

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ECONOMIC DEVELOPMENT SERVICES YOUTH DEVELOPMENT SECTION



NOTICE NO: 59/2020

INVITATION FOR BUSINESS PROPOSALS TO LEASE (ONE) 1 KIOSK ON EFR 3701 MONDESA

NAME OF APPLICANT:	
POSTAL ADDRESS:	
BUSINESS ADDRESS:	
TELEPHONE:	
FACSIMILE:	
E-MAIL:	

CLOSING DATE: 11 November 2020 @11h00

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INVITATIONS FOR BUSINESS PROPOSALS TO LEASE A KIOSK AT ERF 3701 MONDESA

PROCUREMENT UNIT		
For the Swakopmund Municipality		
INVITATION FOR EXPRESSION OF		
INTEREST		
NOTICE NO.	:	59/2020
DESCRIPTION	:	INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR RENTAL OF 2 x BUSINESS PREMISES AT THE GERMINA NDAPUOSHISHO SHITALENI MULTIPURPOSE CENTER, ERF 4348 MONDESA AND A YOUTH KIOSK AT ERF 3701 MONDESA
CLOSING DATE	:	11 November 2020 at 11h00
DOCUMENTS	:	Available at the Economic Development Office, Room E1 – 23, at the Municipal Head Office c/o Rakotoka & Daniel Kamho Avenue
LEVY	:	Free of charge
ENQUIRIES	:	Ms. R N Shipunda/ S Shikesho
Tel.	:	+264 64 – 410 4612
EOI in sealed envelopes clearly marked EXPRESSION OF INTEREST TO LEASE BUSINESS PREMISES AT THE GERMINA NDAPUOSHISHO SHITALENI MULTIPURPOSE CENTRE, ERF 4348, MONDESA AND A YOUTH KIOSK ON ERF 3701 MONDESA and addressed to the Accounting Officer, must be placed in the Yellow box on the Ground Floor , Municipal Offices, c/o Rakotoka Street & Daniel Kamho Avenue, Swakopmund or be posted to the Accounting Officer, P.O. Box 53, Swakopmund.		
Notice No.	:	59/2020
		A Benjamin CHIEF EXECUTIVE OFFICER

A. GENERAL CONDITIONS

1. Any offer submitted by any applicant shall be irrevocable for a period of 90 (ninety) days from the closing date. Within such period, Council can, in its entire discretion, either accept or reject any proposal, or accept any part thereof subject to such conditions as it may set out.
2. The said offer form in order to qualify for consideration by the Municipality Council shall be conscientiously and exhaustively completed in all and every detail and Council reserves for itself the right, within its entire discretion, to refuse to consider any offer which while on the face thereof purporting to be an offer form does in fact not in each and every aspect strictly comply in all and every respect, with the requirements as prescribed by Council.
3. Proposals must be submitted in the applicant's own name or business and should not be transferable
4. The applicant's name, address and telephone number must be clearly stated.
5. Any offer sent by fax machine and which is received before the closing hour and date advertised for receiving offers shall be accepted if the name of the Tenderer and the amount of the offer are clearly stated therein; provided that such offer sent by fax machine is confirmed by a written offer received at the place so advertised within 72 hours after the closing hour and date for offer and which was posted before the closing hour. The official Post Office receipt shall be faxed together with the offer and a certified copy thereof shall be submitted with the written offer.
6. Any offer must comprise of the offer form properly filled out, business proposal and any relevant annexures.
7. **ALL MUNICIPAL REGULATIONS AND / OR BY-LAWS IN FORCE WITHIN THE MUNICIPAL AREA WILL BE APPLICABLE.**

SPECIFICATIONS

1. A detailed business proposal must be submitted. A guiding template is attached for ease of reference. (Annexure A)
2. The offer is limited to youth groups which are registered with the Swakopmund Municipality

OR

To unemployed local youths residing in Swakopmund. Proof of residence shall be attached i.e. voters registration card, declaration from the Namibian Police confirming residentship.

3. Established Micro and Small Entrepreneurs will not be considered.
4. A youth is defined as a person in the age group 16-35 years
5. Bidders are requested to specify a kiosk of interest, as only one proposal will be accepted per person or group.
6. The kiosk will be leased for a period of two (2) years at a fee of **N\$ 325.45** per month which will escalate by 10% a year.
7. The LESSEE shall be expected to:
 - Clean (rake) the area around the kiosk
 - See to the cleanliness of the nearby playground
 - Clean the toilets (inside and outside)
 - Control the use of toilets, but does not derive any income from the use thereof
8. Selling of alcohol beverages or overnighting on the premises will not be allowed
9. The LESSEE must specify his/her trading hours

OFFER FORM

Name & Surname of Applicant:

.....

Identity Number:

.....

Name of entity (if any) in which the business will operate:

.....

Represented by:


.....


Contact Person:

.....











Rental fee offered
N\$ 325.45 p/m

I acknowledge that I fully understand and accept the conditions and criteria applicable to the lease proposal as reflected in this document and further in terms of the Municipal Property Policy, Master Development Plan and Town Planning Scheme.

.....
Date

.....
Signature

Please attach your detailed proposal hereto.

Proposals clearly marked "**Business Proposal to lease kiosks at Erf 3701 Mondesa**" must be placed in the Quotation Box on the Ground Floor, Municipal Head Office Building, Swakopmund Municipality, c/o Rakotoka Street and Daniel Kamho Avenue, Swakopmund, on/before **11 November 2020** at **11h00**. No late proposals and only proposals on the standard form will be accepted.

Annexure A

BUSINESS PROPOSAL FORMAT

1. PERSONAL DETAILS

- Full Name
- Identity No
- Postal Address
- Contact No

2. INFORMATION AND SUMMARY OF BUSINESS

- Business Name
- Owner of the Business
- Type of proposed business
- Registration authority (if any)

3. BUSINESS OPERATIONAL REQUIREMENTS

- E.g. Equipment needed

4. FUTURE PLAN

- E.g. business growth, acquire own space/land and employ more youth

5. CONCLUSION



MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We.....
 in my / our capacity / capacities.....
 of.....
 hereby unconditionally indemnify the **COUNCIL OF THE MUNICIPALITY OF SWAKOPMUND** against all and any claims in respect of damage to property and / bodily injury to / loss of life of people that may arise from the utilization of the municipal property during the use of municipal facilities, by myself or any participants or people making use of any commodities which are linked to this public area:

•**BUSINESS KIOSK ON EFR 3701, MONDESA**

THUS signed at SWAKOPMUND this day of
2020.

AS WITNESSES

1.

2.

.....
LESSEE