

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES
(ECONOMIC DEVELOPMENT SECTION)



NOTICE NO: 55/2023

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>	15 September 2023 @ 11:00

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1. Notice:

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



MUNICIPALITY OF SWAKOPMUND

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**INVITATION FOR ONE BUSINESS PROPOSALS TO
LEASE MSME BUSINESS UNITS AT THE GERMINA
NDAPUOSHISHO SHITALENI MULTIPURPOSE
CENTRE, ERF 4348, MONDESA**

Description : Business proposals are hereby invited from Local MSMEs to lease a business unit at the Germina Ndapoushisho Shitaleni Multipurpose centre, Erf 4348, Mondesa.

Closing Date: 15 September 2023 @ 11h00

Documents: Available at the Swakopmund Municipality Website

Levy : Free of Charge

Enquiries : Mr. SA Shikesho

Tel : +264-64-4104610

Proposals in sealed envelopes clearly marked **BUSINESS PROPOSAL TO LEASE A MSME BUSINESS UNIT AT THE MULTIPURPOSE CENTRE, ERF 4348, MONDESA** and addressed to the Accounting Office must be placed in the blue box on the Ground floor, Municipal Head Office, c/o Rakotoka and Daniel Kamho Avenue, Swakopmund or be posted to the Accounting Officer, 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

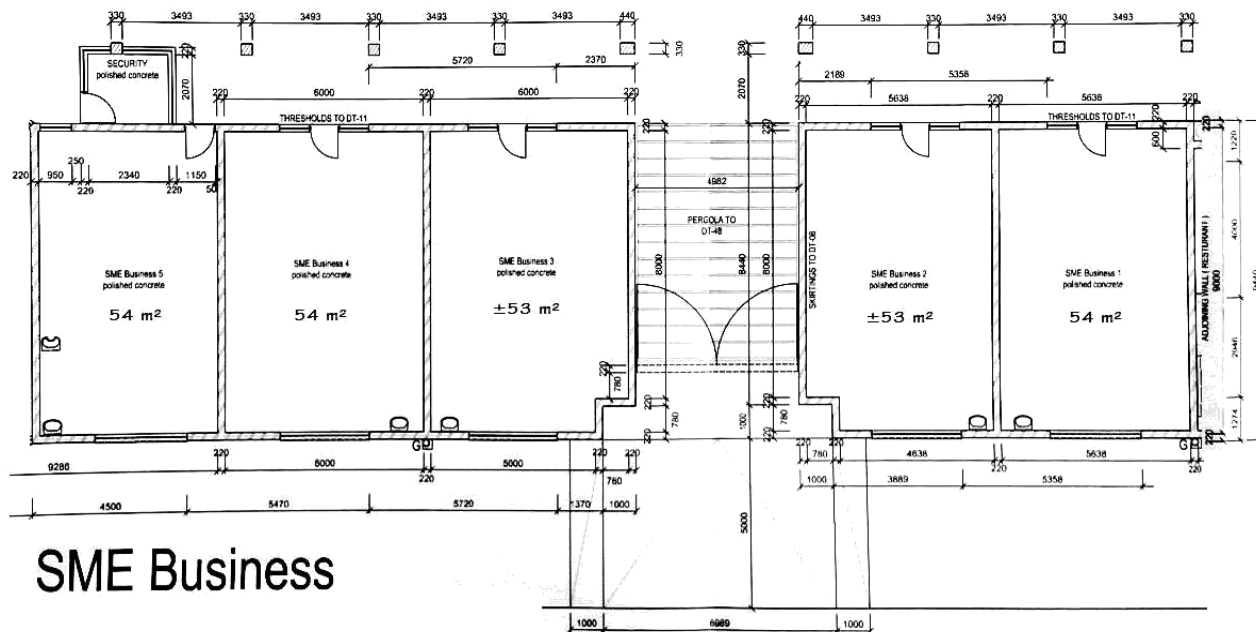
The prospective lessee shall be responsible for the following:

- 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.2 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. 2	N\$ 1238.07

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 SME BUSINESS UNIT 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



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 UNIT AT ERF 4348, MONDESA**

THUS signed at SWAKOPMUND this day of **2023**.

AS WITNESSES

1.

2.

.....
LESSEE