

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES
(ECONOMIC DEVELOPMENT SECTION)



NOTICE NO: 15/2024

**INVITATION FOR BUSINESS PROPOSALS TO LEASE A
SME BUSINESS UNIT AT THE TOURISM INFORMATION
CENTRE, KAVITA PARK.**

NAME OF APPLICANT:	
POSTAL ADDRESS:	
BUSINESS ADDRESS:	
TELEPHONE:	
FACSIMILE:	
E-MAIL:	
TYPE OF BUSINESS PREMISES APPLIED FOR:	
<u>CLOSING DATE:</u>	29 February 2024 @ 11:00

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1. Notice:

INVITATION FOR BUSINESS PROPOSALS TO LEASE A SME BUSINESS UNIT AT THE TOURISM INFORMATION CENTRE, KAVITA PARK



Municipality of Swakopmund

INVITATION FOR EXPRESSION OF INTREST

Description: Expression of interest is hereby invited from local MSMEs who are running profitable Tourism related businesses for a lease two (2) business units in a Tourism Information Center at Kavita Park Arts & Crafts Market.

Closing Date: 29 February 2024 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. SA Shikesho
Tel: +264-64-410 4612
+264-64-4104610
Fax: 0886519135

EOI in sealed envelopes clearly marked "**EXPRESSION OF INTEREST TO LEASE A BUSINESS UNIT AT KAVITA PARK INFORMATION CENTRE.**" 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.

NOTICE NO: 15 /2024

**A BENJAMIN
CHIEF EXECUTIVE OFFICER**

2. INTRODUCTION

INTRODUCTION

The Kavita Park Arts & Crafts Market was recently revamped, as a result three (3) additional buildings were constructed. Building No. 3 as seen from the map is currently housing the Tourism information office, ablution facility for customers/visitors and three units that were originally designed to accommodate Automatic Teller Machines (ATMs). Due to the transformation in the banking sector which saw banks slowly migrating from ATMs to digital money, there was a little or no demands for ATMs space from local banks, hence the need to lease these units to MSMEs.

Currently two units are available for lease to local entrepreneurs in the following business sectors.

- Arts & Crafts/ curious/ handmade leather products/gifts shop/kiosks etc.
NB: One of the tenants will be responsible for the management and cleaning of the ablution block for customers/tourists.

3. SCOPE OF SERVICES

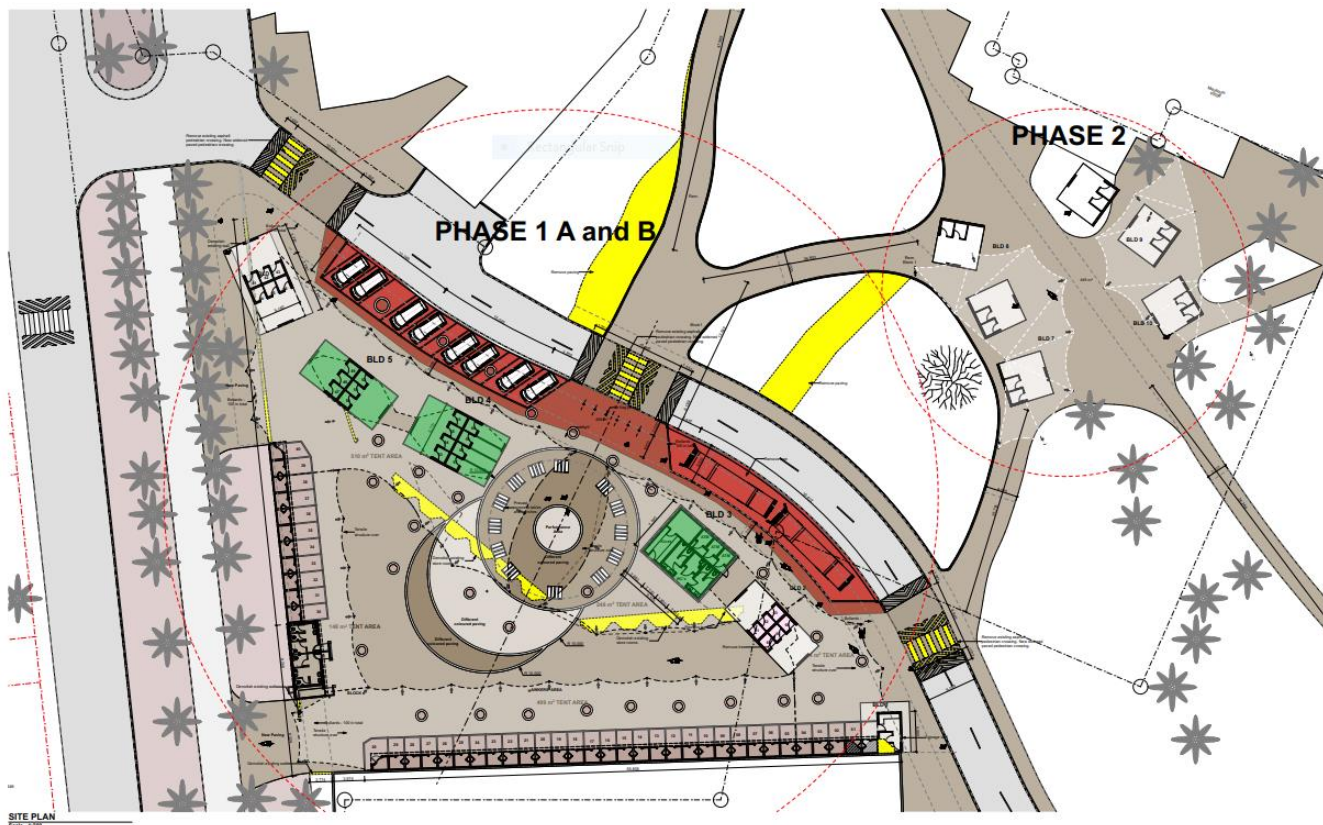
The prospective lessee shall be responsible for the following:

- Establish / operate a profitable business.
- 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.
- One of the successful bidders will be responsible for running and maintaining the ablution facility on a pay per use basis.

4. DESCRIPTION OF PREMISES AND LAYOUT

Two Units forms part of the Tourism Information Centre (building 3 on the layout below) which comprising of:

- Tourism information Office
- Ablution block
- Unit No.1
- Unit No. 2
- Unit No. 3



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).
 - (v) Proposal must include management plan for the ablution facility.

7. SPECIFICATION AND REQUIREMENTS

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

Description of the item	Total Price per month (15% VAT excl)
Unit No. 2	N\$ 269.64
Unit No. 3	N\$269.64

2. Rental fee will escalate by $\pm 10\%$ annually as of 1 July.
3. Lessee shall be responsible for the repair and maintenance of municipal property except for acceptable wear and tear.
4. Successful applicant shall enter into a lease agreement with Council for one (1) year, 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 TOURISM INFORMATION CENTRE, KAVITA PARK**

NOTICE NO: xxx February 2024

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 ATTOURISM INFORMATION CENTRE, KAVITA PARKA

THUS, signed at SWAKOPMUND this day of **2024.**

AS WITNESSES

1.

2.

LESSEE