

# MUNICIPALITY OF SWAKOPMUND

DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES  
ECONOMIC DEVELOPMENT SECTION



## NOTICE NO: 59/2020

**INVITATION FOR BUSINESS PROPOSALS TO LEASE  
BUSINESS PREMISES AT THE MULTIPURPOSE  
CENTER, ERF 4348, MONDESA.**

|  |                                 |
|--|---------------------------------|
| <b>NAME OF APPLICANT:</b>                              |                                 |
| <b>POSTAL ADDRESS:</b>                                 |                                 |
|  |                                 |
| <b>BUSINESS ADDRESS:</b>                               |                                 |
|  |                                 |
| <b>TELEPHONE:</b>                                      |                                 |
| <b>FACSIMILE:</b>                                      |                                 |
| <b>E-MAIL:</b>   |                                 |
| <b>TYPE OF BUSINESS<br/>PREMISES APPLIED FOR<br/>:</b> |                                 |
| <b><u>CLOSING DATE:</u></b>                            | <b>11 November 2020 @ 11:00</b> |

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## 1. Notice:

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### INVITATION FOR BUSINESS PROPOSALS TO LEASE BUSINESS PREMISES AT THE MULTIPURPOSE CENTRE, ERF 4348 MONDESA



#### Municipality of Swakopmund

#### INVITATION FOR BUSINESS PROPOSALS TO LEASE BUSINESS PREMISES AT MULTIPURPOSE CENTRE, ERF 4348 MONDESA

**Description:** Business proposals are hereby invited from local businesses to lease business premises at Multipurpose Centre, erf 4348, Mondesa

**Closing Date:** 11 November 2020 at 11h00

**Documents:** Available at the Economic Development office, at the Municipal Head Office, Room E1-23, c/o Rakotoka Street & Daniel Kamho Avenue) Swakopmund

**Levy:** Free of Charge

**Enquiries:** Ms. RN. Shipunda/ Mr. S Shikesho  
**Tel:** +264-64-410 4612  
**Fax:** 0886519135

Proposals in sealed envelopes clearly marked "**BUSINESS PROPOSALS TO LEASE BUSINESS PREMISES AT THE MULTIPURPOSE CENTRE, ERF 4348, MONDESA**" and addressed to the General Manager: Community Development Services Department must be placed in the Quotation box on the Ground floor, Municipal Head Office, c/o Rakotoka Street and Daniel Kamho Avenue, Swakopmund or be posted to the General Manager, Community Development Services Department, P. O. Box 53, Swakopmund.

**NOTICE NO: 59/2020**

**A BENJAMIN  
CHIEF EXECUTIVE OFFICER**

## 2. INTRODUCTION

### INTRODUCTION

The need for business trading spaces (premises) remains one of the top challenges inhibiting successful business development particularly among the SMEs. As part of the Municipality's Local Economic Development Strategic objectives, aimed at providing entrepreneurs with trading spaces, the following business premises were developed and will be leased to local small and medium entrepreneurs.

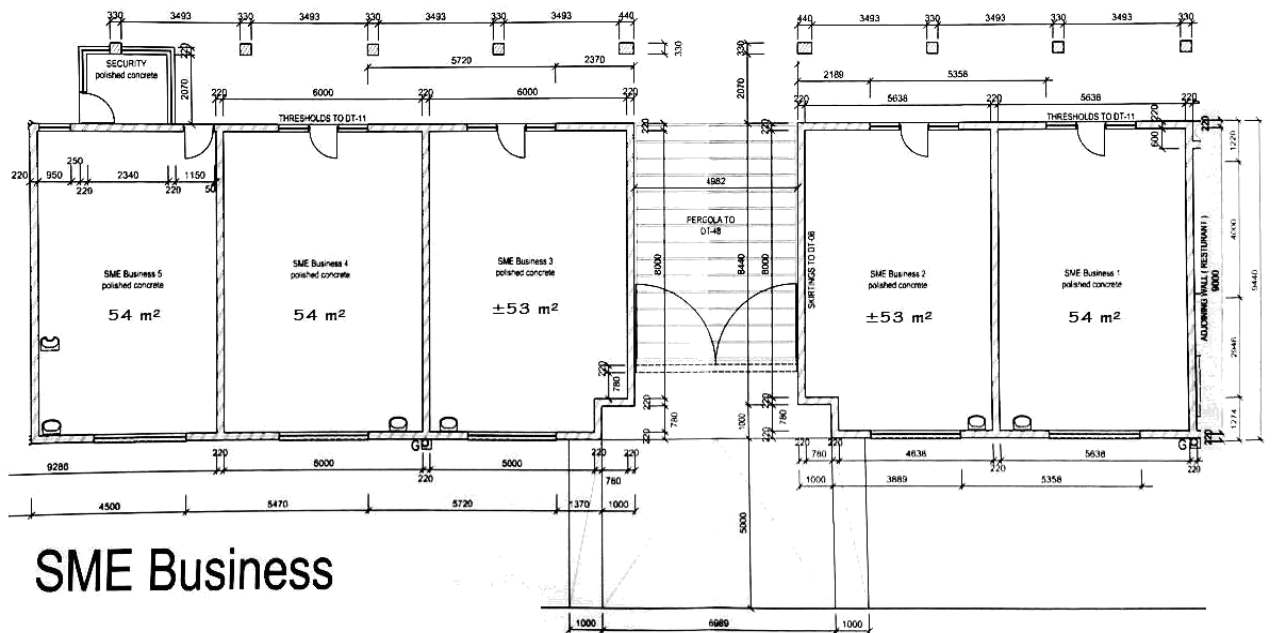
These premises will be leased to local entrepreneurs in the following business sectors:

- Stationary shop
- Office (e.g. real estate/ architecture/ town planner etc.).

## 3. DESCRIPTION OF PREMISES AND LAYOUT

The premises consist of the following five (5) units as depicted on the layout below:

- 54m<sup>2</sup> room for Stationery shop
- 53m<sup>2</sup> room for office purpose



## 4. GENERAL CONDITIONS

- (a) The applicant's name, address, and telephone number must be clearly stated
- (b) The Application, as a condition for its validity, must comprise of the **original** proposal document supplied by Swakopmund Municipality and shall be duly signed and dated at each place so indicated. Any annexures that an applicant submits, inclusive of all coloured brochures, shall all be signed or initialled.
- (c) Any proposal submitted by any applicant shall be irrevocable for a period of **90 (ninety)** days from the closing date. Within such period, the Council for the Municipality of Swakopmund can, in its entire discretion, either accept or reject any offer, or accept any part thereof subject to such conditions as it may set out
- (d) The application, as a condition for its validity, must be signed in ink (no correction fluid or pencil may be used); if this condition is not applied such proposal will be viewed as incomplete/invalid and will not be considered.
- (e) The premises will be allocated on the basis of the motivation/statement as contained in the proposal submitted.
- (f) The Municipality of Swakopmund is not obliged to accept any proposal.
- (g) Neither Council, nor the staff members of Swakopmund Municipality will entertain any discussions regarding the manner of proposal award after the award is made by Council.
- (h) All Municipal regulations and or by-laws in force within the Municipal area will be applicable to the lessee.
- (i) The following documents shall be **submitted and attached** to the original proposal document:
  - (i) A copy of a "**Registration & Fitness Certificate**" from a Local Authority Health Department or Ministry of Health & Social Services of a current registration as well as previous registrations.
  - (ii) A copy of a "**Company Registration**" from Ministry of Industrialisation, Trade and SME Development.
  - (iii) A certified copy of the applicants Namibian Identity document.
- (j) A **complete Business Proposal** shall be submitted and attached to this invitation document containing the following information:
  - (i) Company profile
  - (ii) A motivation indicating how the proposed business will benefit the community of Swakopmund.
  - (iii) References on previous business activities, stating the town and

- address where the previous businesses have been conducted or previous employers.
- (iv) Proof of residence (i.e. Voter's card, consumer account, rental lease agreement etc).

## **5. SPECIFICATION AND REQUIREMENTS**

1. Rental fee is fixed as per the table below:

| <b>Description of the item</b> | <b>Total Price per month (15% VAT incl)</b> |
|--------------------------------|---|
| SME Unit 2                     | N\$ 1,342.05                                |
| SME Unit 4                     | N\$ 1,457.05                                |

2. Rental fee will escalate by  $\pm 10\%$  annually as at 1 July.
3. Lessee is responsible for their own electricity and water consumption; there is a prepaid electricity meter installed and each unit has its separate water meter.
4. Lessee must ensure that the water is connected upon occupying the premises.
5. Lessee shall be responsible for the repair and maintenance of municipal equipment except for acceptable wear and tear.
6. Successful applicant shall enter into a lease agreement with Council for three (3) years, renewable subjects to terms and conditions of the lease agreement.

**NB: PLEASE NOTE THE RENTAL FEE ABOVE DOES NOT INCLUDE BASIC CHARGES.**

**APPLICATION FOR PROPOSAL TO RENT BUSINESS PREMISES AT THE MULTIPURPOSE CENTER IN MONDESA**

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I/We


Street Address:

*(Details of applicant)*

**Full Names & Surname of Applicant**

**Namibian Identity Number (Copy to be attached)**

**FULL CONTACT DETAILS:**

|  |  |  |  |
|--|--|--|--|
|   |  |  |  |
|   |  |   |  |
|  |  |  |  |

hereby offer to **RENT A BUSINESS PREMISES** of Swakopmund Municipality in accordance with specifications and conditions and also in terms of the Municipal Property Policy and Town Planning Scheme as specified in this document.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**PRINT: NAME OF APPLICANT**