off the houses.

Your positive respond in this regard will be highly appreciated

Yours faithfully

✓ Ms Erna Gom-khaises

Ms Rebecca Uchams




Ms Eva Domingo


[Signature: Khaises]

[Signature: Benjamin]

ED

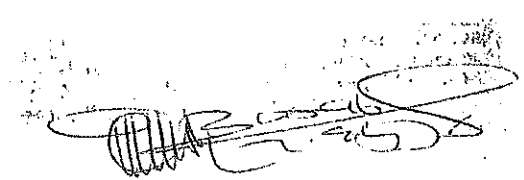


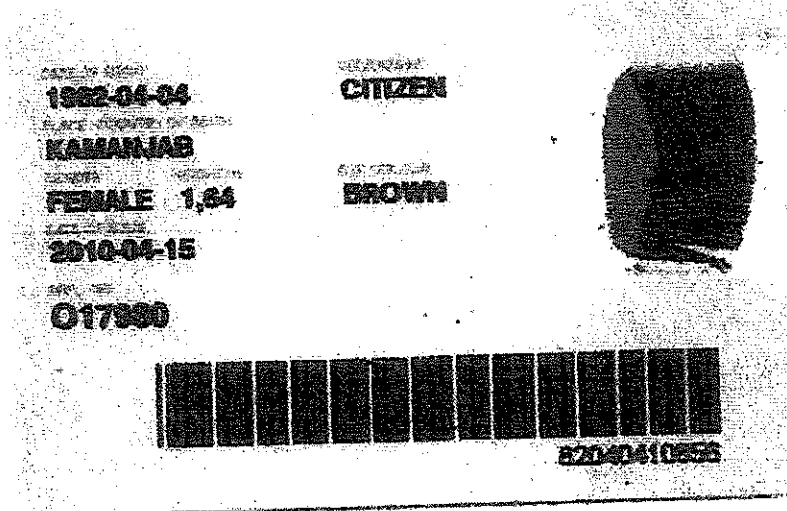
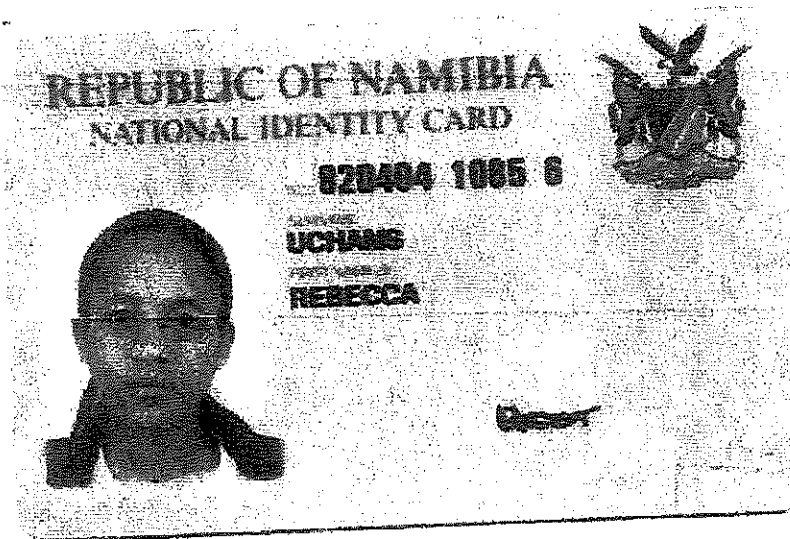
 <b>Republic of Namibia</b> Electoral Commission of Namibia Voter Card		
Surname:	Domingo	Gender:
Name:	Eva B	Female
ID No:	881224	Signature
Region:	Erongo	
Constituency:	Swakopmund	VRN: 14018142820
Local Authority:	Swakopmund	Original
Date of Registration:	2014/02/18	



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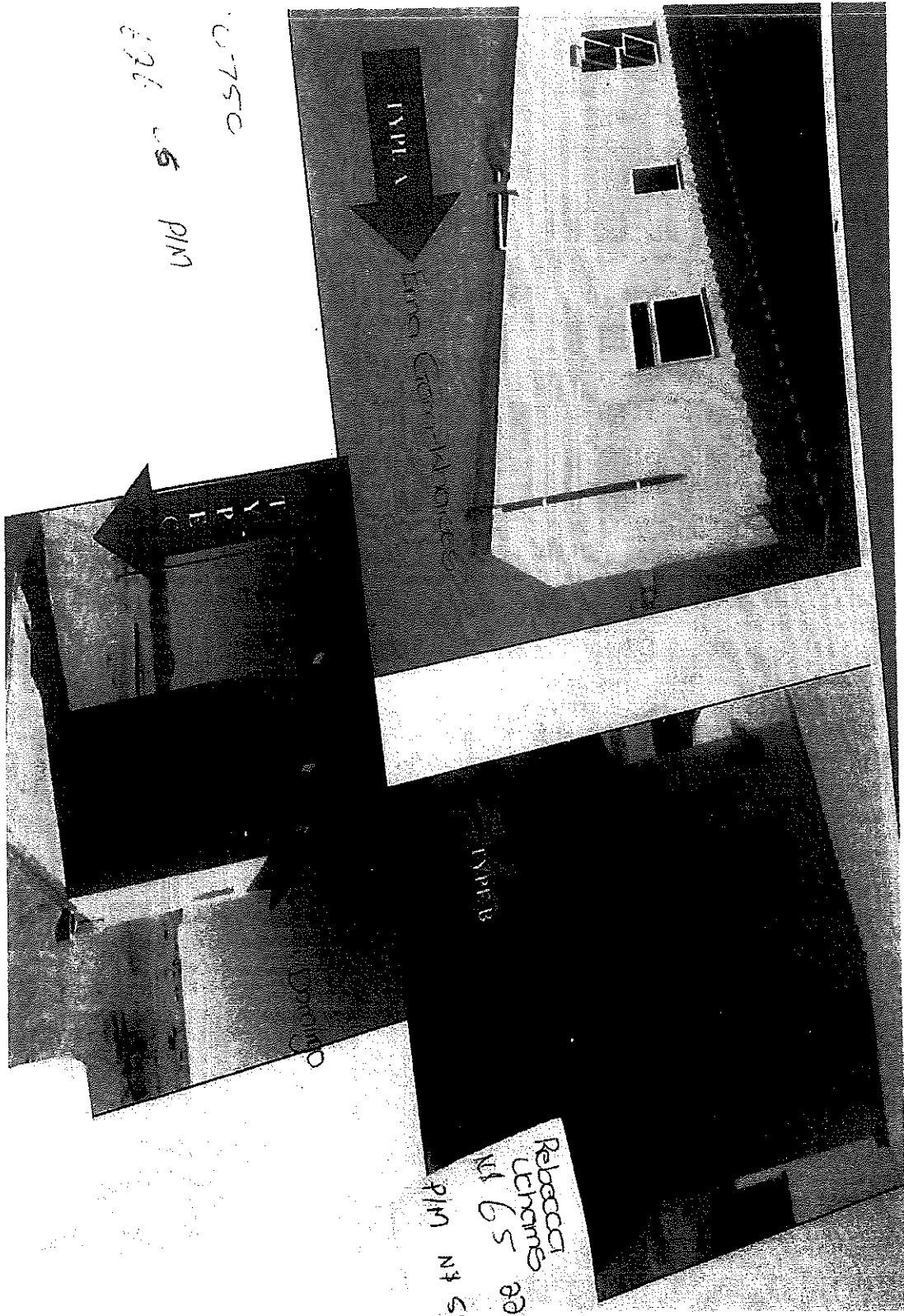
The Director  
Electoral Commission of Namibia  
Electoral House  
67-71 Van Rijn Street  
Windhoek North  
Private Bag 13352  
WINDHOEK  
NAMIBIA

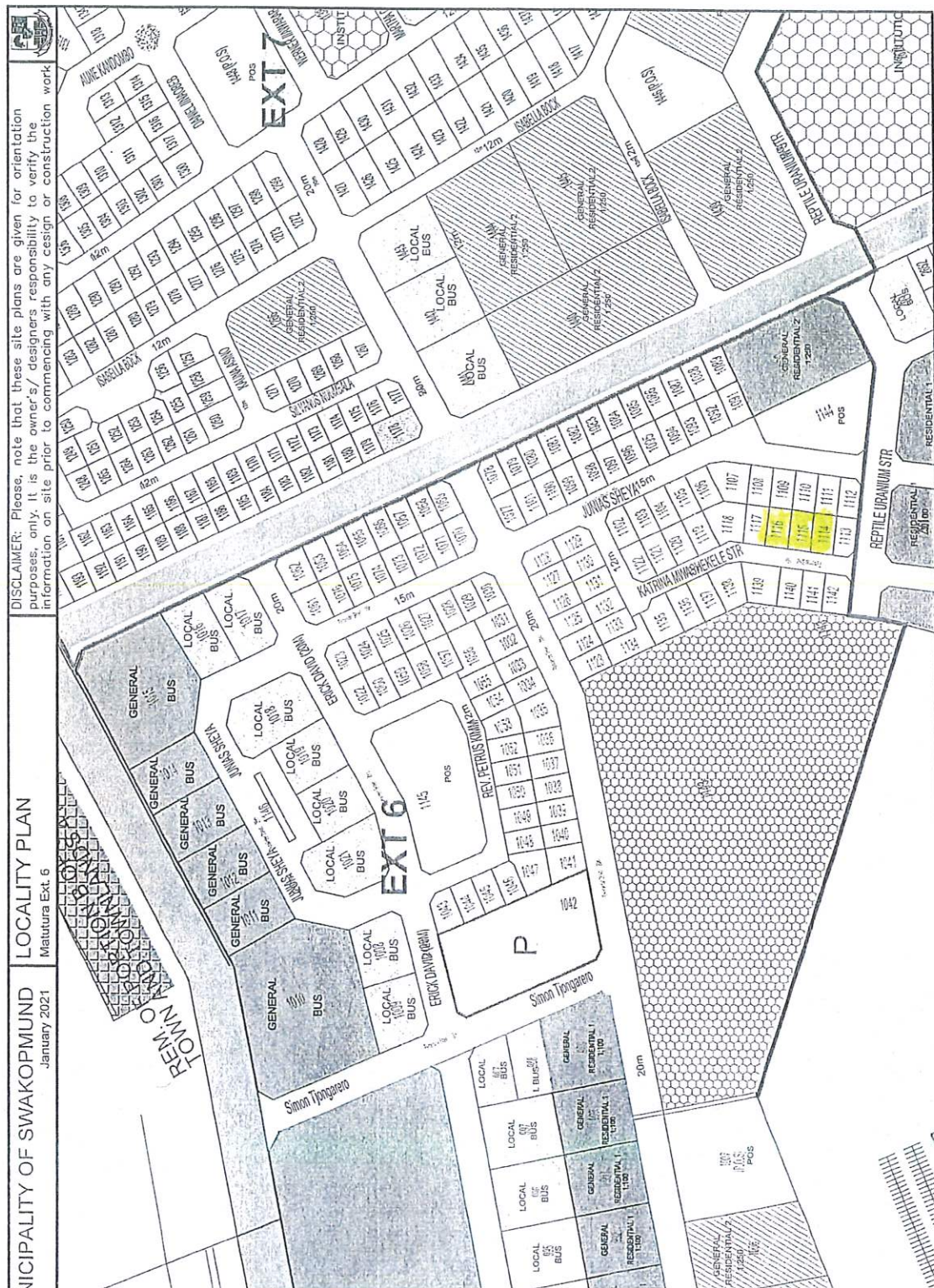




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11.1.18 **PROGRESS REPORT: SOCIAL HOUSES**  
(C/M 2021/10/28 - 14/2/1/2)

Ordinary Management Committee Meeting of 14 October 2021,  
Addendum 5.9 page 53 refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

This submission serves to inform the Management Committee of progress report of the next 48 Social Houses to be constructed.

**2. Background**

Council embarked to construct houses under 40/40 Housing Programme, particularly Social Housing project. First 48 houses under this project is completed and handed over to the beneficiaries. The next 48 beneficiaries (**Annexure "A"**) were selected for construction of houses on their erven.

**3. Discussion**

The preliminary processes before construction of houses are as follows:

<i>Task</i>	<i>Action Taken</i>
<i>Selection of beneficiaries</i>	<i>48 Beneficiaries identified</i>
<i>Sensitizing beneficiaries of houses to be constructed</i>	<i>Done, two residents out of town</i>
<i>Identification of earth pens</i>	<i>Forty houses visited this far</i>
<i>Identification of structures to be shifted</i>	<i>28, remaining 8 still to be visited</i>
<i>Open for construction</i>	<i>Twelve erven open for construction</i>
<i>Communicating to contractors to start with earth works</i>	<i>Not done yet</i>

**Challenges:**

Some residents selected for the Social Housing project have too many structures on their erven and for this reason they might be unable to shift away these structures before construction kicks off. Some of the selected residents are out of town since last year after selecting house options and this might delay the construction work.

**Proposed Solution:**

That the beneficiaries with too many structures on their erven and who are unable to shift all required structures be replaced with beneficiaries who have enough space on their erven.

That due to project timeline, residents who are out of town be replaced with next available beneficiary and that they be assisted in the following cycle when they return to Swakopmund

**Challenges:**

The old layout of the DRC consisted of four erven which have been consolidated into two erven only. The result is that two families in each block end up without a place to stay. The effect is that those that are requested to shift their structures encroach into the boundaries of adjacent residents. This situation creates conflict and a hostile environment amongst residents.

**Proposed Solution:**

A relocation site for illegal squatters in Ext 37 and 28 should be created as they are occupying serviced erven whereafter residents of the DRC Proper are allocated these erven. In the meantime, the Housing Section informs residents to accommodate each other until new areas are available for abovementioned families.

**Challenges:**

Construction costs of Social Houses vary greatly due to the topography so each house type could have two to three different prices. This is difficult for the beneficiaries to accept and they want to see the actual cost of construction for the type of house they select. See (Annexure "B").

**Proposed Solution:**

That a ceiling price for all three types of houses be determined.

After completion of the preliminary processes, all 48 beneficiaries will be invited to be addressed by Her Worship.

**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That the Council takes note of the progress report in respect of the next 48 Social Houses.**
  - (b) That all 48 beneficiaries be invited to be addressed the Mayor once the preliminary processes are finalized.**
  - (c) That a ceiling price be determined for Social Houses.**
-



## ANNEXURE "A"

## JATTIES GROUP

Name & Surname	ID Number	Erf No	EXT	House type	Percentage	Cost
Maulus Kandjimi	62121800549	8012	Ext 29,Mondesa	Type C	7%	
Alfons Andreas	77040510747	7853	Ext 29 Mondesa	Type A	7%	
Constancia Katjiru	61062110021	7304	Ext 27 Mondesa	Type A	7%	
Atak Jansen	86052200944	8107	Ext 29 Mondesa	Type A	7%	
Naemi Nakale	66050300259	7911	Ext 29 Mondesa	Type A	7%	
Mathias H Kavhu	82122810688	8433	Ext 30 Mondesa	Type A	7%	
Lucia Ortner	61060500353	7253	Ext 27 Mondesa	Type A	7%	
Benjamin Naruseb	41102000280	7617	Ext 28 Mondesa	Type A	7%	
Marline Naweses	83121610732	7618	Ext 28 Mondesa	Type A	7%	
Dolly Ames	74050400383	7429	Ext 27 Mondesa	Type A	7%	
Johanna Somaes	86031100703	8108	Ext 29 Mondesa	Type A	7%	
Josef P N Nghifindaka	70010104526	8327	Ext 30 Mondesa	Type A	7%	
Julius Wapota	55061600339	7996	Ext 29 Mondesa	Type A	7%	
Johannes Iita	74050400197	8227	Ext 30 Mondesa	Type A	7%	
Gert April	70032800339	7822	Ext 29 Mondesa	Type A	7%	
Elikana Kamati	66090507069	8356	Ext 30 Mondesa	Type A	7%	
Richard K Ameb	85110210497	7400	Ext 27 Mondesa	Type A	7%	
Abner Thomas	61062200764	7284	Ext 27 Mondesa	Type A	7%	
Herbert M Ndungo	76060300480	7332	Ext 27 Mondesa	Type A	7%	
Agripina M Shitemo	76081210138	8117	Ext 29 Mondesa	Type A	7%	
Stefanus S N Ndago	630314070016	7328	Ext 27 Mondesa	Type A	7%	
Laurencia Shiviku	81022810138	7993	Ext 29 Mondesa	Type A	7%	
Annalie Dausas	80040411303	7863	Ext 29 Mondesa	Type A	7%	
Emgard Aoxamus	78061310201	8321	Ext 30 Mondesa	Type A	7%	

## PEWA BUSINESS SOLUTIONS

Name & Surname	ID Number	Erf No.	EXT	House Type	Percentage	Cost of Construction
Fransina Amutenya	6009181100231	8378	Ext 30	Type A	7%	
Martha Shaduka	98010800589	7282	Ext 27	Type A	7%	
Adelheid Gaoses	58112500258	8185	Ext 30	Type A	7%	
Thomas Heitembu	72122500948	8362	Ext 30	Type A	7%	
Petelina Johannes	53111000149	7502	Ext 27	Type A	7%	
Susana Beukes	70111310016	7349	Ext 27	Type A	7%	
Salatitl Namweda	72070510182	7410	Ext 27	Type A	7%	
Maundu David	63112500113	8207	Ext 30	Type A	7%	
Lonla Kamali	77070701128	7475	Ext 27	Type A	7%	
Ndandela Ngulofi	6011121101436	8061	Ext 29	Type A	7%	
Malinda Fredericks	80082910286	7419	Ext 27	Type A	7%	
Priscilla Nambase	78012810077	8384	Ext 30	Type A	7%	
Elina Duwe	590526	7370	Ext 27	Type A	7%	
Tulangi Ngulofi	93073100137	7505	Ext 27	Type C	7%	
Godfried Kamwanga	820712	8394	Ext 30	Type A	7%	
Veronica Blaauw	5305290800124	7367	Ext 27	Type A	7%	
Nabot Amupanda	74092400365	8242	Ext 30	Type A	7%	
Konias Iyambo	540501007940	7474	Ext 27	Type A	7%	
Isaak Kheiseb	66112010054	7477	Ext 27	Type C	7%	
Thusnelde Namises	73082100295	7875	Ext 29	Type A	7%	
Magdalena Gauoas	52090900629	8382	Ext 30	Type A	7%	
Likeus Shikongo	73121200569	7301	Ext 27	Type C	7%	
Otto Maletzky	64112710027	7323	Ext 27	Type C	7%	
Rehabeam Shipembe	73062600802	7976	Ext 29	Type A	7%	



## ANNEXURE "B"



## OFFICE OF THE ENGINEERING AND PLANNING SERVICES

**To:** The General Manager: Corporate Services and Human Resources  
**From:** The General Manager: Engineering and Planning Services  
**Date:** 20 August 2021  
**Reference:** 14/2/1/2 - Construction of Social Houses - WDP/SM-004/2020  
**Subject:** Construction Cost of Social Houses Kashona Properties



Kindly find the final construction cost of individual houses:

Social Housing Kashona Properties cc										
No	Erf No	Erf Description	House Type	Bid Awarded Amount Excl. VAT(N\$)	Bid Awarded Amount Incl. VAT(N\$)	Locks & Handles Incl. VAT(N\$)	Doors & Frames Incl. VAT(N\$)	Floor Thickening Incl. VAT(N\$)	Found. Brick work Incl. VAT(N\$)	Total Cost per House Incl. VAT(N\$)
1	7298	(Extension 27), Mondesa	A	80 750.00	92 862.50	388.38	3 455.84	528.15		104 731.41
2	7302	(Extension 27), Mondesa	A	80 750.00	92 862.50	388.38	3 455.84	528.15		101 973.15
3	7344	(Extension 27), Mondesa	A	80 750.00	92 862.50	388.38	3 455.84	528.15		104 586.24

4	7345	(Extension 27), Mondesa	A	80 750.00	92 862.50				528.15			345.00	427.71	4 401.09	98 564.45
5	7386	(Extension 27), Mondesa	C	49 000.00	56 350.00	354.07	1 242.06		236.56	3 551.04		345.00	425.27	8 030.37	70 534.37
6	7397	(Extension 27), Mondesa	A	80 750.00	92 862.50	388.38	3 455.84		528.15	2 367.36		345.00	427.71	4 836.60	105 211.54
7	7433	(Extension 27), Mondesa	B	65 220.00	75 003.00	354.07	1 242.06		363.05			172.50		4 691.43	81 826.11
8	7436	(Extension 27), Mondesa	A	80 750.00	92 862.50				528.15			345.00	427.71	3 530.06	97 693.42
9	7491	(Extension 27), Mondesa	A	80 750.00	92 862.50				528.15	2 367.36		345.00	427.71	4 110.74	100 641.46
10	7499	(Extension 27), Mondesa	C	49 000.00	56 350.00				236.56			345.00	983.09	7 740.03	65 654.68
11	7862	(Extension 29), Mondesa	A	80 750.00	92 862.50				528.15			345.00	983.09	7 449.69	102 168.43
12	7877	(Extension 29), Mondesa	A	80 750.00	92 862.50				528.15			345.00	983.09	4 110.74	98 829.49
13	7899	(Extension 29), Mondesa	A	80 750.00	92 862.50				528.15			345.00	427.71	9 627.26	103 790.62
14	7913	(Extension 29), Mondesa	C	49 000.00	56 350.00				236.56			345.00	425.27	5 852.80	63 209.63
15	7923	(Extension 29), Mondesa	A	80 750.00	92 862.50				528.15			345.00	983.09	9 482.09	104 200.83
16	8037	(Extension 29), Mondesa	B	65 220.00	75 003.00				363.05			172.50		4 981.77	80 520.32
17	8052	(Extension 29), Mondesa	B	49 000.00	56 350.00				363.05			172.50		6 143.14	63 028.69
18	8120	(Extension 29), Mondesa	C	49 000.00	56 350.00				236.56			345.00	425.27	6 723.83	64 080.66
19	8121	(Extension 29), Mondesa	A	80 750.00	92 862.50	388.38	3 455.84		528.15			345.00	427.71	3 965.57	101 973.15
20	8127	(Extension 29), Mondesa	A	80 750.00	92 862.50	388.38	3 455.84		528.15			345.00	425.27	5 417.29	103 422.43
21	8143	(Extension 29), Mondesa	A	80 750.00	92 862.50	354.07	1 242.06		528.15			345.00	983.09	3 965.57	100 280.44
22	8408	(Extension 30), Mondesa	A	80 750.00	92 862.50	354.07	1 242.06		528.15			345.00	983.09	6 433.49	102 748.36



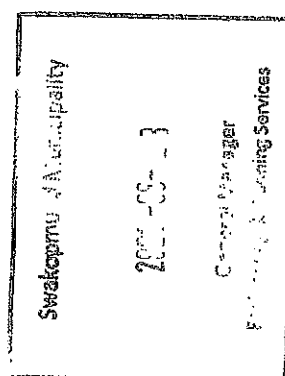
23	8426	(Extension 30), Mondesa	B	65 220.00	75 003.00	388.38	3 455.84	363.05	172.50	5 126.94	84 509.71
24	8437	(Extension 30), Mondesa	C	49 000.00	56 350.00			236.56	345.00	5 272.12	62 628.94

Sincerely,


  
C. McCreath

GENERAL MANAGER: ENGINEERING AND PLANNING SERVICES

RC/en



11.1.19 **PROCUREMENT PROCESS OF IT CONSULTANT AND FUNDS**  
(C/M 2021/10/28 - D 12/1)

**Special Management Committee Meeting of 21 October 2021,**  
Addendum **5.12** page **03** refers.

**A. The following item was submitted to the Management Committee for consideration:**

**Introduction**

Management Committee resolved on **15 July 2021**:

*That permission be granted to the Acting General Manager: Corporate Services and HC to procure the services of an ITC Consultant to guide Council in the process of completing its IT needs assessment, the bidding process to obtain a successful candidate, the certification of the installation of new equipment as well as the satisfactory operation of the equipment and systems.*

**Background**

The former General Manager: Corporate Services & Human Capital (Mr M P C Swarts) reported to a special Management Committee meeting in **April 2021**, that the contract with BCX as Council's IT service provider to supply, install and support Server, Desktop & network Infrastructure, Financial system, EDMS, Payroll systems and Mail security solutions terminates on November 2021 (correct date is **11 December 2021**). Notice was given to BCX of the termination and Council is now in the process of acquiring a service provider for the new period.

It was realized that irrespective of the speed of procurement it was unlikely that a successful candidate would be found prior to the termination of the contract with BCX. Since Council cannot do without the IT service provider, it is necessary to consider an extension of the existing contract. Due to the complexity of drafting the scope and terms of reference as well as the financial implications of the contract, the Procurement Unit was in communication with the Policy Unit in Windhoek and they have advised that:

1. *In order for Council to extend the current agreement with BCX while the procurement of a service provider for the new period is underway, Council need to confirm the availability of the funds for the whole period besides the motivation to extend*
2. *It is therefore necessary to follow section 44 of the Procurement Act to do 2 stage bidding. Council will first advertise a request for proposal with a focus on quality of the methodology and the specifications. Then the bidders are invited to present their proposed specifications and methodology and Council can update their documents based thereon. Only the responsive/compliant bidders will be provided with the updated specs and invited to submit bids for financial offers.*

The cost for the above process amounts to approximately N\$1.9 million i.e. N\$100 000.00 per month for a maximum period of 19 months based on salaries of at least 3 specialists in the IT field. Research shows that the salary costs for a business analyst and 2 assistants in the IT field amount to not more than N\$100 00.00 per

month. It is possible that the cost can be far below this amount depending on the successful candidate. This cost was not budgeted for and requires that the General Manager: Finance makes available the necessary funds.

To ensure that Council is not at risk of being without a service provider, the existing contract will need to be extended to provide for the transition period and funds provided for the said period.

**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That the General Manager: Finance makes the necessary funds available for the procurement of the services of a IT Consulting firm for the purpose of completing its IT needs assessment, the bidding process to obtain a successful candidate, and certifying that the installation of new equipment, software and systems have been completed according to the required specifications and is operating satisfactorily.**
  - (b) That the General Manager: Finance provides proof of the availability of funds for the procurement of an IT Consultant over the full period of the envisaged contract term i.e. 19 months.**
-



11.1.20 **PRIVATE SECURITY GUARD HOUSE AND PORTABLE TOILET:  
MARSHALL STREET, SWAKOPMUND**

(C/M 2021/10/28 - E 1547)

**Special Management Committee Meeting of 21 October 2021,**  
Addendum **5.13** page **05** refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

The purpose of this submission is to consider terms and conditions of lease for the placement of a mobile security guard house and portable toilet in the municipal gardens opposite Marshall Street by Namibia Construction (Pty) Ltd.

**2. Brief Background**

The matter regarding the placement of a privately owned mobile security guard house and mobile toilet at the corner of Marshall Street was considered by the Management Committee and the following decision was passed on **11 May 2021** under item 8.2

- (a) *That the mobile guard house and toilet be move to Erf 1547 and allowed to remain in place until the permanent guard house is in place.*
- (b) *That the General Manager: Corporate Services & Human Capital Services calculate an appropriate monthly rental amount for the proposed lease area of 15m<sup>2</sup> and compile a lease agreement.*
- (c) *That the General Manager: Engineering & Planning Services in conjunction with the applicant identify a suitable location in the gardens opposite Marshall Street to place the Guard House.*
- (d) *If the Guard House concept is approved, that Council enter into a lease agreement with the group for five years or period that is found to be suitable with the relevant terms and conditions of use.*
- (e) *That all future requests be handled in the same manner.*

The security booth is placed for the safeguarding of Erf 1547, Swakopmund but will be to the benefit of the surrounding residents and the community frequenting the garden and beach area.

Taken from the submission to the Management Committee of **11 May 2021**; since 2018 there has been a rise in different crime related activities at an alarming rate in the vicinity of Marshall Street. Homeless people are sleeping in the surrounding gardens and this vicinity has been turned into a drug dealing location.

Residents in this area have resorted to various initiatives in fighting these crimes. CCTV cameras have been installed and a mobile guardhouse with a mobile toilet has been placed on the sidewalk of Marshall Street. Omega Security Company has been



employed by Mr Hans-Peter Schulz to guard the area and to use the guardhouse.

Residents in Marshall Street have requested that Council's land (area measuring approximately 15m<sup>2</sup>) located in the street being occupied must be availed to them at no cost.

These residents justify their actions by stating that they are providing a service to the area and keeping the neighbourhood safe.

3. **Current Situation**

The guardhouse in Marshall Street is occupied by Omega Security Company and they are rendering the guarding services to the residents in the vicinity.

The guard houses are kept in a generally good state but complaints have been received from the owners of Erf E 44 Vineta inquiring why such facilities would be allowed on council land. Complaints have also been received that the facilities are not aesthetically pleasing and blocks the sea view.

On **14 October 2021** the Management Committee again instructed that the facilities be removed from Marshall street.

4. **Proposal**

The following is proposed:

- 4.1 That a suitable area be identified in the garden area opposite Marshall Street for the placement of a mobile security booth and toilet;
- 4.2 That the area measures 16 m<sup>2</sup> (the same size as mobile food kiosk areas);
- 4.3 That the lease tariff be N\$379.50 per month (15% VAT included) (the same lease tariff as for mobile food kiosk areas);
- 4.4 That the lease period be for 5 years, commencing the month following approval being granted by the Ministry of Urban & Rural Development to proceed with the lease transaction;
- 4.5 That Council's standard lease conditions be applicable:
  - 4.5.1 *that all costs for the lease transaction be for the lessee's account, inclusive of, but not limited to the cost of advertising Council's intention to lease in terms of the Local Authorities Act, Act 23 of 1992, as amended and the cost of compiling a lease agreement*
  - 4.5.2 *1 month's rental amount be levied as a refundable deposit (exclusive of 15% VAT), of which costs such as rental in arrears at the expiry of the lease period be recovered, the balance be refunded to the lessee*

- 4.5.3 Council to be indemnified against any possible claims
- 4.5.4 3 months' termination period for both parties as a standard condition, which period can be longer or shorter depending on the lease period
- 4.5.5 no construction of permanent structures will be permitted
  - ↳ a **permanent structure** is any structure with a cement floor covered by any type of roof material
- 4.5.6 the lessee has no option to purchase the lease area
- 4.5.7 no subletting without Council's approval
- 4.5.8 the lease agreement is not transferable and will not form part of an estate
- 4.5.9 in cases where the lessee is a legal entity, for example such as a close corporation, company or trust, Council be informed of any change in membership or shareholding
- 4.6 That no overnighting on the premises be allowed, except for the purposes of security / safe guarding.
- 4.7 That the lessee is responsible for the aesthetical appearance and proper maintenance of the mobile guard house.
- 4.8 That the area be restored to its original positions upon expiry / termination of the lease period.

## 5. **Summary of Attachments**

- Annexure "A" : Map indicating the location of the guardhouse in Marshall Street.
- Annexure "B" : Picture of the guardhouse in Marshall Street.

## B. **After the matter was considered, the following was:-**

### **RECOMMENDED:**

**That the Management Committee resolution of 11 May 2021 under item 8.2 be repealed and replaced with following:**

- (a) That the guardhouse be moved to the pavement in from of Erf 1547.
  - (b) That the rental be dealt with in accordance with the Engineering Pavement Lease Policy.
  - (c) That no overnighting on the premises be allowed, except for the purposes of security / safe guarding.
  - (d) That the lessee is responsible for the aesthetic appearance and proper maintenance of the mobile guard house / toilet.
  - (e) That the area be restored to its original state upon expiry / termination of the lease period.
-



## ANNEXURE "A"



**ANNEXURE "B"**



11.1.21 **PARATUS TELECOMMUNICATION (PTY) LTD: APPLICATION TO LEASE A PORTION OF LAND LOCATED IN SWAKOPMUND PROPER**

(C/M 2021/10/28 - 13/3/1/7)

**Special Management Committee Meeting of 21 October 2021,**  
Addendum **5.15** page **15** refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

The purpose of this submission is for Council to consider leasing a portion of land at the beach as landing site and earth array for the fibre optic cable of Paratus Telecommunications (Pty) Ltd.(as per **attached** email "**Annexure A**")

Earth array is the "*grounding or earthing arrangement*" for the fibre optic cable.

Its function is to get rid of any unwanted electrical current that may be present in the fibre optic cable. This prevents damage to the cable and interruptions in the cable's ability to carry telecommunication signals. Basically it is the same as the earth wire on any electrical appliance used in houses that protects the appliance against electrical damage.

The site is located on the northern side of Erf 979, Swakopmund to the east of the high water mark, therefore within the Municipal Townlands.

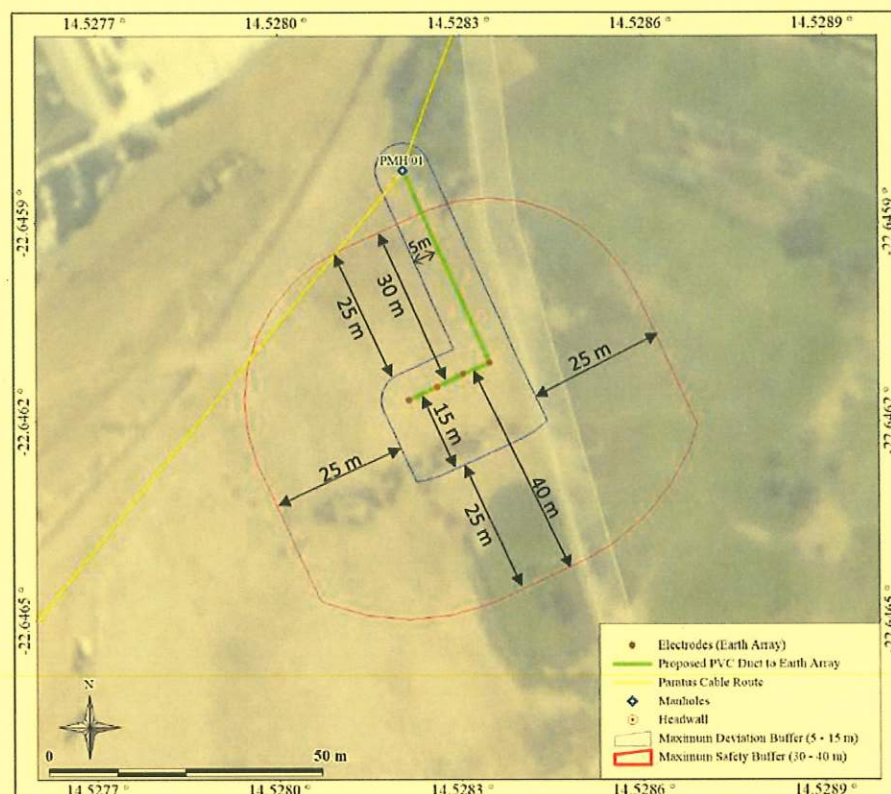
**2. Background**

On **26 March 2020**, under item 11.1.17 Council approved the trenching route for the fibre optic cable from the launching site to the facility located on a portion of the Remainder of Erf 5360, Swakopmund. The picture below indicates the location of the earth array site which has to be leased from Council.





Earth Array Indicating Buffers (Map 1 of 2 - Close-up)



The size of the earth array site and safety buffer zone measures 4 700 m<sup>2</sup>.

### 3. Proposed Lease Tariff for the Lease of the Portion

It is proposed that the lease tariff for the earth array site be equivalent to the lease amount that telecommunications service providers pay for BTS lease sites, i.e. N\$39.64/m<sup>2</sup> (4700 m<sup>2</sup> x 39.64 m<sup>2</sup> = N\$186 308.00) plus VAT (N\$27 946.20).

Therefore, the total lease tariff amounts to **N\$214 254.20/month**, which is a high monthly rental tariff.

Council's Property Policy provides that:

*9.1.6 the lessee has no option to purchase, unless the land is leased for an interim pending the finalization of a sale already approved by Council*

### 4. Proposal

It is proposed that Council approves the lease of a portion of land indicated in point 2 above measuring 4 700m<sup>2</sup> to Paratus Telecommunication (Pty) Ltd at a rental fee of **N\$214 254.20/month (15% VAT Inc.)**.

It is further proposed that because of the high rental, Paratus be given the opportunity to purchase the portion of land on the same terms and conditions approved by Council on **26 March 2020** under item 11.1.17 for a portion of land located on the Remainder of Erf 5360, Swakopmund. **attached as "Annexure B"**



B. After the matter was considered, the following was:-

**RECOMMENDED:**

- (a) That a portion of land located on the northern side of Erf 979, Swakopmund, measuring approximately 4 700m<sup>2</sup> be leased to Paratus (Pty) Ltd as a landing site and earth array for their fibre optic cable.
- (b) That Paratus (Pty) Ltd adheres to the following requirements:
  - *Consent letter from the neighbours*
  - *Environmental Impact Assessment (EIA)*
- (c) That the following standard lease conditions be applicable to the leasing of the lease portion in (a) above:
  - (i) *Lease period of 5 years; commencing the month following approval being granted by the Ministry of Urban and Rural Development to proceed with the lease.*
  - (ii) *That building plans of all proposed buildings must be submitted to the Engineering Services and Town Planning Department;*
  - (iii) *That the portion of land is leased on the explicit condition that the lessee indemnifies Council against any claim for damages resulting from its occupation by the lessee.*
  - (iv) *That the lease be at the current tariff of N\$ 39.64/m<sup>2</sup> per month with an annual escalation of 7 % every July (first being 1 July 2022).*
  - (v) *that all costs for the lease transaction be for the lessee's account, inclusive of, but not limited to the cost of advertising Council's intention to lease in terms of the Local Authorities Act, Act 23 of 1992, as amended and the cost of compiling a lease agreement.*
  - (vi) *1 month's rental amount be levied as a refundable deposit (exclusive of 15% VAT), of which costs such as rental in arrears at the expiry of the lease period be recovered, the balance be refunded to the lessee.*
  - (vii) *3 months' termination period for both parties as a standard condition, which period can be longer or shorter depending on the lease period.*
  - (viii) *no subletting without Council's approval.*
  - (ix) *the lease agreement is not transferable and will not form part of an estate.*
  - (x) *in cases where the lessee is a legal entity, for example such as a close corporation, company or trust, Council be informed of any change in membership or shareholding.*
- (d) That the General Manager: Engineering & Planning Services Department provides a lay-out plan for the exact location and plan handle for access / egress to and from the lease portion of land.
- (e) That Messrs Paratus (Pty) Ltd installs their own electrical meter and be responsible for any expenses and costs generated thereof.
- (f) That the proposed lease of the site be dealt with in terms of section 63 of the Local Authorities Act 23 of 1992, as amended.

- (h) That Council's standard lease conditions be made applicable to the transaction.
  - (i) That all costs relating to the lease, including, but not limited to advertising costs, be for the account of the lessee.
  - (j) That the following conditions be applicable in addition to point (c):
    - (i) *That Council will not reimburse Paratus (Pty) Ltd for any costs relating to the installation or removal of its properties or any other expense incurred during or after the termination of the lease agreement.*
    - (ii) *That any damages that may be caused to the lease site be for the account of Paratus (Pty) Ltd and shall be repaired at their cost and on demand.*
    - (iii) *That Paratus (Pty) Ltd be responsible for the proper maintenance of the equipment, failure to maintain the lease site and equipment on a structural and aesthetic level satisfactory to the GM: Engineering Services and Planning will result in the cancellation of the lease and the removal of the lease equipment at the cost of the lessee.*
    - (iv) *That the area be properly fenced in and signs warning the public of safety risks be displayed.*
  - (k) That Council offers the portion of land to Paratus (Pty) Ltd for sale on the same terms and conditions approved by Council on 26 March 2020 under item 11.1.17 due to the high rental tariff and the permanent structure required for the landing of the fibre optic cable.
-



**ANNEXURE "A"**

**From:** Clarence McClune <cmclune@swkmun.com.na>  
**Sent:** Friday, 13 August 2021 07:56 AM  
**To:** Andre Plaatjie <aplaatjie@swkmun.com.na>  
**Subject:** FW: KML Equiano Route & Earth Array

Good Morning Sir,

Please see communication below and attached information.

The Earth Array for the Equiano Cable will require a substantial area of Council land that will be rendered unusable for future development activities.

This will need to get Council's consent and possible lease agreement to be entered into.

Regards.

**Clarence McClune** | General Manager: Engineering & Planning Services | Engineering & Planning Services | 4401

**From:** [andre@thenamib.com](mailto:andre@thenamib.com) <[andre@thenamib.com](mailto:andre@thenamib.com)>  
**Sent:** Friday, 13 August 2021 07:49 AM  
**To:** Clarence McClune <[cmclune@swkmun.com.na](mailto:cmclune@swkmun.com.na)>  
**Cc:** 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>  
**Subject:** RE: KML Equiano Route & Earth Array

Dear Mr McClune,

With reference to your email I managed to get the attached. The PDF has two maps to indicate the earth array with buffers and I also attach the KML files for your use. You will note that they allow for a slightly larger safety buffer towards the northeast. I trust that this provides the information you seek and that the matter can be resolved as soon as possible. They need to commence with permitting for the cable laying vessel no later than 2 weeks from now, but has to resolve this first.

Regards  
André Faul  
0811491092

Geo Pollution Technologies (Pty) Ltd  
P.O. Box 11073, Windhoek, Namibia  
Tel: 061-257411  
[www.thenamib.com](http://www.thenamib.com)  
<https://www.facebook.com/GPT.NAM>

**From:** Clarence McClune [<mailto:cmclune@swkmun.com.na>]  
**Sent:** Monday, 09 August 2021 10:27  
**To:** [andre@thenamib.com](mailto:andre@thenamib.com)  
**Cc:** 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>  
**Subject:** RE: KML Equiano Route & Earth Array

Good Morning Mr. Faul,

Thank you for the feedback.

However, it does not fully answer my query.

Because this earth array will be occupying a portion of Council's land for the duration of operation, we will need to identify such a "portion of land" to Council in order for the to take note and for recording purposes.

The idea is that the portion of land which will be occupied by the earth array and associated cabling and chambers be mark in order to avoid any future clash when developments or activities are planned or proposed in the vicinity.

Can the colleagues of ASN, please provide the require area/space/layout of the land that will be required to accommodate the earth array and associated cabling and chambers, making sure to include safety buffers.

regards

**From:** [andre@thenamib.com](mailto:andre@thenamib.com) <[andre@thenamib.com](mailto:andre@thenamib.com)>  
**Sent:** Monday, 09 August 2021 10:04 AM  
**To:** Clarence McClune <[cmccclune@swkmun.com.na](mailto:cmccclune@swkmun.com.na)>  
**Cc:** 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>  
**Subject:** RE: KML Equiano Route & Earth Array

Dear Mr. McClune,

I had a discussion with ASN with regards to the earth array. They confirmed that the earth array will be a linear installation as indicated in the attached KML file which was provided to your office previously. The location will also be as indicated in the KML. If during installation some deviations are required, it will at most be by 5 meters, but most likely much less. I trust this will suffice?

Regards  
André Faul  
0811491092  
Geo Pollution Technologies (Pty) Ltd  
P.O. Box 11073, Windhoek, Namibia  
Tel: 061-257411  
[www.thenamib.com](http://www.thenamib.com)  
<https://www.facebook.com/GPT.NAM>

**From:** Clarence McClune [<mailto:cmccclune@swkmun.com.na>]  
**Sent:** Friday, 30 July 2021 14:27  
**To:** [andre@thenamib.com](mailto:andre@thenamib.com)  
**Subject:** KML Equiano Route & Earth Array

Dear Andre,

Hope all is well.

I just want to enquire if there is any conclusion on the arrangement for the earth array, as this is area needs to be submitted to Council for consideration.

Regards.

**From:** [andre@thenamib.com](mailto:andre@thenamib.com) <[andre@thenamib.com](mailto:andre@thenamib.com)>  
**Sent:** Friday, 09 July 2021 12:16 PM



**To:** Clarence McClune <[cmccclune@swkmun.com.na](mailto:cmccclune@swkmun.com.na)>  
**Cc:** Verena Buchert <[vbuchert@swkmun.com.na](mailto:vbuchert@swkmun.com.na)>; 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>; Trophimus Haiduwa <[thaiduwa@swkmun.com.na](mailto:thaiduwa@swkmun.com.na)>  
**Subject:** RE: KML Equiano Route & Earth Array

Dear Mr. McClune,

I received feedback from ASN regarding the safety/buffer zone around the earth array. The exact final arrangement of the earth array will be determined once they are onsite and will be dependent on the specific site conditions. It can for instance be a linear arrangement as was provided to you, but can also be a 2 x 2 grid arrangement. The final arrangement will be checked and approval confirmed with the Municipality once they are onsite. They do however require a buffer of 25 m between the earth array and other infrastructure.

Regards  
André Faul  
0811491092

Geo Pollution Technologies (Pty) Ltd  
P.O. Box 11073, Windhoek, Namibia  
Tel: 061-257411  
[www.thenamib.com](http://www.thenamib.com)  
<https://www.facebook.com/GPT.NAM>

**From:** Clarence McClune [<mailto:cmccclune@swkmun.com.na>]  
**Sent:** Wednesday, 07 July 2021 14:09  
**To:** [andre@thenamib.com](mailto:andre@thenamib.com)  
**Cc:** Verena Buchert <[vbuchert@swkmun.com.na](mailto:vbuchert@swkmun.com.na)>; 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>; Trophimus Haiduwa <[thaiduwa@swkmun.com.na](mailto:thaiduwa@swkmun.com.na)>  
**Subject:** RE: KML Equiano Route & Earth Array

Dear Sir,

The information that was shared have been incorporated onto our General Town map and it was found that the cable will cross a walkway which is currently under construction.

In order not to stop or redo the current efforts to the walkway, it was requested that ducts/sleeves/culvert, whichever is necessary for the cable to be pulled/installed under the walkway without having to uproot the walkway.

Also what are the requirements, with regard to space and safety, for the "earth array"?

Regards.



### Clarence McClune

General Manager: Engineering & Planning  
Services | Engineering & Planning Services  
Municipality Swakopmund

cnr Rakotoka Street & Daniel Kamho Avenue | Swakopmund | Erongo  
Office: +264 64 410 4401 | Email: [cmccclune@swkmun.com.na](mailto:cmccclune@swkmun.com.na)

Website: [www.swkmun.com.na](http://www.swkmun.com.na)



Thank you for considering the environmental impact of printing emails

**From:** [andre@thenamib.com](mailto:andre@thenamib.com) <[andre@thenamib.com](mailto:andre@thenamib.com)>  
**Sent:** Tuesday, 06 July 2021 03:53 PM  
**To:** Trophimus Haiduwa <[thaiduwa@swkmun.com.na](mailto:thaiduwa@swkmun.com.na)>  
**Cc:** # Town Engineer <[townengineer@swkmun.com.na](mailto:townengineer@swkmun.com.na)>; 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>  
**Subject:** RE: KML Equiano Route & Earth Array

Dear Sir,

I trust you are well. Any progress on the wayleave application?

Regards  
André Faul  
0811491092

Geo Pollution Technologies (Pty) Ltd  
P.O. Box 11073, Windhoek, Namibia  
Tel: 061-257411  
[www.thenamib.com](http://www.thenamib.com)  
<https://www.facebook.com/GPT.NAM>

**From:** [andre@thenamib.com](mailto:andre@thenamib.com) [<mailto:andre@thenamib.com>]  
**Sent:** Wednesday, 30 June 2021 14:18  
**To:** 'Trophimus Haiduwa' <[thaiduwa@swkmun.com.na](mailto:thaiduwa@swkmun.com.na)>  
**Cc:** 'townengineer@swkmun.com.na' <[townengineer@swkmun.com.na](mailto:townengineer@swkmun.com.na)>; 'Pierre Botha' <[pierre@thenamib.com](mailto:pierre@thenamib.com)>  
**Subject:** KML Equiano Route & Earth Array

Good day,

Attached as discussed. Please let me know ASAP if it works as the wayleave for the earth array is becoming a crucial matter.

Regards  
André Faul  
0811491092

Geo Pollution Technologies (Pty) Ltd  
P.O. Box 11073, Windhoek, Namibia  
Tel: 061-257411  
[www.thenamib.com](http://www.thenamib.com)



## ANNEXURE "B"

41 / 2020

11.1.16 APPLICATION TO SELL ERF 5596, SWAKOPMUND TO A THIRD PARTY  
(C/M 2020/03/26 - E 5596, C 3/1)

**RESOLVED:**

- (a) That the application by Mr F Gonteb be approved, considering:
- (i) That Mr F Gonteb is no longer employed by Council;
  - (ii) That no dwelling was constructed by 17 September 2018; and
  - (iii) That Council waived its claim to the erf in favour of First National bank.
- (b) That the Property Policy be amended by adding the word "resignation" to section 7:
7. **Pre-Emptive Right in favour of Council:**  
The property may not be alienated within 5 years from date of a completion certificate being issued, except in the case of retirement, resignation, death of staff member or if the staff member has offered the property back to Council at the original purchase price of the erf plus the value of the improvements as obtained from Council's appointed municipal valuer.

11.1.17 PARATUS TELECOMMUNICATION (PTY) LTD: APPLICATION TO PURCHASE A PORTION OF THE REMAINDER OF ERF 5360, SWAKOPMUND  
(C/M 2020/03/26 - Remainder Erf 5360, S)

**RESOLVED:**

- (a) That Council approves the application by Paratus Telecommunication (Pty) Ltd to purchase a portion of land measuring approximately 1 000m<sup>2</sup> located at the eastern boundary of the Remainder of Erf 5360, Swakopmund for the establishment of a facility to house and maintain a fibre optic cable, subject to point (h) (v) below.
- (b) That the sale of the portion of land be for the development and establishment of a facility to house and maintain an undersea fibre optic cable and the requirements for the zoning of "General Business" be complied with (such as onsite parking).
- (c) That the purchase price of a portion of land be N\$955 040.00 (N\$955.00 / m<sup>2</sup>), 15% VAT excluded; subject to a 5% escalation per annum.
- (d) That the lease of the said portion of land be approved for the interim period until the finalization of the purchase transaction at a lease tariff of N\$40.76 / m<sup>2</sup> / month; i.e. 1 000m<sup>2</sup> x N\$40.76 plus 15% VAT in the amount of



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N\$6 114.00 which amounts to N\$46 874.00 / month; subject to Council's standard conditions.

- (e) That permission be granted to Paratus Telecommunication (Pty) Ltd to commence with the construction of the building at their cost and risk of approvals being granted by the relevant authorities.
- (f) That Paratus Telecommunication (Pty) appoints a town planner to attend to the subdivision of the portion of land from the Remainder of Erf 5360, Swakopmund.
- (g) That the following conditions be registered against the title deed of the newly created erf:
  - (i) That the portion of land be used for the construction of a facility for the management and maintenance of an undersea fibre optic cable.
  - (ii) That the property may not be alienated (which include a change in shareholding / members) unless a completion certificate is issued in respect of the structural improvements, referred to in (g) (xii) below.
  - (iii) That the property or any portion thereof may not be subdivided and or alienated without being offered to Council at the purchase price such was obtained from Council.
- (h) That the transaction be subject to Council's standard conditions of sale by private treaty:
  - (i) That the purchaser pays a deposit of N\$50 000.00 towards the statutory costs relating to the transaction including, but not limited to advertising cost, compilation of the agreement of sale, as well as any legal costs that may arise from this transaction.
  - (ii) That the above deposit be paid within 90 days from the Council resolution approving the sale and purchase price, failing which Council's resolution will be revoked at the next Council meeting following the expiry of the 90 days.
  - (iii) That any remainder of the deposit in (i) above be refunded to the purchaser on completion of the transfer of the erf.
  - (iv) That all costs related to the transaction be for the account of the purchaser.
  - (v) That Council proceeds with the publication of the proposed lease and purchase in terms of the Local Authorities Act 23 of 1992; whereafter approval from the Ministry of Urban and Rural Development be applied for.
  - (vi) That the transaction be concluded within 120 days from a diagram being issued by the Surveyor General indicating the property description.
  - (vii) That payment of the purchase price be secured either in cash or formal bank guarantee in favour of the Swakopmund Municipality within 120 days from a diagram being issued by the Surveyor-General.
    - (aa) Failure to secure the purchase price within the required period will result in cancellation without the need to place the purchaser on terms.
    - (bb) Should the purchase price be secured by a bank guarantee the transfer must be effected on / before the 120<sup>th</sup> day, else interest will be levied as from the date of a diagram being issued by the Surveyor-General (date of sale) until the date

NNS



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or registration of transfer at a rate as confirmed with Council's bank on the date of sale.

- (viii) That the purchaser accepts that no rights will accrue to them from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
  - (ix) The portion of land is sold "voetstoots" or "as is" with the Council giving no warranty or guarantee, whether express or implied, oral or tacit, as to the suitability of the lay-out or situation or subterranean composition of the property or any improvements thereon. The Council also does not warrant that the services installed at the property are suitable for the use intended by the Purchaser. It is therefore the obligation of the purchaser to verify that the installed electricity, sewage and water connections are suitable for the intended use of the property.
  - (xi) That the portion of land be property fenced in.
  - (xii) That the purchaser constructs structural improvements worth at least equal to the municipal valuation of the property. Structural improvements, for purposes of this condition, shall not include the construction of boundary walls or any changes to the subterranean composition of the property.
  - (xiii) That the said improvements be completed within 24 months (2 years) from date of transfer (point (h) (vi) above).
  - (xvi) The agreement of sale be signed and returned to the Swakopmund Municipality, by the purchaser within 21 days of receipt thereof by the purchaser.
  - (xiv) That the purchaser indemnifies Council against any claims resulting from blasting, should blasting need to be done.
  - (xv) That the purchaser provides the registration documentation of the entity (Council resolution of 27 April 2017 under item 11.1.10) and that the shareholders / members must be cautioned that the shareholders / members remain the same until the transfer is completed and they have complied with all conditions of sale.
- (i) That the following additional conditions be applicable:
- (j) That the following statutory processes be finalized by the developer within 24 months after approval being obtained by Council in terms of point (g) (v) above:
    - (1) Subdivision of the portion of land.
    - (2) That an environmental clearance certificate be obtained in terms of the Environmental Management Act of 2007.
- (j) That permission be granted to Paratus Telecommunication (Pty) to trench a route indicated as per Annexure "B" (on file).

NNS



11.1.22 **REQUEST FOR A FINANCIAL SPONSORSHIP TO HOST THE SWAKOPMUND JAZZ UP FESTIVAL AT THE AMPHITHEATRE AND THE WOERMANN HAUS**

(C/M 2021/10/28 - 13/3/1/3)

Special Management Committee Meeting of 21 October 2021, Addendum 6.1 page 00 refers.

**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

Attached is the application for sponsorship from Ms A Kotting, a member of the Jazz Up festival. Ms Kotting is requests for a financial sponsorship of N\$50 000.00 and two available rooms at the Woermann Haus (for music lessons) and the amphitheatre to host the Swakopmund Jazz up Festival from 12 - 20 November 2021.

**2. Background**

Swakopmund on the 27<sup>th</sup> September 2021 during the World Tourism Day was officially declared Namibia's tourist hub, bootstring Swakopmund's reputation as an ideal tourist destination. This has pushed for more events to be hosted in Swakopmund more so as we approach the festive season. With more events ranging from music to the celebration of culture which is needed for the fostering of Christmas spirit.

A letter was sent to Council in which Ms Kotting states that Mrs C Ast and Mr P Petermann (Music Lecturers) from Germany will play and train local musicians during the week of the festival. The amount of N\$50 000.00 requested is to cover the costs (see attached) of the two lecturers.

Ms Kotting has stated that Standard Bank Namibia is one of the main sponsors of the Swakopmund Jazz Up festival which is proposed to be hosted twice a year in Swakopmund. The German Embassy was requested to assist with music development for the youth of Swakopmund and the local retailers were approached to sponsor refreshments to the musician during the music sessions. *(No feedback from the two parties was received by the applicant by the time we received the application letter).*

The concert will be hosted on 17 November 2021 and 20 November 2021 at the **Woermann Haus courtyard** where tickets for the two concerts will be sold at the cost of N\$300.00 and N\$200.00 per ticket. Drinks will also be sold to help generate extra income.

A **free concert** will be hosted at the **Amphitheatre** on 20 November 2021, where the organisers of the Nedbank Food Festival will be invited to arrange food stalls at the event.



### 3. Financial implications

#### Jazz Up Festival - Use of Amphitheatre

The amphitheatre is currently leased out based on the tariff for public open space as gazetted

The Lease of Municipal Land (Public Open Spaces as gazetted)

##### **For area of 16m<sup>2</sup> or less (VAT Excluded)**

(i) Daily	-	N\$ 201
(ii) Weekends	-	N\$ 268
(iii) Weekly	-	N\$ 337
(iv) Monthly	-	N\$ 1009

##### **For area bigger 16m<sup>2</sup> (VAT Excluded)**

(i) Daily	-	N\$ 268
(ii) Weekends	-	N\$ 337
(iii) Weekly	-	N\$ 404
(iv) Monthly	-	N\$ 1614

Total: **Rental Fee N\$ 939.38 plus 15% VAT**

▪ Refundable Deposit = N\$ 724.00.

This rate does not include the utilization of the parking area. And the fact that the maximum area size bigger than 16m<sup>2</sup> is not determined, it remain a challenge to know the exact amount to charge for events such as Swakopmund Jazz Up Festival might will utilize the whole parking area.

#### Jazz Up Festival – Use of Woermann Haus

##### Rooms and Courtyard:

Rooms D 25 & D 26 (Available)  
Courtyard

##### Period:

- Friday, 12 November until Saturday, 20 November 2021 (10 days)

##### Costs:

##### 1. Woermann Haus Courtyard

Refundable Deposit (963032210920 {129})	=	N\$ 357.50
Lease of Land (202522056500 {148}) x (1 weekend tariff) (area larger than 16 m <sup>2</sup> )	=	N\$ 100.00
15% VAT on the lease	=	N\$ 15.00
	=	<b>N\$ 472.50</b>

##### 2. Woermann Haus Rooms 25 and 26 (10 days)

Rental Tariff (2 x N\$739.50 / month, N\$480.00 for 10 days) (202522056500 {148})	=	N\$ 480.00
15 % VAT on the lease	=	N\$ 72.00
	=	<b>N\$ 552.00</b>

Total Amount : **N\$1 024.50**

The item was discussed at the Sponsorship Committee meeting held on 20 October 2021 and it was proposed that Council donate the use of the two

venues free of charge and that also donates ten (10) crates of water bottles for the musicians during their lessons. The committee also proposed that **no alcohol be sold** during the Jazz Up festival.

**B. After the matter was considered, the following was:-**

**RESOLVED: (For Condonation by Council)**

- (a) That permission be granted to the organizers to host the Swakopmund Jazz Up Festival from 12-20 November 2021 in Swakopmund.**
- (b) That Council does not contribute funds towards the event.**
- (c) That Council sponsor the venues free of charge and that permission be granted to the organizers to use Room D25 and D26 and the courtyard of the at the Woermann Huas from 12-20 November 2021 and at the Thomas Hamunyela Amphitheatre on 20 November 2021 subject to the following conditions:**
  - (i) That noise be restricted to the immediate surrounding area (i.e. 85 Decibels) and upon any complaints of noise pollution or misbehaviour, the approval be terminated.*
  - (ii) That the applicant indemnifies Council against all and any claims in respect of damage to property and / or bodily injury to / loss of life of people that may arise from the utilization of the property (an indemnity form will be issued for signing).*
  - (iii) That the applicant ensures that there is security during the events i.e. Woermann Haus and Thomas Hamunyela Amphitheatre.*
  - (iv) That the applicant ensures that all health protocols related to COVID-19 pandemic, are adhered to.*
  - (v) The lessee is responsible for keeping the area clean at all times.*
  - (vi) The area must be restored to its original condition and to the satisfaction of the Swakopmund Municipality after the function.*
  - (vii) Sound must be restricted to the immediate surrounding area. On receipt of any complaints due to noise or misbehavior, the use of the area will be cancelled immediately.*
  - (viii) If required, the lessee is responsible to provide and arrange for public ablution facilities on site at their own cost.*
  - (ix) If required, the lessee is responsible to request for refuse bins as well as the removal afterwards.*
  - (x) No one is allowed to stay on the property overnight.*
  - (xi) Council reserves the right to cancel the use of the area should Council need the area for it's own purposes.*
  - (xii) It is the responsibility of the lessee to make prior arrangements with Erongo RED for an electricity connection at their cost.*
  - (xiii) No open fires are allowed and adequate fire extinguishers must be at hand.*
- (d) That the organisers be responsible for the payment of the following:**
  - **Refundable Deposit = N\$ 724.00** - **Amphitheatre**



- *Refundable Deposit = N\$ 357.50* - *Woermann Haus*

- (e) That the organisers liaise with the Youth Development Officer with regards to the music development classes for the youth.
  - (f) That the organisers provide a complete layout of the event and the stalls for Council's consideration.
  - (g) That the Fire Brigade Section and the Health Services be responsible for cleaning (spraying of water) and sanitizing the Amphitheatre three days before the event.
  - (h) That Council donates, *in kind*, 10 x of water bottle cases towards the lecture lessons of the musician during the festival.
  - (i) That no alcohol be sold at the Thomas Hamunyela Amphitheatre.
-



19 October 2021

Mr. A. Benjamin  
Chief Executive Officer  
Swakopmund Municipality

#### Re: Jazz Up Festival

The Jazz Up Festival was an idea of Councillor Claus and Mrs Christiane Ast, Trio Feminale. The Musik Woche, Swakopmund, has fallen away since COVID started and Executive has moved. Swakopmund is the town of music and culture and these needs to be kept alive. A Jazz Festival was the easiest and most cost effective way of starting something.

Mrs Ast, has Big Band Leiter Stephan Schulze secured as well as Ulrich Petermann from Germany to play and train with our local musicians. We have invited local artists to form part of the Big Band training and these can get one on one time during the week with the German lecturers.

We would like to make use of the Woermann Haus for the event especially now that some rooms have been used for the movie making this a perfect venue. Below is the time frame for the event.

#### Rehearsals Friday 12 November 17h00 -21h00

Saturday 13 November 09h00 -12h00

15h00 - 17h00

19h00 - 21h00

Sunday 14 November 09h00 - 12h00

15h00 -17h00

#### 13 – 18 November rehearsals by appointment only

Friday 19 November 10h00 - 13h00 rehearsals

15h00 - 18h00

20h00 - 22h00

Saturday 20 November 10h00 - 13h00

15h00 - 16h30 final rehearsal

20h00 Concert

#### The costs of the festival

- Flights for the two lecturers from Germany	N\$32000.00
- Accommodation for the two lecturers	N\$12000.00
- Payment for meals during their stay	N\$10000.00
- Transport from Windhoek and return for the lecturers	N\$2000.00
- Funds to assist musicians to participate in the workshop	N\$10000.00
- Food & drinks for the rehearsal and training sessions	N\$6000.00
- Sound & equipment hire	N\$15000.00
- Woermann Haus for practice session and concerts	
- Printing of tickets	N\$700.00





We have been in touch with Standard Bank Namibia to become the main sponsor for this event, which we would like to host twice during a year in Swakopmund with local talent. We want to come to the point that local establish artist do the training and we do not need the expense of international lecturers.

We have written to the German Embassy to assist us with music development for our youth to come on-board. We are still awaiting reply from both parties. We ask some of the local retailers to assist with a sponsorship for the food and drinks during the practice sessions.

We plan to have a free concert at the amphitheatre on 20 November 2021, getting the community to forget the pandemic. We are in touch with the Nedbank Food Festival, Dalene to see if we can arrange some food trucks and make this a fun filled weekend.

A lecturers concert on 17 November 2021 in the Woermann Haus with 100 people selling tickets at N\$300.00pp and the final concert in the courtyard on 20 November 2021 from 19h30 for N\$200.00pp, as we need to keep this affordable. Both events will have a wine and beer bar to generate extra income.

Advertising will be done on Social media and a flyer will go out this week advising of the event. Namib Times had an article in the paper in this regard and we will engage them again.

During the time that the musicians are here we want to have artists play in various restaurants, creating community engagement and assist with business recovery. Imagine music and people enjoying our town from Café Anton to Bojo's and a piano playing at Hansa Hotel this through our young artists.

We hope that through starting this we will create a town with a music scene that will continue.

We know that the youth is always driving to Walvisbay since nothing is happening in Swakopmund; we want to change this in the future.

Council has approved the building of universities in Swakopmund, we need to start creating industries around this attracting people to come to Swakopmund because it is no longer a town for pensioners but a town that also embraces the youth.

This is not for any profit and any funds will go towards music development and the youth. I have opened a bank account for sponsorships. After each event and moneys received a complete expense report will be submitted to all parties involved.

Should you need any further information you can contact the following people part of this project:

Councillor Claus Goldbeck - cell 081 471 7699

Mrs Christiane Ast – cell 081 2757080 - [chrisast@iway.na](mailto:chrisast@iway.na)

Ms Anett Kotting – cell 081 273 8722 - [gm@hotelzumkaiser.com](mailto:gm@hotelzumkaiser.com)

I know this is short notice and would like to apologies for this.

Yours sincerely

*Anett*

Anett Kotting

Member Jazz Up Festival Swakopmund



## SPONSORSHIP AND DONATION APPLICATION FORM

All application for sponsorship/donations must be submitted at least 60 days prior to the scheduled project or event.

Please complete the application form within 2 days to the best of your ability and email it to [swkmun@swkmun.com.na](mailto:swkmun@swkmun.com.na) or fax to email: 088 614 514, Enquiries (064) 4104100. All requests submitted will be reviewed and followed up with a response.

Name of event: Jazz - UP Festival Swakopmund

Place of event: Swakopmund Hoermann Haus

Date of the event (start): 12-20.11.21 Time: ..... End of event: ..... Time: .....

Name of organization: Jazz UP Festival

Full address of organization: .....

Telephone: ..... Website: .....

Name of contact person: ANETT KETTING

Position: MEMBER

Contact number (s): 081 273 8722

Email: anettk53@gmail.com

Total amount or resources requested: N\$50 000-00

HOERMANN HAUS - free rental for concerts



Event sector (please tick)

- ☐ Health
- ☐ Education
- ☐ Community
- ☐ Environment
- ☒ Arts and Culture
- ☐ Sports and Recreation

Kindly note that an application letter for donation or sponsorship must be submitted in writing and must include the following:

- An outline of the project or event for which the donation or sponsorship is being requested and the expected outcome.
- The amount being requested, together with a total budget or projected cost of the event.
- Indication whether entry fee(s), ticket(s), etc. will be issued and, if so, the cost(s) thereof.
- A list of all project contributors or partners, particularly companies.
- A list of personnel involved with running the organisation.
- Information and commitments that the applicant will render to Council in lieu of the donation or sponsorship.

Preference is given to individuals/ groups/ organisations that:

- Are non-profit and can demonstrate community support and involvement.
- Are working for the benefit of a wide range of stakeholders, in particular the youth, women, elderly and the disabled within a community.
- Can demonstrate how the money or in-kind donation is to be spent and the expected outcome of the event.
- Commit to acknowledging the Swakopmund Municipality's contribution through the placement of various promotional banners, brochures, posters and the Swakopmund Municipality's logo on promotional material.
- Commit to providing the Swakopmund Municipality with a letter that summaries the outcomes and benefits following the hosting of the event, where applicable.

*The following terms and conditions apply in cases when events are taking place at Council's property (hall, stadium, parks, etc.):*

1. *That noise levels in respect of the applicant must not be more than 85 dB (Decibel) at the noise source (thus the speakers) and not more than 60 dB at a distance of 200m and should valid complaints be received, permission can be withdrawn immediately.*
2. *That the applicant ensures that the facilities including the parking area are cleaned within 48 hours after the event.*
3. *That Council be indemnified against any claims that may arise from using the venue.*

4. That the stadia concerned be restored to their original conditions and to the satisfaction of the Swakopmund Municipality after the function.
5. That the applicant be responsible for the provision and arrangement of public ablution facilities on site, if required.
6. That no person should overnight on the premises, except for security purposes.
7. That Council reserves the right to cancel the use of the stadia should Council needs them for its own purposes.
8. That the applicant make prior arrangements with Erongo-RED for electricity connection at their own cost should it be required.
9. That the event be wrapped up by 2AM.
10. That the applicant submits proof that the following arrangements have been made:
  - Emergency Services
  - Traffic Control and Parking
  - Waste removal
  - Security Services
11. The organization agrees to submit to the Municipality of Swakopmund an event/project post-mortem, photos and press review, within **30 days** following the date of the event/project.

I declare that all the information I have provided on this form is accurate, and that I am authorized by the abovementioned organization to submit this application.

Name ANETT KETTING

Signature [Signature]

Date 18.10.21

FOR OFFICIAL USE	
DATE RECEIVED:	EVENT SECTOR:
REVIEWED BY:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
IF APPLICATION WAS DENIED, LIST REASON(S) FOR DENIAL:	
SIGNATURE OF CHAIRPERSON	DATE APPROVED:





P O Box 21  
Tel + 264 64 412510  
Fax + 264 64 412501

Date  
14th October 2021

Our Reference: Marilene Tities  
Business Banking Department

To whom it may concern

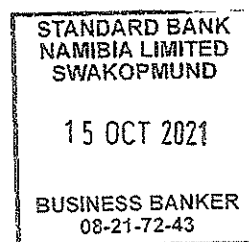
We hereby confirm that the **Business Savings Account** number listed below is listed in the books of Standard bank Windhoek Namibia.

The banking details are as follow:

NAME OF ACCOUNT: **JAZZ UP FESTIVAL SWAKOPMUND**  
ACCOUNT NUMBER: 60005803496  
UNIVERSAL CODE: 08 7373  
BRANCH CODE: 08 2372  
BRANCH: Windhoek  
SWIFT: SBNMNX

Should you require more information regarding our client, don't waver to contact our offices.

Marilene Tities  
Business Banking  
Swakopmund Branch



Standard Bank Head Office, Erf 1378, No. 1 Chasie Street, Kleine Kuppe,  
PO Box 3327, Windhoek, Namibia | [www.standardbank.com.na](http://www.standardbank.com.na) | Tel Switchboard: +264 (61) 294 9111

Directorate: H Malor (Chairman), MM Golsos\* (Chief Executive), N Bassingthwaite, M Dax, L du Plessis\*, A Mangole#, J Mudindhamba, B Rossouw, P Schlobusch#, I Tjombande.  
Company Secretary: S Tjorokisa. \*Executive Director #South African

Standard Bank Namibia Ltd Reg. No. 78/01799

Standard Bank **IT CAN BE..**

## **Jazz Up Festival - Use of Woermann Haus**

### **Applicant:**

Hotel Zum Kaiser

### **Rooms and Courtyard:**

Rooms D 25 & D 26

Courtyard

### **Period:**

•Friday, 12 November until Saturday, 20 November 2021 (10 days)

### **Costs:**

#### 3. Woermann Haus Courtyard

Refundable Deposit (963032210920 {129})	=	N\$ 357.50
Lease of Land (202522056500 {148}) x (1 weekend tariff)	=	N\$ 100.00
(area larger than 16 m²)		
15% VAT on the lease	=	N\$ 15.00
	=	<b><u>N\$ 472.50</u></b>

#### 4. Woermann Haus Rooms 25 and 26 (10 days)

Rental Tariff (2 x N\$739.50 / month, N\$480.00 for 10 days )	=	N\$ 480.00
(202522056500 {148})		
15 % VAT on the lease	=	N\$ 72.00
	=	<b><u>N\$ 552.00</u></b>

Total Amount : **N\$ 1 024.50**

### **Conditions:**

- (a) The lessee is responsible for keeping the area clean at all times.
- (b) Council must be indemnified against any claims that may arise from using the area (an indemnity form will be issued for signing).
- (c) The area must be restored to its original condition and to the satisfaction of the Swakopmund Municipality after the function.
- (d) Sound must be restricted to the immediate surrounding area. On receipt of any complaints due to noise or misbehavior, the use of the area will be cancelled immediately.
- (e) If required, the lessee is responsible to provide and arrange for public ablution facilities on site.
- (f) If required, the lessee is responsible to provide and pay for the lease of refuse bins as well as the removal afterwards.
- (g) No one is allowed to stay on the property overnight.
- (h) Council reserves the right to cancel the use of the area should Council need the area for it's own purposes.
- (i) It is the responsibility of the lessee to make prior arrangements with Erongo-Red for an electricity connection at their cost.
- (j) No trade in alcoholic beverages is allowed.
- (k) No open fires are allowed and adequate fire extinguishers must be at hand.



11.1.23 **REQUEST FOR SPONSORSHIP: GRANITE VETERANS SPORTS CLUB**  
(C/M 2021/10/28 - 3/15/1/6/1)

Ordinary Management Committee Meeting of 14 October 2021,  
Addendum 6.2 page 00 refers.

**A. The following item was submitted to the Management Committee for consideration:**

1. **Attached** letter was received from Mr & Mrs Goagoseb, the Chairpersons of the Granite Veterans Sports Club. They are requesting for monetary sponsorship to the value of **N\$ 5000.00 to N\$7 000.00** towards the live radio broadcasting of their annual Soccer and Netball Tournament from **30-31 October 2021**, Mondesa Sport Stadium, in Swakopmund. The total value of the quotation (attached) submitted by NBC National radio is **N\$21 478.00** for the Outdoor Broadcast Van and **N\$5 000.00** for telephone broadcast services.

**Background**

2. The Granite Veteran Sports Club was established during 2014 and it is a sports club for members aged 40 years and above who resides in Swakopmund. The aim of the club to promote good health amongst its members and they are also involved in promoting youth and cultural development activities.
3. Due to the COVID pandemic last year, the sports club was not able to host its annual tournament and hereby wish host the annual Soccer and Netball Tournament from **30-31 October 2021**. It is confirmed that four (4) municipal officials are members of the Granite Sports Club and the club has been active over the years by participating in various tournaments hosted by other clubs too. The club also donated items to the Mayoral Development Fund during 2018 to assist the fire victims.
4. The Granite Sports Club uses the Mondesa Sport Stadiums regularly and their membership fees are up to date. It is against background that it is proposed that Council sponsor the stadium free of charge. The venues has been reserved accordingly and the cost thereof is as follows:

Rent	N\$948.75 (weekend rate - Soccer)
	N\$625.80 (weekend rate - Netball)
Total:	<b><u>N\$1 574.55</u></b>

Refundable deposit: N\$692.00 (Tax exclusive)

It is a norm that entrance fee will be charged at the gate but it is usually N\$20.00 to N\$30.00 per person.

**B. After the matter was considered, the following was:-**

**RESOLVED: (For Condonation by Council)**

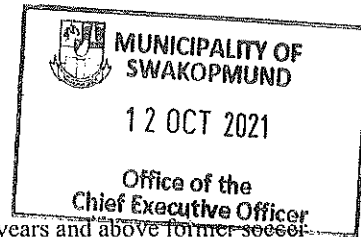
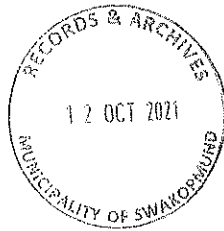
- (a) That the request for sponsorship from the Granite Veteran Sports Club for their annual Soccer and Netball Tournament from 30-31 October 2021, Mondesa Sport Stadium, in Swakopmund be noted.
  - (b) That Council sponsor the use of the venue (Mondesa Sport Stadium) for the weekend to the value of N\$1 574.55.
  - (c) That Granite Veteran Sports Club be responsible for paying the refundable deposit of N\$692.00 for the venue.
  - (d) That the organisers ensures that the facilities including the parking areas are cleaned and restored to its original conditions to within 48 hours after the event the satisfaction of the Swakopmund Municipality.
  - (e) That Council be indemnified against any claims that may arise from using the stadium.
  - (f) That organisers be responsible for the provision of additional public ablution facilities on site, if required.
  - (g) That Council reserves the right to cancel the use of the stadium should Council need them for its own purposes.
  - (h) That the organisers make prior arrangements with Erongo RED for electricity connection at their own cost, should it be required.
  - (i) That organisers submit proof that the following arrangements have been made:
    - *Emergency Services*
    - *Traffic Control and Parking*
    - *Waste removal*
    - *Security Services*
    - *Liquor license (if required)*
  - (j) That the funds be recovered the Corporate Services Publicity Vote: 150515533000 where N\$25 8153.73 is available.
-



Granite Veterans Sports Club  
P. O Box 1192  
Swakopmund

To: Chief Executive Officer  
Municipality  
Swakopmund

Ref: Financial Assistance Proposal



#### CLUB HISTORY

Granite Sport Club was established in 2014 in Swakopmund by 40 years and above former soccer and netball players over from the Mondesa Township. The club is multi national and consist of players from different races, cultures, colours, etc. Club was established to:

- Promote players healthy living.
- Youth development in soccer and netball as former players.
- Elderly assistance in their healthy living and wellbeing.
- Promoting cultural activities.

#### OUR CLUB TODAY

As one of the club undertakings, the club participated throughout the whole of Swakopmund and in sport activities throughout Namibia including of any other places in which sport activities of veterans were associated for the purpose of:

- To improve healthy living of the members.
- To play a role in improving the elderly community living standards.
- To educate the youth on relevant subjects such as drugs and alcohol abuse.
- To promote sport activities towards our Namibian youth.
- To play a role in orphans and widows lifes.

#### FINANCIAL ASSISTANCE OPPORTUNITY

##### THE OPPORTUNITY

Due to Covid 19 Pandemic in 2019, we could not continue to host our annual tournament. We are planning to continue to host our annual Soccer and Netball Tournament which we started hosting in 2014 in SWAKOPMUND, MONDESA.

Aim is to raise funds for our Community projects whereby the team wish to plough back into the community as many community members have been affected by the pandemic as we are financially drained to cover all cost.

Planned dates will be 30 – 31 October 2021 at the Mondesa soccer and Netball sport field.  
Find pictures of previous tournaments we held and donations made to the Mayoral Fund :

**THE NEED**

As stated above in the Club overview and Club today and financial constraints which drained the team financially, the team need sponsors to host the tournament to be able to reach out to the Elders and the Youth as the club did not make much profit from the previous tournaments.

**PROPOSAL****THE SPONSORSHIP PACKAGE**

In order for the tournament to be successful, we are humbly requesting a once off financial assistance of N\$ 5 000 to N\$ 7 000 or any other amount is also welcome and will be appreciated to cover Live Damara/ Nama Broadcasting in order to attract spectators to raise funds (quotation attached)

**BENEFIT TO CLUB AND COMMUNITY**

This will benefit the club financially and the club will be able to assist the community members in need financially, with food and or contributing in churches and schools to benefit as stated in the Club Overview.

**THANK YOU**

Thank you for taking the time to review our proposal. We believe that we will receive any communication in due time. To discuss this proposal further, please contact:

Mr Adolf Goagoseb  
081 122 6151  
Miss Getrude Goagoses  
0812080744



Veterans Sports Club

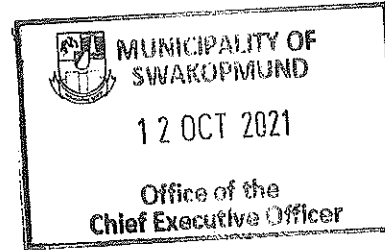
Granite

P. O Box

1192

Swakopmund

To: Chief Executive Officer  
Municipality  
Swakopmund



Ref: Financial Assistance Proposal

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2015 Final Runner-up  
Granite Old Crocks



2015 Two Finalist Teams



2015 Final winners  
Rehoboth Golden Oldies



2016 Final Runner-up  
Groot Aub Old Crocks



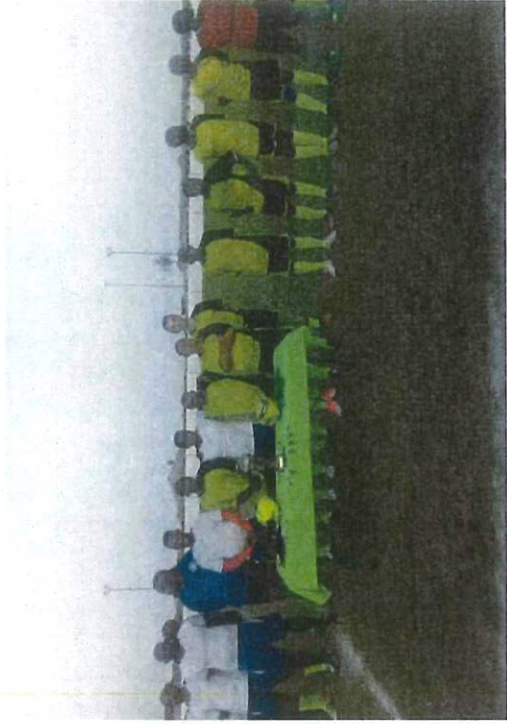
2016 Final Winners  
Keetmanshoop Old Crocks



2016 Prize Giving Ceremony



2017 Winners



2017 final teams prize giving ceremony

Namib Times Article  
16 March 2018



Donation Handover to:  
Mayoral Trust Fund  
Swakopmund



SALES

04 October 2021

Ous Buruxa  
Swakopmund

[goreaob80@gmail.com](mailto:goreaob80@gmail.com)

Dear Buruxa

RE: QUOTATION : NBC KAISAMES RADIO SERVICE: SWAKOPMUND TOURNAMENT

As per our discussion, we welcome you on NBC Radio Services.

1. OB VAN/I-RIG

Radio	Cost per OB/I-RIG	Duration	Number of Broadcasting	Total payable
Kaisames FM Damara Nama	N\$21 478.00	TWO HOURS	ONE HOUR 30 – 31 October 2021	N\$21 478.00
<b>Total</b>				<b>N\$21 478.00</b>

*It's Ours*

PO Box 321 • Windhoek - Namibia • Tel +264 61 291 3111 • Website: www.nbc.na

Directors

Stanley B. Similo  
Director General

Sven Thieme  
Chairperson

Willhencia Ulras  
Vice Chairperson

Inonge Malinga  
Director

Moses Matyayi  
Director

Andrew Kanine  
Director

Company Secretary  
Steven Yaruokekuro Ndorokate



**2. TELEPHONE BROADCASTING**

Radio	Cost per OB/I-RIG	Duration	Number of Broadcasting	Total payable
Kaisames FM	N\$5 000.00	TWO HOURS	ONE HOUR	N\$5 000.00
Damara Nama			30 – 31 October 2021	
<b>Total</b>				<b>N\$5 000.00</b>

The total amounts as indicated is inclusive of VAT.

**In Return, SWAKOPMUND Soccer Foundation will:**

- Provide advert to NBC for broadcasting service.
- 10 live reads or adverts a week before the OB.

Should you agree with our above rate, terms and conditions please complete and sign the agreement and acceptance form below and forward back to undersigned at fax number 061 – 215767 urgently!

We trust that you find the above to be in order, and we thank you for your interest shown in the NBC.

Sincerely yours,

***Unsigned via e-mail***

Hilaria Naomas  
**Account Manager: Corporates and SME's**  
 Tel: +264 61 – 291 3231  
 081 324 7737

**CONFIRMATION, AGREEMENT & ACCEPTANCE FORM**

I.....in my capacity as.....of.....and  
duly authorized thereto, has read, understood and fully ,agrees to the terms, conditions and  
amount as set out above.

Signed on behalf.....

Date.....

.....  
Account Manager: SALES

.....  
Date:

**TERMS AND CONDITIONS**

- 1) NBC will furnish the Client with a booking/contract agreement on request.
- 2) Clients without accounts will be considered as cash clients. Credit application forms are available.
- 3) Premature cancellation of Agreement/booking without a one month's notice after agreement has been signed will attract a 25% cancellation fee.
- 4) The NBC will produce a 30 second graphic advert free of charge. Thus NBC will retain copy right to all production. Production will be released at cost.
- 5) Not more than 60 adverts will be broadcasted within these two months for the same product.
- 6) All productions will be approved by the Client before flighting/broadcasting.
- 7) Clients should utilize all agreed and confirmed advertising spots within the valid agreed period or will forfeited any unused spots.
- 8) Live interviews are limited to two interviewees per studio and representatives should be at specific studio at least 15 minutes before anticipated interview.
- 9) Prior consultation with specific NBC presenter is imperative to establish common understanding about the topic at hand, to prepare the NBC presenter and to establish the format of the interview.
- 10) In the even whereby the Broadcast could not take place due to circumstances beyond the NBC's control (e.g. Acts of Nature etc), NBC will not be kept liable for any losses to the Client or compensation of airtime lost.
- 11) All material for broadcasting should be available within 7 (seven) working days prior to expected broadcast for radio and 5 (five) working days for Television.
- 12) Live read scripts are limited to 90 words maximum and should be fluently readable and in specific language, or if to be translated by the NBC a translation fee of N\$ 130-00 (one hundred and thirty N\$) per script will be charged.

- 13) TV and Radio material should not exceed 30 seconds per advert. If material exceeds 30 seconds, the Client will be charged weight to the 30 second rate.
- 14) Adverts for both Radio and Television are flighted from Mondays to Fridays only, unless so requested and paid for by the Client.
- 15) Any added value or free advert spots granted are only valid for the specific campaign and should be utilized during same period or will be forfeited.
- 16) Cash Clients or New Clients are to make payment upfront before flighting of any adverts or as per agreed contract.
- 17) Material provided to NBC for broadcast will be subjected to NBC's scrutiny and needs to comply with quality standards, editorial content requirements, cultural and political sensitivity.
- 18) Proof of payment/bank transfer to be faxed to +26461 215 767 or fax to mail to: 088 6 11 762

**NBC Banking details are as follows:**

- ✚ First National Bank
- ✚ Main Branch
- ✚ Branch Code: 280 172
- ✚ Account Name: NBC Adverts Account
- ✚ Account Number: 6155 007 2212



11.1.24 **REQUEST FOR SPONSORSHIP: SWAKOPMUND FOOD FESTIVAL**  
(C/M 2021/10/28 - 3/15/1/6/1)

**Special Management Committee Meeting of 21 October 2021,**  
Addendum **6.3** page **00** refers.

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**A. The following item was submitted to the Management Committee for consideration:**

**1. Introduction**

Council received a letter from Ms D Stephanus requesting for monetary sponsorship to the amount of **N\$30 000. 00** to assist towards the hosting of prominent Chefs Mrs Jenny Morris and Joao de Fonseca who are invited to participate at the Swakopmund Food festival on **18 December 2021**.

**4. Background**

The Swakop Food Festival is an annual event that celebrate both local and international delights. This year organizers have the opportunity to elevate the event to a much bigger stage as they will be hosting two well-known South African chefs in their state of the arts demonstration kitchen.

The Chefs are Mrs. Jenny Morris who is a world renowned chef and cookbook author and Joao de Fonseca (J'Something) who is a cookbook author, Musician and Chef. They both have over 260k followers on social media.

The organizers are requesting assistances from Council to co-sponsor the Chefs for the demonstration kitchen. The total cost is N\$75 000.00 and they are seeking a total of N\$30 000.00.

This item was tabled and discussed at the Sponsorship Committee meeting held on **20 October 2021** and it was recommended that Council sponsor the amount of N\$10 000.00.

**B. After the matter was considered, the following was:-**

**RESOLVED: (For Condonation by Council)**

- (a) That Council makes a financial contribution of N\$10 000.00 towards the hosting of the two South African Chefs at the Swakopmund Food Festival that is scheduled from 16-18 December 2021 in Swakopmund.**
  - (b) That the funds be defrayed from the Corporate Services Publicity Vote: 150515533000 where N\$25 8153.73 is available.**
-

20 October 2021

Municipality of Swakopmund  
Rakotota Street  
Swakopmund, Namibia

Dear Mr Benjamin,

We trust this email find you well. The Swakop food festival is well on its way with planning and layout well on its way.

This year like all other years we would like to elevate the event to a much bigger stage and appeal. Swakopmund is fast becoming the go to place for lifestyle activities and we are working toward hosting the best Food Festival to date.

We will be hosting a state of the arts Demonstration kitchen. This kitchen will be hosting Namibia's finest chefs and on top of they we will be hosting 2 of South Africa's most loved chefs, Mrs. Jenny Morris who is a world renowned chef and cookbook author and Joao de Fonseca (J'Something) who is a cookbook author, Musician and Chef.

This email is in connection with the booking of J'Something. J has a mass appeal across board with over 260k followers on social media he has a reach that will catapult the festival and Swakopmund to an international stage. The festival will need assistance from various companies to make this a reality, hence we are humbly requesting for your assistance in co-sponsoring the J's appearance. The festival has approached numerous companies to make this possible, this will give all participating brands some breathing room in terms of amount.

This will be a great opportunity for the Municipality to get a promotional video from a well-known international person. We will make sure to get maximum exposure for the Municipality. The amount we are looking for from your kind office is 30 000 NAD.

If this is a possibly we are willing to send an official proposal in the meantime, I have attached the quote from the office of Mr. DE Fonseca.

I look forward to hearing from you regarding this and hope this will be made possible.

Best,  
Dalene Stephanus  
Event Director  
0812444143

Something's Cool (Pty) Ltd  
PO Box 75396  
Garden View  
2047  
VAT no: 4440269258



Swakop Food Festival  
PO Box 633  
Swakopmund  
Namibia

#### Quotation

Date 11/08/21

Page 1

Document No QUA10020

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	Expiry
SWA001		N			11/08/21 Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
------	-------------	----------	------	------------	-------	-----	------------

1017000	Swakop Food Festival - 18 December 2021 Cooking Demonstration - 1 hour					0.00%	R75 000.00
	Additional costs: 1 x Business Class flight - not included 1 x Economy Class flight - not included Accommodation 4-5 star. Outside of South Africa - 5 Star.						

Banking Details:  
Somethings Cool  
Mercantile Bank  
Account number: 1050668510  
Branch: Horizon (450141)

Received in good order

Signed \_\_\_\_\_ Date \_\_\_\_\_

Sub Total	R75 000.00
Amount not yet due	R0.00
Amount Excl Tax	R75 000.00
Tax	R0.00
Total ZAR	R75 000.00



11.1.25 **CONTINUATION PROJECT - TRAILER MOUNTED SELF-PRIMING PUMP**

(C/M 2021/10/28 - 16/2/4/1)

**Special Management Committee Meeting of 14 October 2021, Addendum 6.4 page 00 refers.**

**A. The following item was submitted to the Management Committee for consideration:**

**1. Purpose**

The purpose of this submission is to request Management Committee to consider approving the Procurement of the Trailer Mounted Self-priming pump as a continuation project in order for payment for the pump to be honoured.

**2. Introduction**

An amount of N\$ 800 000.00 were transferred from vote 75-00-3-10-076-00 [Clean and Repair Raw Water Sump] in 2020/2021 financial year to a new vote 75-00-3-10-125-00 [Trailer Mounted Self Priming Pump] to procure a mobile self-priming pump. The order was issued to the supplier timeously and in accordance to the Public Procurement Act, but due to the delay in delivery the pump was only delivered at the end of August 2021. The late delivery resulted in the order that was issued and the fund that was allocated for the pump have been removed under the assigned vote and is no more valid.



The pump been delivered and have been tested and ready to be used, but it is required that the allocated fund for the project be re-approved as a continuous project by Management Committee.

**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

That approval be granted to the General Manager: Finance to transfer the Vote: 750031012500 (Trailer Mounted Self-Priming Pump) with the amount of N\$800 000.00 as a continuation project in respect of the 2021/2022 Financial Year, in order to pay the supplier for the delivery of the Trailer Mounted Self-Priming Pump.



11.1.26 **REQUESTS FOR PROVISION OF FUNDS FOR THE IT SUPPORT SERVICES CONTRACTS EXTENSION**

(C/M 2021/10/28 - D 12/1)

**Special Management Committee Meeting of 21 October 2021,**  
Addendum **5.16** page **00** refers.

**A. The following item was submitted to the Management Committee for consideration:**

**Introduction**

The implementation of IPSAS being the re-alignment of the Financial Management System a public entity utilises, in order to generate financial reports and statements according to **International Public Sector Accounting Standards (IPSAS)**.

Part the current BCX IT Support Services contract due to expire **30 November 2021** is the SALOR Financial Management system and it will therefore not be practical to invest further capital in the re-alignment of the SOLAR Financial Management System to comply with the IPSAS reporting standards, while anticipating that the SOLAR hire & Support contract will end on **30 November 2021**.

SOLAR Financial Management System being a product of BCX and also the current Financial management system being used by Council. The Procurement Committee without anticipating any additional IPSAS implementation cost and not being aware that there would be additional successive phases of IPSAS to be implemented, which would cost Council additional funds and exceed the current IT Support Services contract duration.

During a Procurement Committee Meeting held on **19 June 2019** resolved as following,

- (a) *That the following bidder being the most economical quotation obtained and complied with the requirements and conditions as set out in procurement document be informed of selection for award:*

	Bidder
<i>Bidder:</i>	<i>Business Connection Namibia (Pty) Ltd</i>
<i>Postal Address:</i>	<i>P O Box 6702, Ausspannplatz, Windhoek</i>
<i>Proc Ref No:</i>	<i>G/DP/SM-004/2019</i>
<i>Proc Title:</i>	<i>Provision of Consulting services for implementation of IPSAS for the Swakopmund Municipality</i>
<i>Amount – (Incl. VAT):</i>	<i>N\$ 2 006 813.35</i>
<i>VAT No.:</i>	<i>00049628015</i>
<i>Registration No.:</i>	<i>89/291</i>
<i>Delivery Date:</i>	<i>60 Days after the purchase order</i>

With reference to the above Procurement Committee resolution the implementation and re-alignment of the SOLAR Financial Management System to comply with IPSAS was completed and completion certificated signed off on **16 July 2021**. **See attached Annexure “A”**



## **Background**

Management Committee resolved on **29 July 2021**, under item 11.1.20:

*That Council approves the Implementation of IPSAS Reporting Framework, and that budgetary provision be made accordingly, as set out hereunder:*

Phases	Financial Year	Amount (N\$)
1	2021/2022	2 823 044.58
2	2022/2023	3 948 113.21
3	2023/2024	3 582 409.58
4	2024/2025	3 572 711.58
5	2025/2026	3 771 586.64

The implementation of IPSAS cannot be treated or approved in isolation, as it depended on the existence of a Financial Management System. With the current SOLAR Finance Management hire & Support contract expiring on **30 November 2021**, the implementation of IPSAS will be left in ambience, unless Council approves the provision of funds for the sourcing of a Financial Management System to implement IPSAS on.

Sequent to the above resolution by the Management Committee on **29 July 2021**, under item 10.3 resolved following:

*That permission be granted to the Acting General Manager: Corporate Services and HC to procure the services of an ITC Consultant to guide Council in the process of completing its IT needs assessment, the bidding process to obtain a successful candidate, the certification of the installation of new equipment as well as the satisfactory operation of the equipment and systems.*

The process of sourcing an IT Consultant to conduct full ICT needs assessment and compilation of bid specification for sourcing an IT Support Service provider based on actual Council IT needs, should approximately be ready by **May or June 2022**. The total procurement cycle for acquiring an IT Support Services provider may take between 3 to 6 months, depending on whether there's a responsive bidder with the first attempt.

Therefore, in order to ensure the uninterrupted continuation of the IT Support Services, the Procurement Management Unit requested various cost estimate options from BCX to extend the current IT Support Services contract.

Below are three possible option that Council may consider, while awaiting the finalisation of Council IT needs assessment from the independent consultant and for Council to approve the provision of funds based on the most economically beneficial option to Council.

### **1. OPTION 1: 19 Months contract extension inclusive Solar Hire and Support**

This option will be on the basis that Council resolves to put the IPSAS implementation on hold for 19 months, until such time that IT needs assessment is completed and Council calls for bids for



an ERP system that's already IPSAS compliant and also meets all other Council's IT needs.

<b>Option One IT support Services Cost Estimates 19 Months</b>		
<b>Description</b>	<b>Monthly Cost</b>	<b>19 Months ending June 2023 Cost</b>
SOLAR Hire & Support	61,002.46	1,159,046.74
Payday HR & Payrol	9,707.06	184,434.14
Onsite Cost	227,360.00	4,319,840.00
Microsoft 365	40,058.88	761,118.72
Infrastructure Services Network	103,140.45	1,959,668.55
Rental of HP Designjet T2300	3,506.55	66,624.45
Rental of HP Designjet T2500	5,061.96	96,177.24
PC Lease Agreement	32,831.41	623,796.79
PC Additional Nov 2016	7,596.70	144,337.30
Dgicon Lines	26,823.38	509,644.22
Monthly Maintenance	102,990.16	1,956,813.04
AD Webspace and ADSL Link	1,957.19	37,186.61
Scada Server	1,400.00	26,600.00
Mimecast Solution	17,917.05	340,423.95
Sharepoint DM	52,626.77	999,908.63
PC Lease Additional 24 Months	5,721.68	108,711.92
Exclaimer Signature Manager Exchange Edition	730.36	13,876.84
Exclaimer Signature Manager Exchange Edition	364.28	6,921.32
Support		
<b>Grand Total Exclusive VAT</b>	<b>700,796.34</b>	<b>13,315,130.46</b>
<b>Vat @ 15%</b>	<b>105,119.45</b>	<b>1,997,269.57</b>
<b>Grand Total Inclusive VAT</b>	<b>805,915.79</b>	<b>15,312,400.03</b>

The IT Support Services contract cost will increase from the current monthly contract cost of **N\$723,035.69** to **N\$805,915.79** which will be an escalation in the monthly contract cost of **N\$ 82,880.10**. Part of the escalation is due to the inclusion of the Microsoft 365 monthly cost of **N\$40,058.88** and the balance due to an increase on the monthly onsite support services cost.

**See attached Annexure "B" Quotation.**

**2. OPTION 2: 19 Months contract extension Exclusive Solar Hire and Support**

This option will only be applicable on the assumption that Council make provision for additional funds to extend the SOLAR Hire & Support contract for a period of 5 years in line with the 5 years IPSAS implementation plan. Therefore, option two is dependent on the approval and provision of funds for option three.

<b>Option Two IT support Services Cost Estimates 19 Months</b>		
<b>Description</b>	<b>Monthly Cost</b>	<b>19 Months ending June 2023 Cost</b>
SOLAR Hire & Support		
Payday HR & Payrol		
Onsite Cost	125,976.50	2,393,553.50
Microsoft 365	40,058.88	761,118.72
Infrastructure Services Network	103,140.45	1,959,668.55
Rental of HP Designjet T2300	3,506.55	66,624.45



Rental of HP Designjet T2500	5,061.96	96,177.24
PC Lease Agreement	32,831.41	623,796.79
PC Additional Nov 2016	7,596.70	144,337.30
Dgicon Lines	26,823.38	509,644.22
Monthly Maintenance	102,990.16	1,956,813.04
AD Webspace and ADSL Link	1,957.19	37,186.61
Scada Server	1,400.00	26,600.00
Mimecast Solution	17,917.05	340,423.95
Sharepoint DM	52,626.77	999,908.63
PC Lease Additional 24 Months	5,721.68	108,711.92
Exclaimer Signature Manager Exchange Edition	730.36	13,876.84
Exclaimer Signature Manager Exchange Edition	364.28	6,921.32
Support		
<b>Grand Total Exclusive VAT</b>	<b>528,703.32</b>	<b>10,045,363.08</b>
<b>Vat @ 15%</b>	<b>79,305.50</b>	<b>1,506,804.46</b>
<b>Grand Total Inclusive VAT</b>	<b>608,008.82</b>	<b>11,552,167.54</b>

The monthly IT Support Services Contract is low because it excludes the cost for the SOLAR hire & Support, the cost for the Payday Hr & Payroll system and the cost for the Solar Onsite Support which is estimates at about **N\$197,908.01** inclusive VAT per month and a total of **N\$3,760,252.15** inclusive VAT over 19 Months (**see attached Annexure C Quotation**). Subsequently all ERP system needs recommended by the IT consultant shall have to be applied to the SOLAR Financial Systems and that might come at an additional cost to council.

See attached Annexure "D" Quotation.

**3. Option Three: 60 Months (5 Years) Solar Hire and Support contract extension for the implementation of the IPSAS reporting standards**

During a meeting held on Management **29 July 2021** the Management Committee approved the provision of funds for the implementation of IPSAS in phases over 5 years and the IPSAS implementation will only be possible if Council approves the provision funds for the sourcing a Financial Management system for 5 years period for the implementation of IPSAS.

Option three is for Council to approve funds for the extension of the SOLAR Financial Management system Hire and Support contract for a 5 years period, as per the cost estimates below for the implementation of IPSAS.

PHASES	FINANCIAL YEAR	IPSAS AMOUNT (N\$)	SOLAR HIRE AMOUNT	ANNUAL IPSAS + SOLAR COST
1	2021/2022	2,823,045.00	2,065,122.24	4,888,167.24
2	2022/2023	3,948,112.92	2,065,122.24	6,013,235.16
3	2023/2024	3,582,409.92	2,065,122.24	5,647,532.16
4	2024/2025	3,572,712.00	2,065,122.24	5,637,834.24
5	2025/2026	3,771,587.04	2,065,122.24	5,836,709.28
<b>TOTAL VAT EXCLU COST</b>		<b>17,697,866.88</b>	<b>10,325,611.20</b>	<b>28,023,478.08</b>
<b>VAT @ 15%</b>		<b>2,654,680.03</b>	<b>1,548,841.68</b>	<b>4,203,521.71</b>
<b>TOTAL VAT INCLU COST</b>		<b>20,352,546.91</b>	<b>11,874,452.88</b>	<b>32,226,999.79</b>



The actual IPSAS implementation cost is **N\$32,226,999.79**, because in order for Council to be able to generate financial reports according to IPSAS standards, IPSAS must be implemented on a Financial Management system and the total estimated cost to extend Council current SOLAR Financial Management System Hire & Support contract is about **N\$11,874,452.88** for a 5 years period.

What's of great concern is that after Council invests a total of **N\$32,226,999.79** for the implementation of IPSAS on SOLAR and getting the SOLAR Financial Management Systems IPSAS compliant, Council will still not own the SOLAR Financial Management Systems at the end of the 5-year SOLAR hire & Support period, but on the other end BCX will have the benefit of owning a Financial Management System that fully IPSAS compliant funded by Swakopmund Municipal Council.

**See attached Annexure "E" Quotation.**

The cost extending IT Support Services Contract for 19 Months or the SOLAR hire & Support contract for 5 years was not budgeted for and requires that the GM: Finance makes available the necessary funds depending on the contract extension option approved by Council.

**B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That the General Manager: Finance makes available **N\$15,312,400.03 (VAT Inclusive)** for extension of the IT Support Services contract and provides proof of the availability of funds.
  - (b) That Council grants permission for the extension of the Current IT Support Services Contract **INCLUSIVE** of the SOLAR financial management System in terms of the provision of the Public Procurement Act, 2015 for a period of 6 months, while completing the ICT needs assessment and subsequently call for bids for an IT Support Service provider.
  - (c) That the IPSAS Reporting Standards be implemented separately from SOLAR.
  - (d) That Council requests for an extension from the office the Auditor General for the full implementation of IPSAS Reporting Standards until such time that the IT needs assessment has been completed, (highlighting that Council has an IPSAS compliant system) and a service provider has been appointed for the new period.
-





## MUNICIPALITY OF SWAKOPMUND

**Ref No:** 3/3/2/2  
**Enquiries:** H !Naruseb

(064) 410 4100  
088 651 9124  
P. O. Box 53  
Swakopmund - NAMIBIA  
[www.swkmun.com.na](http://www.swkmun.com.na)  
[swkmun@swkmun.com.na](mailto:swkmun@swkmun.com.na)

16 July 2021

Business Connexion Namibia (Pty) Ltd  
P O Box 534  
**SWAKOPMUND**  
13001

Dear Mr T Van Zyl

### IMPLEMENTATION OF IPSAS REPORTING FRAMEWORK

Please kindly find enclosed the signed off Acceptance/ Completion Certificate pertaining to the execution for implementing the International Public Sector Accounting Standards (IPSAS) Reporting Framework - Phase 1.

We trust that the above is in good order.

Yours faithfully

  
A Benjamin  
**CHIEF-EXECUTIVE OFFICER**

HN/afs



  
H !Naruseb  
**GENERAL MANAGER: FINANCE**





## IMPLEMENTATION OF A IPSAS REPORTING FRAMEWORK

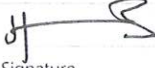
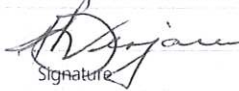
# BCX

### ACCEPTANCE / COMPLETION CERTIFICATE

Swakopmund Municipality	Representative: Alfeus Benjamin
Project No.: SYS-IMP-SWK Mun 000707	Reference: BCXQ136488
Project Manager: Theuns van Zyl	Date: 14 July 2021
DELIVERABLE ITEMS FOR SIGN-OFF	SIGN
<ul style="list-style-type: none"> <li>As per signed PID, dated 23 January 2020</li> </ul>	

CERTIFICATE TITLE: Swakopmund Municipality

I, THE UNDERSIGNED, AS A DULY AUTHORISED REPRESENTATIVE OF SWAKOPMUND MUNICIPALITY RECOMMENDS THE PROJECT / WORKS AS COMPLETED AND SATISFACTORY ACCORDING TO THE PROPOSAL.

ACCEPTED BY	SWAKOPMUND MUNICIPALITY
Hellao Naruseb	 Signature 16/07/2021 Date: dd/mm/yyyy
ACCEPTED BY	SWAKOPMUND MUNICIPALITY
Alfeus Benjamin	 Signature 16/7/21 Date: dd/mm/yyyy
ACCEPTED BY	BUSINESS CONNEXION
Theuns van Zyl	Signature Date: dd/mm/yyyy
ACCEPTED BY	BUSINESS CONNEXION
Horst Peter Hof	Signature Date: dd/mm/yyyy





of a particular project is critical to its successful use. Prince2™ projects are always focused on delivering specified products to meet a specified Business Case. Prince2™ enables the project to capture and retain a definition of the business benefits that are the driving force behind the project itself.

## 7. PROJECT PLAN

### 7.1 PRODUCT BREAKDOWN

- Setup new Database & link to Menu
- Setup General Ledger Setup & Consolidate Stock Control
- Setup Job Costing, Asset Register, Fleet Management, Bank Control, Billing, Receipting modules
- Update YTD Transactions & Payroll Vates
- Implement Accounting Policies
- Restatement of Opening Balances
- Implement Asset Register
- Activate & Implement AFS module
- IPSAS Training
- Transition Provisions Management
- Final Handover

### 7.2 MICROSOFT PROJECT SCHEDULE

Solution	Setup Complete Date	Go-Live Date
Setup new Database	15 October 2019	1 July 2020
General Ledger Setup	30 November 2019	1 July 2020
Consolidated Stock Control, Job Costing & Fleet Management	31 May 2020	1 July 2020
Payroll	12 June 2020	1 July 2020
Billing & Receipting	12 June 2020	1 July 2020
Asset Register Implementation	After Final AFS 2019/2020	After Final AFS 2019/2020

96 18 JN



Accounting Policies Development	31 March 2020	1 July 2020
Accounting Policies Implementation	31 August 2020	1 September 2021
Transitional Provision Management	30 June 2021	1 September 2021

Table 7-1 : Project Schedule

Refer to Project schedule in Appendix E.

### 7.3 PROJECT BUDGET AND BILLING PLAN

#### 7.3.1 Billing Schedule

Billing will be processed on the following schedule (all prices exclude VAT):

Payment	Solution	Completed Date	Payment Amount
Payment 1	Setup new Database	30 November 2019	N\$ 49 400.00
Payment 2	General Ledger Setup	30 November 2019	N\$ 79 040.00
Payment 3	Load & Balance Budgets	28 February 2020	N\$ 39 520.00
Payment 4	Consolidated Stock Control, Job Costing & Fleet Management	31 May 2020	N\$ 39 520.00
Payment 5	Implementation of Parameters	30 June 2020	N\$ 84 500.00
Payment 6	Billing & Receipting	30 June 2020	N\$ 39 520.00
Payment 7	Asset Register Implementation	After Final AFS 2019/2020	N\$ 148 200.00
Payment 8	Accounting Policies Development	31 March 2020	N\$ 585 292.50
Payment 9	Accounting Policies Implementation	31 August 2020	N\$ 387 413.00
Payment 10	Transitional Provision Management	30 June 2021	N\$ 292 649.50
<b>TOTAL</b>			<b>N\$ 1 745 055.00</b>

Table 7-2 : Billing Schedule

<b>Swakopmund Phase 1</b>			
<b>Payment 2: General Ledger Setup</b>			
General Ledger Setup	2.027 Unbundle 2020/2021 Opening balances from IMFO format to IPSAS Format	BCX-Financial	Done
<b>Payment 2: Asset Register Implementation</b>			
<b>Asset Register Implementation</b>			
Asset Register Implementation	15.001 Assist in developing asset register spreadsheets, to be taken up into Solar	Swakopmund / BCX	Done for existing FAR
	15.002 Assist in ensuring completeness and accuracy of information	Swakopmund / BCX	Done for existing FAR
	15.003 Upload information into Solar asset register test entity	BCX-SOLAR	Can only be done once FAR is final IPSAS
	15.004 Assist with comparison between information for upload, and test entity, and track any issues identified	Consulting Services	Dependent on 15.003
	15.005 Assist in correcting any issues identified from comparison, and provide updated information for upload	Swakopmund / BCX	Dependent on 15.004
	15.006 Upload adjusted information into Solar asset register test entity	BCX-SOLAR	Dependent on 15.005
	15.007 Repeat 15.004 to 15.006 until no issues are identified from comparisons	Swakopmund / BCX	Dependent on 15.006
	15.008 Upload test entity information to live system	BCX-SOLAR	Dependent on 15.007
<b>Payment 8 &amp; 9: Accounting Policies Development and Implementation</b>			
<b>Accounting Policies Development and Implementation</b>			
Accounting Policies Development and Implementation	12.001 Assist in assessing the currently pronounced IPSAS	Swakopmund / BCX	Done
	12.002 Assist in considering applicability of the pronounced IPSAS	Swakopmund / BCX	Done
	12.003 Assist in developing an understanding of the application of the pronounced IPSAS in relation to municipality's scenario	Swakopmund / BCX	Done
	12.004 Assist in assessing current accounting methods applied by the municipality	Swakopmund / BCX	Done
	12.005 Assist in comparing to the applicable IPSAS standards	Swakopmund / BCX	Done
	12.006 Assist in developing appropriate accounting policies	Swakopmund / BCX	Done
	12.007 Assist in identifying gaps from the current practice and full compliance	Swakopmund / BCX	Done
	12.008 Assist in designing projects to close gaps - all gaps will inform projects and interventions required to be developed	Swakopmund / BCX	Done
	12.009 Assist in managing designed projects	Swakopmund / BCX	Part of TP Management Payment 10
	12.010 Assistance with assessment of Transitional Provisions for applicability, in order to provide relief	Swakopmund / BCX	Done
<b>Payment 10: Transitional Provisions Management</b>			
<b>Transitional Provisions Management</b>			
Transitional Provisions Management	18.001 Assist in managing projects during transitional period to ensure they move to completion before expiry of period	Swakopmund / BCX	Would have been done during Transitional Period, but as agreed with Theuns and CFO this



Payment 2		Done	
General Ledger Section	18.002 Assist in identifying issues from projects	Swakopmund / BCX	was used to do additional assessments during Feb 2021 to April 2021 in order to provide quote for Phase 2. This budget was exhausted.
	18.003 Assist in Informing interventions required to close issues identified	Swakopmund / BCX	
	18.004 Assist in ensuring close out of all transitional provisions sufficiently	Swakopmund / BCX	
Phase 2 Related			
Final IPSAS Balances and Transactions Related after Transitional Provision Period			
Restatement of Opening Balances	13.001 Assist in ensuring opening balances do not contain misstatements that materially affect the financial statements	Swakopmund / BCX	Phase 2 relating
	13.002 Assist in ensuring that opening balances have been correctly brought forward from the prior year's audited AFS	Swakopmund / BCX	
	13.003 Assist on consistency in the compilation of current and comparative figures	Swakopmund / BCX	
	13.004 Assist in the consistency of accounting policies applied (either retrospectively, prospectively and/or in-line with its transitional provisions (if any))	Swakopmund / BCX	
	13.005 Assist in identifying gaps form the current practice and full compliance	Swakopmund / BCX	
	13.006 Assist in designing projects to close gaps - all gaps will inform projects and interventions required to be developed	Swakopmund / BCX	
	13.007 Assist in managing designed projects	Swakopmund / BCX	
Asset Unbundling and Restatement	14.001 Assist in initial recognition of assets, in line with appropriate components and sub-components	Swakopmund / BCX	Phase 2 relating
	14.002 Assist in subsequent measurement of assets	Swakopmund / BCX	
	14.003 Assist in setting up processes for daily/monthly/yearly transactions	Swakopmund / BCX	
	14.004 Assist in developing depreciation methodology	Swakopmund / BCX	
	14.005 Assist in developing processes for transfer to/from Work-in-Progress	Swakopmund / BCX	
	14.006 Assist in useful life adjustments, impairments, disposals etc	Swakopmund / BCX	
	14.007 Assist in identifying gaps form the current practice and full compliance	Swakopmund / BCX	
	14.008 Assist in designing projects to close gaps - all gaps will inform projects and interventions required to be developed	Swakopmund / BCX	
	14.009 Assist in managing designed projects	Swakopmund / BCX	
Activation and Implementation of SOLAR AFS Module	16.001 Assist in obtaining all available (after transformation adjustments) Trial Balances and other pertinent information	Swakopmund / BCX	Phase 2 relating
	16.002 Assist in completing/compiling the AFS and Notes thereto, and populating/compiling the AFS according to IPSAS TB and relating information	Swakopmund / BCX	
	16.003 Assist in identifying gaps form the current practice and full compliance	Swakopmund / BCX	
	16.004 Assist in designing projects to close gaps - all gaps will inform projects and interventions required to be developed	Swakopmund / BCX	

Payment 2		General Ledger Setup		Done	
		16.005	Assist in managing designed projects	Swakopmund / BCX	
IPSAS Training	17.001	Overall Standard presentation level for 3 day workshop on IPSAS training for Councillors		Swakopmund / BCX	Phase 2 relating
	17.002	Overall Standard presentation level for 3 day workshop on IPSAS training for Officials		Swakopmund / BCX	

**Business Connexion Namibia (PTY) Ltd**

Schul Street  
Antonius Garten  
Swakopmund  
Namibia

P O Box 534  
Swakopmund  
Namibia

Tel: +264 64 40-2185  
Fax: +264 64 40-2188

**QUOTE**

Date	Expiry Date	Quote #
15/10/2021	16/10/2021	BCXQ160415

**Sold To:** SWAKOPMUND MUNICIPALITY (SWK)**Ship To:** SWAKOPMUND MUNICIPALITY (SWK)

P.O. BOX 53  
SWAKOPMUND  
NAMIBIA

P.O. BOX 53  
SWAKOPMUND  
NAMIBIA

**Phone:** 064-4104111  
**Fax:** 064-4104208

**Phone:** 064-4104111  
**Fax:** 064-4104208

d) A cost estimate for extension of the following IT Support services, SOLAR support & Hire and other related services, within the same parameters of the current contract terms & references until 30 June 2023

Terms

Account Exec

P.O. Number

Ship Via

0

Horst Peter Hof

Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
1	19		Solar Financial System & QlikSense	N\$61,002.46	N\$1,159,046.74
2	19		PayDay HR & Payrol	N\$9,707.06	N\$184,434.14
3	19		Onsite Support	N\$227,360.00	N\$4,319,840.00
4			SubTotal		N\$5,663,320.88
5	19		Microsoft 365 Business Standard	N\$40,058.88	N\$761,118.72
6			SubTotal		N\$761,118.72
7	19		Infrastructure Servers Network	N\$103,140.45	N\$1,959,668.55
8	19		Rental of HP Designjet T2300	N\$3,506.55	N\$66,624.45
9	19		Rental of HP Designjet T2500	N\$5,061.96	N\$96,177.24
10	19		PC lease agreement	N\$32,831.41	N\$623,796.79
11	19		PC Lease Additional	N\$7,596.70	N\$144,337.30
12	19		Digicon Lines	N\$26,823.38	N\$509,644.22
13	19		Monthly Maintenance	N\$102,990.16	N\$1,956,813.04
14	19		Ad Webspace and ADSL Link	N\$1,957.19	N\$37,186.61
15	19		Scada Server	N\$1,400.00	N\$26,600.00
16	19		Mimecast Solution	N\$17,917.05	N\$340,423.95
17	19		Sharepoint DM	N\$52,626.77	N\$999,908.63
18	19		PC Lease Additional 24month	N\$5,721.68	N\$108,711.92
19	19		Exclaimer Signature Manager Exchange Edition	N\$730.36	N\$13,876.84

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Page 1

1 of 3



Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
20	19		Exclaimer Signature Manager Exchange Edition	N\$364,28	N\$6,921,32
21			SubTotal		N\$6,890,690,86
				SubTotal	N\$13,315,130,46
				VAT	N\$1,997,269,57
				Shipping	N\$0,00
				<b>Total</b>	<b>N\$15,312,400,03</b>

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by a limited warranty, covering parts on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 10% restocking fee with original packaging. All prices exclude vat unless otherwise stated. Prices are subject to movement in exchange rate unless a forward cover agreement was requested by the client. Quotation is based on a 6 to 8 weeks delivery period for non stock items. This quotation is subject to Business Connexion standard terms and conditions current at the time of this quotation and are available on request from Business Connexion. OEM fees (where applicable) are mandatory and are presented as a once off fee or a recurring charge depending on the equipment. Purchase order required for all sales unless otherwise agreed to in writing. Purchase orders may not overwrite Business

**Business Connexion Namibia (PTY) Ltd**

Schul Street P O Box 534 Tel: +264 64 40-2185  
 Antonius Garten Swakopmund Fax: +264 64 40-2188  
 Swakopmund Namibia

**QUOTE**

Date	Expiry Date	Quote #
19/10/2021	20/10/2021	BCXQ160481

**Sold To:** SWAKOPMUND MUNICIPALITY (SWK)**Ship To:** SWAKOPMUND MUNICIPALITY (SWK)

P.O. BOX 53  
 SWAKOPMUND  
 NAMIBIA

P.O. BOX 53  
 SWAKOPMUND  
 NAMIBIA

**Phone:** 064-4104111  
**Fax:** 064-4104208

**Phone:** 064-4104111  
**Fax:** 064-4104208

Solar		Terms	Account Exec	P.O. Number	Ship Via
		0	Horst Peter Hof		
Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
1	19		Solar Financial System & QlikSense	N\$61,002.46	N\$1,159,046.74
2	19		PayDay HR & Payrol	NS9,707.06	N\$184,434.14
3	19		Onsite Support	N\$101,384.40	N\$1,926,303.60
4			SubTotal		N\$3,269,784.48
				SubTotal	N\$3,269,784.48
				VAT	N\$490,467.67
				Shipping	N\$0.00
				Total	N\$3,760,252.15

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by a limited warranty, covering parts on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 10% restocking fee with original packaging. All prices exclude vat unless otherwise stated. Prices are subject to movement in exchange rate unless a forward cover agreement was requested by the client. Quotation is based on a 6 to 8 weeks delivery period for non stock items. This quotation is subject to Business Connexion standard terms and conditions current at the time of this quotation and are available on request from Business Connexion. OEM fees (where applicable) are mandatory and are presented as a once off fee or a recurring charge depending on the equipment. Purchase order required for all sales unless otherwise agreed to in writing. Purchase orders may not overwrite Business



## **QUOTE ACCEPTANCE & SIGN-OFF SHEET**

### **Additional services required (mark with ✓):**

Standard Hourly labour rate (ACTUAL HOURS USED WILL BE INVOICED) - N\$500.00 excl. Vat (The labour rate is dependent on the level of skills required from BCX)

- Transfer of existing Data, e.g. Desktop, My Documents, etc. ....
- Transfer of Email data and setup Outlook .....
- Transfer of Internet Favourites .....
- Setting up of 3<sup>rd</sup> party hardware devices (not purchased from Business Connexion) per device, e.g. Printer, Scanner .....
- Installation of 3<sup>rd</sup> party software applications (not purchased from Business Connexion), e.g. MS Office, Anti-Virus, I-Tunes, DropBox, Skype, Google Earth .....
- Specify names of Applications: .....

- Downloading of 3<sup>rd</sup> party software – if not available on hard copy .....
- Creating initial Backup ..... (BCX will not be held liable for any loss of data)
- Join device to an existing Network .....
- Delivery of equipment on-site at N\$ 150.00 excl. VAT, should total purchase be less than N\$ 1000.00 excl. Vat. ....
- Network cabling – SITE INSPECTIONS MUST BE PERFORMED TO MAKE SURE ALL ROUTES, CHANNELING, etc. ARE IN PLACE. A separate quote will be done .....

### **NOTES FOR SETUP OF EQUIPMENT:**

- All 3<sup>rd</sup> party software license keys must be provided!
- End-user e-mail account details must be provided, i.e. Usernames and Passwords!
- All 3<sup>rd</sup> party hardware drivers and software must be provided!

### **Special stock and spares orders:**

- Any order for specialized equipment or spares will require a deposit paid in advance before such equipment or spares are ordered
- ETA's (Estimate Time of Arrival) on specialized items are not guaranteed

### **Stock return policy and Handling Fees:**

- Specialized items cannot be returned for credit
- Please make sure the correct part numbers, serial numbers or model numbers are provided before any order is placed
- Opened consumables (Toners, cartridges, etc.) will not be accepted for credit
- Should any equipment be returned without the original packaging, BCX reserves the right to decline such a return
- Should any return be approved, a 10% handling fee is required upon the return of such equipment

### **Payment options: (Please mark with ✓)**

- |                                     |                  |
|-------------------------------------|------------------|
| 1.) EFT (Electronic Funds Transfer) | Yes..... No..... |
| 2.) Cash                            | Yes..... No..... |
| 3.) Debit/Credit Card               | Yes..... No..... |
| 4.) Account                         | Yes..... No..... |

NB: All payments should be done before equipment gets delivered/installed/ordered (specialized items).

### **BCX Banking Details:**

Nedbank Namibia (Independence Avenue)  
Acc no: 11000041825  
Branch Code: 461617

OR

FNB Namibia  
Acc no: 62253117264  
Branch Code: 289180

Quote accepted (mark with ✓) Yes..... No.....

Sign: \_\_\_\_\_

Date: \_\_\_\_\_



**Business Connexion Namibia (PTY) Ltd**

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Antonius Garten  
Swakopmund  
Namibia

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Swakopmund  
Namibia

Tel: +264 64 40-2185  
Fax: +264 64 40-2188

**QUOTE**

Date	Expiry Date	Quote #
19/10/2021	20/10/2021	UNSAVED

**Sold To:** SWAKOPMUND MUNICIPALITY (SWK)**Ship To:** SWAKOPMUND MUNICIPALITY (SWK)

P.O. BOX 53  
SWAKOPMUND  
NAMIBIA

P.O. BOX 53  
SWAKOPMUND  
NAMIBIA

Phone: 064-4104111  
Fax: 064-4104208

Phone: 064-4104111  
Fax: 064-4104208

Infrastructure Terms Account Exec P.O. Number Ship Via  
0 Horst Peter Hof

Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
1	19		Microsoft 365 Business Standard	N\$40,058.88	N\$761,118.72
2			SubTotal		N\$761,118.72
3	19		Infrastructure Servers Network	N\$103,140.45	N\$1,959,668.55
4	19		Rental of HP Designjet T2300	N\$3,506.55	N\$66,624.45
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15	19		Exclaimer Signature Manager Exchange Edition	N\$730.36	N\$13,876.84
16	19		Exclaimer Signature Manager Exchange Edition	N\$364.28	N\$6,921.32
17	19		Onsite Support	N\$125,976.50	N\$2,393,553.50
18			SubTotal		N\$9,284,244.36

Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
				SubTotal	N\$10,045,363.08
				VAT	N\$1,506,804.46
				Shipping	N\$0.00
				<b>Total</b>	<b>N\$11,552,167.54</b>

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by a limited warranty, covering parts on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 10% restocking fee with original packaging. All prices exclude vat unless otherwise stated. Prices are subject to movement in exchange rate unless a forward cover agreement was requested by the client. Quotation is based on a 6 to 8 weeks delivery period for non stock items. This quotation is subject to Business Connexion standard terms and conditions current at the time of this quotation and are available on request from Business Connexion. OEM fees (where applicable) are mandatory and are presented as a once off fee or a recurring charge depending on the equipment. Purchase order required for all sales unless otherwise agreed to in writing. Purchase orders may not overwrite Business



## QUOTE ACCEPTANCE & SIGN-OFF SHEET

### Additional services required (mark with ✓):

Standard Hourly labour rate (ACTUAL HOURS USED WILL BE INVOICED) - N\$500.00 excl. Vat (The labour rate is dependent on the level of skills required from BCX)

- Transfer of existing Data, e.g. Desktop, My Documents, etc. ....
- Transfer of Email data and setup Outlook .....
- Transfer of Internet Favourites .....
- Setting up of 3<sup>rd</sup> party hardware devices (not purchased from Business Connexion) per device, e.g. Printer, Scanner .....
- Installation of 3<sup>rd</sup> party software applications (not purchased from Business Connexion), e.g. MS Office, Anti-Virus, I-Tunes, DropBox, Skype, Google Earth .....
- Specify names of Applications: .....

- Downloading of 3<sup>rd</sup> party software – if not available on hard copy .....
- Creating initial Backup ..... (BCX will not be held liable for any loss of data)
- Join device to an existing Network .....
- Delivery of equipment on-site at N\$ 150.00 excl. VAT, should total purchase be less than N\$ 1000.00 excl. Vat. ....
- Network cabling – SITE INSPECTIONS MUST BE PERFORMED TO MAKE SURE ALL ROUTES, CHANNELING, etc. ARE IN PLACE. A separate quote will be done .....

### NOTES FOR SETUP OF EQUIPMENT:

- All 3<sup>rd</sup> party software license keys must be provided!
- End-user e-mail account details must be provided, i.e. Usernames and Passwords!
- All 3<sup>rd</sup> party hardware drivers and software must be provided!

### Special stock and spares orders:

- Any order for specialized equipment or spares will require a deposit paid in advance before such equipment or spares are ordered
- ETA's (Estimate Time of Arrival) on specialized items are not guaranteed

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### Payment options: (Please mark with ✓)

- |                                     |                  |
|-------------------------------------|------------------|
| 1.) EFT (Electronic Funds Transfer) | Yes..... No..... |
| 2.) Cash                            | Yes..... No..... |
| 3.) Debit/Credit Card               | Yes..... No..... |
| 4.) Account                         | Yes..... No..... |

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#### BCX Banking Details:

Nedbank Namibia (Independence Avenue)  
Acc no: 11000041825  
Branch Code: 461617

OR

FNB Namibia  
Acc no: 62253117264  
Branch Code: 289180

Quote accepted (mark with ✓) Yes..... No.....

Sign: \_\_\_\_\_

Date: \_\_\_\_\_



**Business Connexion Namibia (PTY) Ltd**

Schul Street  
Antonius Garten  
Swakopmund  
Namibia

P O Box 534  
Swakopmund  
Namibia

Tel: +264 64 40-2185  
Fax: +264 64 40-2188

**QUOTE**

Date	Expiry Date	Quote #
14/10/2021	13/10/2021	BCXQ160314-01

**Sold To:** SWAKOPMUND MUNICIPALITY (SWK)**Ship To:** SWAKOPMUND MUNICIPALITY (SWK)

P.O. BOX 53  
SWAKOPMUND  
NAMIBIA

P.O. BOX 53  
SWAKOPMUND  
NAMIBIA

**Phone:** 064-4104111  
**Fax:** 064-4104208

**Phone:** 064-4104111  
**Fax:** 064-4104208

Solar hire & Support 5 Year extension      Terms      Account Exec      P.O. Number      Ship Via  
Option 1

0      Horst Peter Hof

Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
1			<b>SOLAR - 5 Year</b>		
2	60	Solar	CONTRACT RENTAL SOLAR Hire & Support	N\$172,093.52	N\$10,325,611.20
3			SubTotal		N\$10,325,611.20
4			<b>IPSAS - 5 Year</b>		
5			<b>Year 1</b>		
6	12	IPSAS	IPSAS 2 Cash Flow Statements IPSAS 3 Accounting Policies, Changes in Accounting Estimates and Errors IPSAS 5 Borrowing Costs IPSAS 14 Events After the Reporting Date IPSAS 24 Presentation of Budget Information in Financial Statements	N\$235,253.75	N\$2,823,045.00
7			<b>Year 2</b>		
8	12	IPSAS	IPSAS 1 Presentation of Financial Statements IPSAS 9 Revenue from Exchange Transactions IPSAS 13 Leases IPSAS 19 Provisions, Contingent Liabilities and Contingent Assets IPSAS 39 Employee Benefits	N\$329,009.41	N\$3,948,112.92
9			<b>Year 3</b>		
10	12	IPSAS	IPSAS 18 Segment Reporting IPSAS 20 Related Party Disclosures IPSAS 34 Separate Financial Statements IPSAS 36 Investments in Associates and Joint Ventures IPSAS 38 Disclosure of Interests in Other Entities	N\$298,534.16	N\$3,582,409.92
11			<b>Year 4</b>		
12	12	IPSAS		N\$297,726.00	N\$3,572,712.00

Ln #	Qty	Part No.	Description	Unit Price	Ext. Price Excl VAT
			IPSAS 12 Inventories		
			IPSAS 23 Revenue from Non-Exchange Transactions (Taxes and Transfers)		
			IPSAS 28 Financial Instruments: Presentation		
			IPSAS 29 Financial Instruments: Recognition and Measurement		
			IPSAS 30 Financial Instruments: Disclosures		
13		Ongoing			
14	12	IPSAS	IPSAS 16 Investment Property	N\$314,298.92	N\$3,771,587.04
			IPSAS 17 Property, Plant and Equipment		
			IPSAS 21 Impairment of Non-Cash-Generating Assets		
			IPSAS 26 Impairment of Cash-Generating Assets		
			IPSAS 27 Agriculture		
			IPSAS 31 Intangible Assets		
15			SubTotal		N\$17,697,866.88
			SubTotal		N\$28,023,478.08
			VAT		N\$4,203,521.71
			Shipping		N\$0.00
			<b>Total</b>		<b>N\$32,226,999.79</b>

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by a limited warranty, covering parts on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 10% restocking fee with original packaging. All prices exclude vat unless otherwise stated. Prices are subject to movement in exchange rate unless a forward cover agreement was requested by the client. Quotation is based on a 6 to 8 weeks delivery period for non stock items. This quotation is subject to Business Connexion standard terms and conditions current at the time of this quotation and are available on request from Business Connexion. OEM fees (where applicable) are mandatory and are presented as a once off fee or a recurring charge depending on the equipment. Purchase order required for all sales unless otherwise agreed to in writing. Purchase orders may not overwrite Business



## QUOTE ACCEPTANCE & SIGN-OFF SHEET

### Additional services required (mark with ✓):

Standard Hourly labour rate (ACTUAL HOURS USED WILL BE INVOICED) - N\$500.00 excl. Vat (The labour rate is dependent on the level of skills required from BCX)

- Transfer of existing Data, e.g. Desktop, My Documents, etc. ....
  - Transfer of Email data and setup Outlook .....
  - Transfer of Internet Favourites .....
  - Setting up of 3<sup>rd</sup> party hardware devices (not purchased from Business Connexion) per device, e.g. Printer, Scanner .....
  - Installation of 3<sup>rd</sup> party software applications (not purchased from Business Connexion), e.g. MS Office, Anti-Virus, I-Tunes, DropBox, Skype, Google Earth .....
- Specify names of Applications: .....

- Downloading of 3<sup>rd</sup> party software – if not available on hard copy .....
- Creating initial Backup ..... (BCX will not be held liable for any loss of data)
- Join device to an existing Network .....
- Delivery of equipment on-site at N\$ 150.00 excl. VAT, should total purchase be less than N\$ 1000.00 excl. Vat. ....
- Network cabling – SITE INSPECTIONS MUST BE PERFORMED TO MAKE SURE ALL ROUTES, CHANNELING, etc. ARE IN PLACE. A separate quote will be done .....

### NOTES FOR SETUP OF EQUIPMENT:

- All 3<sup>rd</sup> party software license keys must be provided!
- End-user e-mail account details must be provided, i.e. Usernames and Passwords!
- All 3<sup>rd</sup> party hardware drivers and software must be provided!

### Special stock and spares orders:

- Any order for specialized equipment or spares will require a deposit paid in advance before such equipment or spares are ordered
- ETA's (Estimate Time of Arrival) on specialized items are not guaranteed

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Sign: \_\_\_\_\_

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