

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES
(ECONOMIC DEVELOPMENT SECTION)



NOTICE NO: 12/2023

INVITATION FOR BUSINESS PROPOSALS TO LEASE A
SME BUSINESS UNIT AT THE MULTIPURPOSE
CENTER, ERF 4348, MONDESA.

NAME OF APPLICANT:	
POSTAL ADDRESS:	
BUSINESS ADDRESS:	
TELEPHONE:	
FACSIMILE:	
E-MAIL:	
TYPE OF BUSINESS PREMISES APPLIED FOR:	
<u>CLOSING DATE:</u>	10 March 2023 @ 11:00

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1. Notice:

INVITATION FOR BUSINESS PROPOSALS TO LEASE A SME BUSINESS UNITS AT THE MULTIPURPOSE CENTRE, ERF 4348 MONDESA



Municipality of Swakopmund

INVITATION FOR EXPRESSION OF INTREST

Description: Expression of interest is hereby invited from local businesses to lease a business unit No. 1 at the Germina Ndapuoshisho Shtaleni Multipurpose Centre, erf 4348, Mondesa (preference will be given to MSMEs)

Closing Date: 10 March 2023 at 11h00

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

Levy: Free of Charge

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

EOI in sealed envelopes clearly marked "EXPRESSION OF INTEREST TO LEASE A BUSINESS Unit No. 1 GERMINA NDAPUOSHISHO SHTALENI AT THE MULTIPURPOSE CENTRE, ERF 4348, MONDESA" and addressed to the General Manager: Economic Development Services Department must be placed in the Quotation box on the Ground floor, Municipal Head Office, c/o Rakotoka Street and Daniel Kamho Avenue, Swakopmund or be posted to the General Manager, Community Development Services Department, P. O. Box 53, Swakopmund.

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**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 premise was developed and will be leased to local small and medium entrepreneurs.

Currently the following business trading unit is available to be leased to local entrepreneurs in the following business sectors

- Clothing designer/cosmetics/pharmaceutical /consultancy/service etc

3. SCOPE OF SERVICES

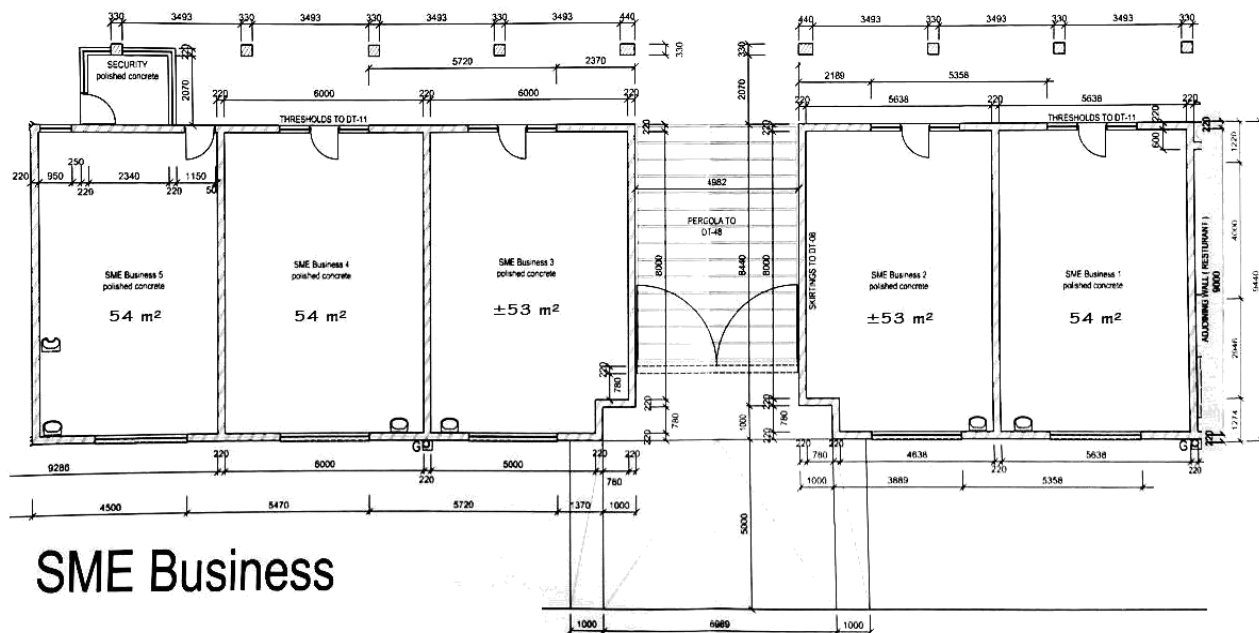
The prospective lessee shall be responsible for the following:

- Establish / operate a profitable enterprise.
- Ensuring that the business meet the standard in terms of hygiene and general cleanness.
- Ensure that the staff follow service standards, Health and safety regulations
- Opening the business regularly (on times & dates) as agreed upon.
- Create a strong sense of belonging in the community.
- Provide genuine and exceptional customer service.
- Use the premises solely for the purpose of operating a business and for no other purpose.
- Bidder with existing and operational business will have an added advantage.
- Once awarded, tenant shall abide to all the Municipal regulations and laws in terms of business registration and operation.

4. DESCRIPTION OF PREMISES AND LAYOUT

Unit No.1 form parts of Five (5) SME business units at the Multipurpose centre which comprising of:(see layout below)

- Unit No.1 measuring 54m²
- Unit No.2 measuring 53 m²
- Unit No.3 measuring 53 m²
- Unit No.4 measuring 54m²
- Unit No.5 measuring 54m²



6. 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 viability of the proposed business venture as contained in the proposal submitted.
- (f) The Municipality of Swakopmund is not obliged to accept any proposal.
- (g) Neither Council, nor the staff members of Swakopmund Municipality will entertain any discussions regarding the manner of proposal award after the award is made by Council.
- (h) All Municipal regulations and 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:
 - 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.
 - A copy of a “**Company Registration**” from Ministry of Industrialisation, Trade and SME Development.
 - 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).

7. SPECIFICATION AND REQUIREMENTS

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

Description of the item	Total Price per month (15% VAT incl)
SME Unit No.1	N\$ 1167.00

2. Rental fee will escalate by $\pm 10\%$ annually as of 1 July.
3. Lessee is responsible for their own electricity and water consumption; there is a convectional electricity meter installed and the business 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 property 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 LEASE A RESTAURANT 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