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For Item: 7.2

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ECONOMIC DEVELOPMENT SERVICES (COMMUNITY & YOUTH DEVELOPMENT SECTION)

PROVIDENTIAE MEMOR

NOTICE NO: 47 /2024

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA, SWAKOPMUND

NAME OF APPLICANT:	MAKHULU INVESTMENTS CC
POSTAL ADDRESS:	P.O.BOX 8134
	SWAKOPMUND
BUSINESS ADDRESS:	No.204, TUTALENI UUGWANGA STREET
	KUISEBMOND, WALVIS BAY
TELEPHONE:	0811283238
FACSIMILE:	
E-MAIL:	info@makhulunam.com
ORGANISATION:	MAKHULU INVESTMENTS CC
CLOSING DATE	**31 JULY 2024**

CONTENT

1. NOTICE

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Municipality of Swakopmund

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Description: Proposals are hereby invited from interested Non-Governmental Organizations to manage the shelter and to provide any additional services that can be offered at the Emergency Shelter on Erf 610, Tamariskia.

Closing Date: 31 JULY 2024 @ 11h00

Documents: Available at the:
Economic Development Services Department
Municipal Head Office, Room E1-25
c/o Rakotoka Street & Daniel Kamho Avenue
Swakopmund

Levy: Free of Charge

Site Meeting: Wednesday, 3 July 2024 @ 11h00

Enquiries: Mrs SN Kathena
Tel: +264-64-410 4609
Fax: 0886519135

Proposals in sealed envelopes clearly marked.
" PROPOSALS TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"
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: 47/ 2024

A BENJAMIN
CHIEF EXECUTIVE OFFICER

2. INTRODUCTION

The Emergency shelter, previously known as the Erongo House of Safety, is situated on erf 610, Tamariskia, Swakopmund. This facility was used as a residential childcare facility providing a range of services to support the well-being and development of vulnerable children in need of care and shelter in Swakopmund.

The erf was returned to Council during 2018 in order to purchase another erf for the development of a house of safety after the building on erf 610 failed to meet the requirements for Residential Childcare Facilities in Namibia. In the meantime, the facility has been dilapidated and vandalized ever since and has not been fit for its intended purpose. Council has thus decided to revamp and renovate the building for the use of an emergency shelter.

3. SCOPE OF SERVICES: MANAGEMENT OF THE SHELTER

A) Background

In response to the increasing fire incidents in Swakopmund and immediate effect thereof, the Municipality of Swakopmund intends to renovate the structure on erf 610 Tamariskia, to transform it into an Emergency Shelter. The shelter will provide temporary and short-term accommodation to the fire victims and other natural or man-made disasters for individuals and families affected by a disaster, ensuring their safety and well-being during critical times. The facility should therefore be accessible 24 hours a day.

B) Project Objectives

1. **Rapid Response:** To ensure the safety, well-being, and dignity of displaced individuals within a rapid timeframe after receiving a disaster alert.
2. **Capacity:** To accommodate a maximum of 30 individuals/families, ensuring gender sensitive facilities and accessibility for persons with disabilities.
3. **Safety and Security:** To provide a secure and safe environment, implement necessary security measures, and comply with local national regulations.
4. **Basic Amenities:** To offer basic amenities including clean water, sanitation facilities, bedding, and food provisions to meet the immediate needs of shelter occupants.

5. **Coordination:** To work collaboratively with the Municipality of Swakopmund, NGOs, and relevant stakeholders to ensure efficient and effective response and recovery efforts.

C) Shelter Specifications

1. **Location:** The shelter is located at erf 610, Tamariskia.
2. **Infrastructure:** The shelter is designed to accommodate **30** individuals/families.
3. **Amenities:** The shelter should be equipped with basic amenities, including:
   - Ablution facilities.
   - Bedrooms, Beddings & Furniture.
   - Hygiene kits and sanitary supplies.
   - Common areas for communal activities.
4. **Security Measures:** The shelter shall implement security measures to ensure the safety of occupants, including the presence of trained security personnel, CCTV surveillance, and secure entry and exit points.
5. **Coordination Facilities:** A coordination center will be established within the shelter to facilitate communication and collaboration among responding agencies, NGOs, and local authorities.

D) Submission Requirements

Interested entities are requested to submit the following information in their EOIs:

1. **Experience:** Provide proof of experience in running similar facilities or similar service
2. **Organizational Profile:** Provide details about the organization, including its mission, vision, goals, experience in emergency response, and relevant expertise.
3. **Technical Proposal:** Outline the organization's approach to manage the emergency shelter, including staff deployment, logistics, and coordination with stakeholders.
4. **Financial Proposal:** Provide a detailed budget for shelter management, including costs for staffing, supplies and maintenance. Should also indicate how will you raise funds to sustain the center.
5. **Reference:** Provide proof of registration i.e. Welfare organization, include references from previous emergency response or shelter management projects.
6. **Presentation:** Provide a project detailed presentation to Council

E) Evaluation Criteria

EOIs will be evaluated based on the following criteria:

1. **Experience and Expertise:** Relevance of the organization's experience in emergency shelter management.
2. **Technical approach:** The feasibility and effectiveness of the proposed management plan.
3. **Financial Approach:** The reasonableness and completeness of the budget.
4. **References:** Positive feedback and outcomes from previous projects.

F) Important Dates

- EOI Submission Deadline:
- Evaluation Period:
- Notification of Successful Bidder:
- Contract Award:

G) Expression of Interest (EOI) Invitation

The Municipality of Swakopmund invites expressions of interest from registered, qualified and interested entities to manage the emergency shelter. Interested organizations must submit their EOIs with detailed proposals by **31st JULY 2024. The proposal should include and highlight all the services a successful bidder must provide or offer.**

H) RESPONSIBILITIES

MUNICIPALITY OF SWAKOPMUND

- Owner and lessor of the property
- Provide 50% subsidy towards water consumption, rates and taxes.

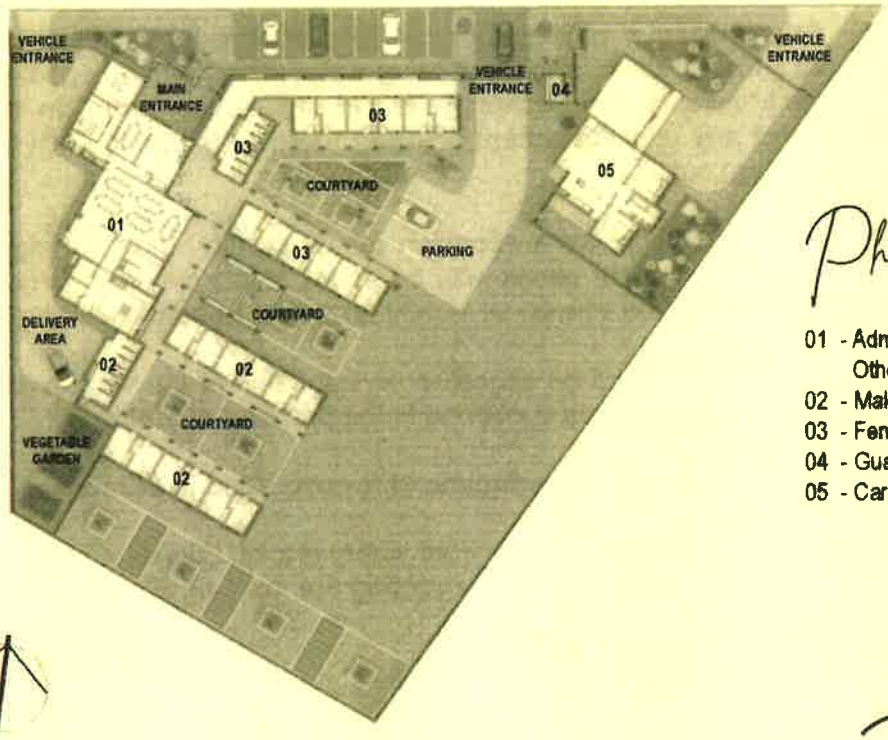
SUCCESSFUL BIDDER

- Leasing the property
- Handling all day-to-day maintenance and minor work
- Staffing and remunerations
- Providing of beddings, meals and security services
- Source own financial resources to run the Centre

4. DESCRIPTION OF PREMISES AND LAYOUT

The premise comprises of:

01 Administration & Other services
02 Male Dormitories
03 Female Dormitories
04 Guard House
05 Caretaker's House



Phase 01

01 - Administration & Other Services
02 - Male Dormitories
03 - Female Dormitories
04 - Guard House
05 - Caretaker's House

5. 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 an organisation registration as **Welfare organisation or Not for Profit or Gain OR Non-Governmental Organisation**
- **A copy of** a "**Company Registration**" from Ministry of Industrialisation, Trade and SME Development.
- A certified copy of the applicant's 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 or community bases 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 facility and highlight the services you intent to provide.

NB: ALL MUNICIPAL REGULATIONS AND / OR BY-LAWS IN FORCE WITHIN THE MUNICIPAL AREA WILL BE APPLICABLE.

6. SPECIFICATIONS

1. The offer is limited to Welfare organizations who have experience is running or managing community-based programs and willing to accommodate the fire victims. Thus, proof of experience be attached.

2. Only one proposal per organization will be accepted.

3. An Emergency Shelter will be leased for a period of two (2) years before assessed, with a possibility of 3 years extension based on the performance.

4. The prospect organisation shall be expected to:
   - **See to the cleanliness and maintenance of the facility.**
   - **Offer emergency shelter for fire victims free of charge.**
   - **Ensure that the programs introduced at the Centre are the same presented and confirmed by Council. Any changes and amendments should be communicated to Council accordingly.**

5. Selling and use of alcohol beverages on the premises will be ***PROHIBITED***.

7. OFFER FORM

OFFER FORM

Name & Surname of Applicant:

KENNETH ANGULA AND LINDSAY ACKERMAN

Identity Number:

80102900094 AND 64 0110 01082

Name of the organization:

MAKHULU INVESTMENTS CC WITH LINDSAY ACKERMAN

Represented by:

KENNETH ANGULA AND LINDSAY ACKERMAN

Contact Person:

KENNETH ANGULA

P.O BOX 8134, SWAKOPMUND

info@makhulunam.com

0811283238

0811283238

22/07/2024

Date

Signature

Please attach your detailed proposal hereto.

Proposals clearly marked **"PROPOSAL TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"** 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 **31st JULY 2024** at **11h00**. No late proposals and only proposals on the standard form will be accepted.

MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We....KENNETH ANGULA.....
in my / our capacity / capacities...MANAGING DIRECTOR.....
of.....MAKHULU INVESTMENTS CC.....
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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

THUS signed at SWAKOPMUND this ..22..... day of ..JULY..... **2024**.

AS WITNESSES

1. .....

2. .....

.....
LESSEE

HELPING HEARTS CENTRE

JOINT VENTURE PROPOSAL FOR HOUSING FIRE VICTIMS WITH REHABILITATION CENTRE

MAKHULU INVESTMENTS CC *with* **LINDSAY ACKERMAN**

Document prepared by:

Kenneth Cecil Angula,

Managing Director

Cell: +264 811 28 3238

Email: info@makhulunam.com

ID No: 640 110 01082

CONTENTS PAGE

RESUME OF: Kenneth Cecil Angula

Contact:

Cell: +264 811 28 3238

Email: kcangula@gmail.com

Address:

P.O.Box 8134

Swakopmund

4418 Calendula Str, Ext 9

Ocean View, Swakopmund

Professional Summary:

A determined Civil Engineering Technician with experience in Road infrastructure design, structural design, residential infrastructure and land development. I am an academic proficient bilingual employee with over 18 years of experience within the field of Civil Engineering, coupled with problem solving, decision making and effective communication skills. I have specifically streamlined my focus on road and transport infrastructure design, project implementation, execution and project closeout. I am successful in leading operational teams to initiate, implement, execute and monitor daily operations including special projects.

I have successfully implemented major road maintenance projects comprising of civil works, intersections designs and construction, gravel and surfaced roads maintenance from 2012 to date.

I am proficient with Microsoft Office package, MS Projects, CAD, Civil Designer and general site design concepts. I have honed strong organizational skills with the ability to handle multiple projects simultaneously with a high degree of efficacy.

I have periodically acted diligently and successfully in the position of Engineer for the Department of Roads & Building Control since 2016 to date.

Skills:

- Engineering Design
- Critical Thinking
- Creativity and Innovation
- CAD (Caddie 28)
- Engineering Specifications, and Drawings
- Documentation
- Bid Preparation
- Engineering Plan Preparation
- Team Leadership
- Budget Planning
- Design Principles
- Research and Development
- Technical Presentations
- Estimate Preparation
- Time Management
- Teamwork and Collaboration
- Quality Control
- Technical Proficiency
- Problem Solving
- Project Management
- Transportation Engineering
- Engineering Documentation
- Testing Best Practices
- Project Coordination
- Technical Reporting

Work Experience

Superintendent for Roads Engineering & Building Control| Municipality of Walvis Bay

January 2012 - Current

Job description:

- Periodic acting in the position of Town Engineer within the Roads Engineering Department.
- Enhanced project efficiency by streamlining communication between team members and stakeholders.
- Implemented safety protocols for reduced workplace accidents and improved employee wellbeing.
- Developed comprehensive budgets and schedules to ensure timely project completion within allocated resources.
- Collaborate with architects, engineers, and contractors to achieve seamless project execution.

- To manage and oversee the four distinct sections namely, Road Construction, Road Maintenance, Building Maintenance and Mechanical Workshop Sections, with the view to provide high quality and cost-effective roads, municipal buildings and related services.
- Management of the Municipal fleet, earthmoving equipment and ensuring operational fluidity.
- Designing action plans and bid documents to aid in the prevention of sand ingress (dune sand), etc.
- Render assistance in fleet and expertise in civil engineering related work requests to internal departments and residents in the Walvis Bay District.
- Mentor junior staff, leading to increased productivity and improved teamwork throughout the RBC Works section.
- Review plans and inspected ongoing construction to keep work in line with project goals.
- Conduct periodic site inspections to maintain compliance with industry regulations and standards.
- Evaluate subcontractors' performance regularly, ensuring adherence to contract requirements and maintaining accountability throughout the lifecycle of each project.

Current position KPA's

Road Projects and Land Development typical KPAs:

Quantify the quantities of material required, the quality of materials used, and potential suppliers, for all road construction and maintenance work, with due regard to cost, traffic volumes and type, future development plans, existing pavement layer, etc.

Identify the operational measures required to ensure the effective construction and maintenance of all roads under the jurisdiction of the municipality.

Building Maintenance typical KPAs:

Identify the operational measures required to ensure the effective maintenance of all buildings and related facilities through internal and external service providers with due regard to budget parameters and operational requirements. Identify the type and extent of maintenance required with due regard to the future plans of the respective building, climatic conditions, etc.

Municipal Vehicle Fleet typical KPAs:

Identify the vehicles which would best serve the requirements of the different departments and decides on the accuracy, completeness and validity of advice provided to such departments in this regard.

January 2010 to January 2011 *(not completed)*

4. **National Diploma in Civil Engineering Namibia University of Science and Technology Civil** (NQF Level 6)

   April 2006 (completed)

5. **National Higher Certificate in Civil Engineering Namibia University of Science and Technology Civil Engineering**

   April 2006 (completed)

6. **Grade 12 CAMBRIDGE Namib High School**

   January 1998

• Mathematics	HIGCSE
• Geography	HIGCSE
• Physical Science	HIGCSE
• Biology	HIGCSE
• English 1st Language	HIGCSE
• German Foreign Lang	IGCSE Extended

Work Experience

Major Projects

- Design, implementation and supervision of all Municipal Road infrastructure road maintenance bids annually;

o Road Resealing	N$ 11 000 000.00 annually
o Pothole Repairs	N$ 10 000 000.00 annually
o Intersections Rehabilitation	N$ 5 000 000.00 annually
o Trenching Reinstatement	N$ 3 000 000.00 annually
o Road Markings and Traffic Signs	N$ 2 000 000.00 annually
o Hire of Earth moving Equipment and Tipper Trucks	N$ 13 000 000.00 annually

- Municipal Standards, Implementation of quality assurance for all aspects of construction on site, quantifying of construction work done for payment certificates for all road infrastructure and maintenance projects. 2012 to date.

- Afrodite Beach Infrastructure Development (Walvis Bay), 2008, 2009, N$ 71 000 000.00, Implementation of construction design drawings within SABS and Municipal Standards, Implementation of quality assurance for all aspects of construction on site including pumpstations, roads, sewer, water and electrical infrastructure.

- To manage and oversee the four distinct sections namely, Road Construction, Road Maintenance, Building Maintenance and Mechanical Workshop Sections, with the view to provide high quality and cost-effective roads, municipal buildings and related services.
- Management of the Municipal fleet, earthmoving equipment and ensuring operational fluidity.
- Designing action plans and bid documents to aid in the prevention of sand ingress (dune sand), etc.
- Render assistance in fleet and expertise in civil engineering related work requests to internal departments and residents in the Walvis Bay District.
- Mentor junior staff, leading to increased productivity and improved teamwork throughout the RBC Works section.
- Review plans and inspected ongoing construction to keep work in line with project goals.
- Conduct periodic site inspections to maintain compliance with industry regulations and standards.
- Evaluate subcontractors' performance regularly, ensuring adherence to contract requirements and maintaining accountability throughout the lifecycle of each project.

Current position KPA's

Road Projects and Land Development typical KPAs:

Quantify the quantities of material required, the quality of materials used, and potential suppliers, for all road construction and maintenance work, with due regard to cost, traffic volumes and type, future development plans, existing pavement layer, etc.

Identify the operational measures required to ensure the effective construction and maintenance of all roads under the jurisdiction of the municipality.

Building Maintenance typical KPAs:

Identify the operational measures required to ensure the effective maintenance of all buildings and related facilities through internal and external service providers with due regard to budget parameters and operational requirements. Identify the type and extent of maintenance required with due regard to the future plans of the respective building, climatic conditions, etc.

Municipal Vehicle Fleet typical KPAs:

Identify the vehicles which would best serve the requirements of the different departments and decides on the accuracy, completeness and validity of advice provided to such departments in this regard.

Identify the operational measures required to ensure the effective maintenance of all vehicles through internal and external service providers with due regard to budget parameters and operational requirements of the vehicle in question.

Staff Supervision typical KPAs:

Decide on the extent to which the current staff complement and the capacity of the section regarding skills and competencies fully meets the municipality's HR needs in the short-, medium-, and long term. Identify the steps required to ensure that the staff in the section remain fully utilised and productive at all times.

Other Maintenance typical KPAs:

Identify the operational measures required to ensure the effective maintenance of sidings and to ensure the effective control of sand in all areas under the municipality's jurisdiction with due regard to budget parameters and operational requirements. This includes identifying the equipment required to control sand, the location for off-loading sand removed from the roads, etc.

Financial Control and Administration typical KPA's

Identify the funds necessary to enable the sections under my control to finance all upcoming annual operational and capital expenses. Make decisions on the accuracy, completeness and validity of the financial transactions and procedures followed, and on the extent to which all administrative duties have been correctly completed.

Civil & Structural Technician: Windhoek Consulting Engineers

January 2007 - January 2011

Job description:

- Position held: Civil Technician within Transport Division involved in Urban Infrastructure Design, tender documentation and project management

Engineering Student: Rossing Uranium Ltd

January 2003 - January 2004

Job description:

Tailings Dam and Water Reticulation

- Perform and document construction observation and construction quality assurance for road maintenance and earthworks within the Tailings Dam Sector.
- Design and relocate Tailings slurry discharge pipework with surface-mounted pumps to various evaporation ponds.
- Design and formulation of gravel road maintenance schedules.

- Assist surveyors in topographical surveys, including cadastral surveys for future tailings expansion.

Engineering Student: Rossing Uranium Ltd

January 2002 - January 2003

Job description:

Processing Plant

- Quantified structural repairs, generate cost estimates on pipework and concrete elements.
- Perform Project Management tasks for capital and maintenance projects.
- Perform site evaluations on active projects to ensure compliance with Health and Safety Regulations.

Engineering Student: Rossing Uranium Ltd

January 2000 - January 2001

Job description:

Engineering Projects

- Developed innovative solutions for complex engineering problems, resulting in improved product performance.
- Collaborated with multidisciplinary teams to achieve project goals on time and within budget constraints through supervision and project recording.
- Design of Bund walls, structural detailing and washdays using CAD software.
- Participated in professional development opportunities to stay current with industry trends and best practices, enhancing skillset as an engineering student.
- Supported senior engineers in data recording, formulation of reports and measurements on projects.

Education

1. **LLB Law (Honors) University of Namibia** (NQF Level 8)

   Expected in April 2025 (ongoing)

2. **Advanced Diploma in Business Project Management University of Cape Town Project Management** (NQF Level 7)

   January 2017 – January 2018 (completed)

3. **B Tech in Urban Engineering Polytechnic of Namibia**

January 2010 to January 2011 *(not completed)*

4. **National Diploma in Civil Engineering Namibia University of Science and Technology Civil** (NQF Level 6)

   April 2006 (completed)

5. **National Higher Certificate in Civil Engineering Namibia University of Science and Technology Civil Engineering**

   April 2006 (completed)

6. **Grade 12 CAMBRIDGE Namib High School**

   January 1998

• Mathematics	HIGCSE
• Geography	HIGCSE
• Physical Science	HIGCSE
• Biology	HIGCSE
• English 1st Language	HIGCSE
• German Foreign Lang	IGCSE Extended

Work Experience

Major Projects

- Design, implementation and supervision of all Municipal Road infrastructure road maintenance bids annually;

○ Road Resealing	N$ 11 000 000.00 annually
○ Pothole Repairs	N$ 10 000 000.00 annually
○ Intersections Rehabilitation	N$ 5 000 000.00 annually
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○ Road Markings and Traffic Signs	N$ 2 000 000.00 annually
○ Hire of Earth moving Equipment and Tipper Trucks	N$ 13 000 000.00 annually

- Municipal Standards, Implementation of quality assurance for all aspects of construction on site, quantifying of construction work done for payment certificates for all road infrastructure and maintenance projects. 2012 to date.

- Afrodite Beach Infrastructure Development (Walvis Bay), 2008, 2009, N$ 71 000 000.00, Implementation of construction design drawings within SABS and Municipal Standards, Implementation of quality assurance for all aspects of construction on site including pumpstations, roads, sewer, water and electrical infrastructure.

- Gobabis Military Base Infrastructure Development (Gobabis), 2010, 2011, Undisclosed, Implementation of construction design drawings within SABS and Municipal Standards, Implementation of quality assurance for all aspects of construction on site, Project Management and administration
- Leopards Valley Infrastructure Development (Windhoek), 2010, 2011, Undisclosed, Implementation of construction design drawings within SABS and Municipal Standards, Implementation of quality assurance for all aspects of construction on site
- Nubuamis Infrastructure Development (Windhoek), 2010, 2011, Undisclosed, Implementation of construction design drawings within SABS and Municipal Standards, Implementation of quality assurance for all aspects of construction on site including roads, sewer, water and electrical infrastructure.
- Namibia Development Corporation (NDC) – Uundenge Investment 2017, N$ 38 000 000.00, Project Management – Work Breakdown Structure and Project Cycle, Formulation and update of Construction Program, Plant operation performance optimization methodology and implementation, Assisted design of structural elements such as slabs, beams, trusses based on architectural drawings, Structural detailing within reinforced concrete, timber, and structural steel systems, Bending Schedules, Site inspections and approval on all structural elements, Quality Assurance

Personal Information

- ID Number: 80 1029 000 94
- Citizenship: Namibian
- Marital Status: Married
- Children: 2
- Date of Birth: 10/29/80
- Driving License: Code B Driver's License : 500100005VY3

References

- John Steenkamp, Water Management, Rossing Uranium Ltd, 064-520 911
- Stellio Tsauseb, Tailings Dam Technical Support, Rossing Uranium Ltd, 064-520 911
- Victor Rieger, Professional Civil Engineer (Director), Windhoek Consulting Engineers, 061-238 880, 0812 782 632
- Andre Burger, Professional Civil Engineer (General Manager), Municipality of Walvis Bay (retired) 081 122 0813
- Frans Nghifikua, Engineer, Roads Authority, 081 247 4095

Additional Information

- Chairperson for Riverside Private School (Swakopmund)
- Chairperson for Municipality of Walvis Bay Social Club
- Union Member: NAPWU
- Active Basketball Player
- Active Fishing enthuslast

Language proficiencies:

- English Excellent
- Afrikaans Excellent
- German Fair

This card is the property of The Electoral Commission of Namibia.
If found please return to:

Chief Electoral and Referenda Officer
Electoral Commission of Namibia
Electoral House
67-71 Van Rijn Street
Windhoek North
Private Bag 13352
WINDHOEK
NAMIBIA

Republic of Namibia
Electoral Commission of Namibia
Voter Card

Surname: ANGULA
Name: KENNETH CECIL
ID No: 80102900094
Region: ERONGO
Constituency: SWAKOPMUND
Local Authority: SWAKOPMUND
Gender: MALE
Date of Registration: 2024/07/19
Signature:
VRN
240986401960
Original

DATE OF BIRTH
1980-10-29
CITIZENSHIP
CITIZEN
PLACE / COUNTRY OF BIRTH
WALVISBAY
GENDER
MALE
HEIGHT(m)
1,75
EYE COLOUR
BROWN
DATE OF ISSUE
2012-04-11
APPL. NO.
N43920
80102900094

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD
NO. 801029 0009 4
SURNAME
ANGULA
FIRST NAME(S)
KENNETH CECIL


REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD
NO. 640110 0108 2
SURNAME
ACKERMAN
FIRST NAME(S)
LINDSAY KAREN


DATE OF BIRTH
1964-01-10
CITIZENSHIP
CITIZEN
PLACE/COUNTRY OF BIRTH
FORT-BEAUFORT
GENDER
FEMALE
HEIGHT/m
1.80
EYE COLOUR
BROWN
DATE OF ISSUE
2018-08-24
APPL. NO
M75434
64011001082

Barbara Van Rooyen

Evergreen Str. 2

P.O. 8137

Narraville, Walvis Bay

28 June 2024

TO WHOM IT MAY CONCERN

LINDSAY ACKERMAN TESTIMONIAL

I am a Social Worker who works in Walvis Bay since November 1991. From 2005 since 2020 I worked as the Chief Social Worker in Erongo Region for the Ministry of Health and Social Services.

I know Lindsay Ackerman for the past three decades. She is someone who always has the interest of the needy at heart. An if she could not help those in trouble or in need that cross her path, she did not rest before she referred them and make sure they are helped.

She is an experienced and expert councilor in the Substance Abuse field of drugs and alcohol where she works all the years with notable successes. I personally referred families and people to the organizations where she was employed because of her passion and handling of the people with the substance problem.

Although I retired officially from the profession in 2020, Lindsay Ackerman throughout enquire about assistance and resources for needy people that cross her path. The fact that she is also older does not prevent her of using her knowledge and experience to assist.

Therefore I can without hesitation refer her to continue doing what she is experienced and passionate to do to the best of her ability.

Yours faithfully,

Barbara Van Rooyen

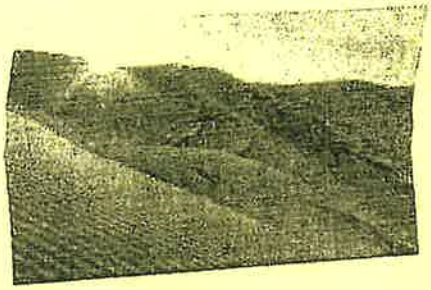
0812439605

Dr Ruth Marie Schwindack

MB.ChB., M.Med (Psych)

PSYCHIATRIST

C/O Altersheim (DELK)
Private Bag X2000
101 Rikumbi Kandanga Street
Otjiwarongo
Namibia
Email: ruthmarie.schwindack@gmail.com



10.06.2022

To whom it may concern.

Testimonial regarding Ms.Lindsay Karen Ackerman.

While I was in Psychiatric Practice in Swakopmund Namibia from 1995 to 2011 Ms. Lindsay Ackerrman became known to me by word of mouth through patients attending my practice. These patients had also attended the Swakopmund Rehabilitation Centre, also known as" My Wellness". During their interview with me they reported voluntarily on the benefits they received from their experience at " My Wellness" where she was group and individual councillor as well as manager of the Rehabilitation Centre.

I got to know Ms Ackerman personally in 2016 when we worked together at the Okonguarri Psychotherapeutic Centre. Here again, during my interviews there with different patients, there were clients who *spontaneously* related to me about the help and support they received from Ms. Ackerman, and that she continued the support

after their discharge from the Centre.

Please feel free to contact me should you have further questions.

Kind regards from

Dr. R.M. Schwindack M.Med. (Psych.)

RM Schwindack Otjiwarongo 10. 06. 2022

kenneth@makhulunam.com

From: Oscar Homateni <ohomateni@swkmun.com.na>
Sent: Monday, July 1, 2024 2:41 PM
To: kenneth@makhulunam.com
Cc: Sabina Kathena; Vilho Kaulinge
Subject: Swakopmund Emergence Shelter
Attachments: Questions Shelter.docx

Good Day

Kindly find the attached answers to the queries posted for the "Expression of interest to manage the emergency shelter, building on erf 610, Tamariskia" (NOTICE 47/2024)

Kind regards

Oscar Homateni
Investment & Tourism Officer

Tel: +264 64 410 4603 Email: ohomateni@swkmun.com.na
Address: cnr Rakotoka Street & Daniel Kamho Avenue
Swakopmund, Erongo

SWAKOPMUN

swkmun@swkmun.com
www.swkmun.com

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1. **Introduction**

When does the MUNSWKP intend to commence with the renovations on the said property and what timeline is attached to the renovations? (this affects pricing adjustments to the budget, as escalation is to be considered)

The property in question will undergo improvements in the current FINANCIAL YEAR 2024/5, with a projected completion date of 8 months thereafter. Additional information will be provided as the project advances.

2. **Scope of Services: Management of the Shelter**

B

a) Capacity – will the MUNSWP ensure during the renovations stage that buildings comply to be gender sensitive facilities and accessibility for persons with disabilities? Would the appointed organization have direct input to ensure compliance?

Of course, MUNSWP will guarantee that the shelter is accessible to individuals with disabilities and complies with gender-sensitive facilities. The council has to renovate the structure in accordance with the original design and plans, in which no new structures or buildings will be incorporated.

b) Basic amenities – who will be responsible for procuring the beds, bedding, placed furniture such as chairs, cupboards, desks, curtains, including the kitchen appliances and cutleries, or is this the responsibility of the successful bidder?

The successful bidder will be solely responsible for the procurement of mattresses, bedding, furniture, culinary appliances, and cutlery. The MUNSWP is responsible for the provision of the building and the subsidisation of water at a 50% discount.

c) Coordination – will there be an established committee to create operational framework which ensures efficiency and effective response and recovery efforts.

The operational framework will be implemented by the successful bidder under the auspices of their expertise and experience. The municipality will be interacting through reported and meetings with the chosen applicant to guarantee that it adheres to the terms and conditions of the agreement. Nevertheless, a committee may be established in consultation with all stakeholders if the need arises.

C

a) Shelter Specifications – Must the expression of interest document provide the total cost of all amenities required which includes the basic to furniture that populates the common areas such as tables and chairs.

It is advisable for the expression of interest document to include the total cost of operating or managing the shelter. The successful bidder should include the operating cost, personnel, furniture, etc.. This will provide the Council with a comprehensive understanding of the expenses that the successful bidder will incur.

b) Security Measures – must the expression of interest provide the costs on installation of CCTV to cover the whole site or just strategic areas of importance?

Security measure for whole site.

c) Coordination Facilities – what are the minimum standard of equipment required to be present in this facility. (radios, telephones)

The successful bidder's previous experience is the sole determining factor in determining the minimum equipment standards, which include fundamental communication devices such as radios, telephones, or mobile phones.

D

Will consideration be given for Close Corporations and other entities?

In accordance with the terms of the EOI document, our primary emphasis is on NGOs, particularly those that have prior experience operating in a comparable space.

E

a) Joint ventures – are joint ventures allowed within this expression of interest?

Joint ventures are allowed within this expression of interest with proper motivation.

b) Are new established entities allowed to submit proposals without being penalized as being novices in this proposal submission. Will consideration be given of the experiences of the individuals who make up the staff contingent for a newly formed organization be favored?

c) Our primary focus is on NGOs, particularly those that have prior experience operating in an identical space

d) Evaluation Criteria – will the experience and expertise be expanded to the staff compliment to the proposal or not?

The experience and expertise will indeed be expanded to include the staff complement in the proposal.

e) Technical approach – will the feasibility and effectiveness and completeness of the budget be limited to only operational aspects of the shelter, or will it include the technical approach to secondary business proposals to sustain the center?

Both day-to-day operations and long-term plans for the shelter's financial stability should be included in the budget.

H

Will the successful bidder carry the full electricity costs to operate the center?

The successful bidder will be responsible for the full electricity costs to operate the centre however water will be subsidised.

3.General Conditions

The EOI only being limited to welfare organizations, or non-profit or NGOs, whereby an official request is made for an amendment to the said document to allow for companies such as Close Corporations to be allowed to partake in this EOI.

Welfare organisations, non-profits, and NGOs are the main targets of the EOI.

4. Specifications

Consideration to be made to provide extended lease period, this would allow a timeline to redeem some of the expenses incurred and build operational credibility. The current time frame of a maximum 3 years brings in insecurity to staffing the project with competent qualified personnel.

Give your proposal.

Proposal:

Managing of Emergency Shelter in Swakopmund - Erf 610, Tamariskia, Swakopmund

EZRA NEST EDUCATIONAL FOUNDATION

P.O.Box: 1749 Swakopmund, No: 267 Copper Avenue Tamariskia Swakopmund, Namibia
Cell: 081 756 8956, Email: cecjonas@gmail.com

Ezra 10 vs 4 : Arise, for this matter is your responsibility. We also are with you. Be of good courage, and do it."

Every child is your child

Presented to:

The Municipality of Swakopmund
The General Manager
Economic Development Services Department
31 July, 2024

Table of Contents

Introduction

The Ezra Nest Educational Foundation is a registered non- profit organization which was founded on 1 March 2018, in response to the growing social issues affecting the precious Namibian child. Almost everyday children become orphans, some due to the passing/ incapacitation of their biological parents and others due to rejection and abandonment. The sad and often harsh realities faced by these innocent and helpless children is what has inspired us to be establish Ezra Nest with the objectives to extend a helping hand, provide solace, guidance and instill hope in these children, who are the future of Namibia.

The Ezra Nest Educational Foundation was founded on the principles of Education and Christianity and we believe that by teaching the children to know and love God, we can promote their welfare and help shape the futures of the children, turning them into God fearing, successful law abiding citizens who can contribute positively to their communities and to society at large. We aim to obtain this through specialized care and educational programs with the generous support and collaboration of the community of Swakopmund, local authority, NGOs, church leaders and community leaders alike. We believe that it takes an entire village to create future leaders and collectively as a community we can offer these precious youths a new start. No child deserves to feel endangered, hungry, unclothed and lonely. Moreover, no child deserves to be deprived of their rights to education. In light of the above mentioned, it has always been our long term goal to offer residential care and support to homeless children within the community of Swakopmund. We hereby wholeheartedly propose to heed this call and humbly request for the opportunity to manage the **Emergency Shelter, building on ERF 610, Tamariskia, and Swakopmund.**

We believe in our God –given abilities to protect and positively impact the lives of the children of Swakopmund through the establishment of Ezra Nest Educational Foundation Center on the premises previously known as the Erongo House of Safety. We have created a detailed and comprehensive proposal shedding light on how the organization intends to manage the emergency shelter home. We are thanking you in advance for your kind consideration and time spent reviewing this proposal with the hope that it would yield favorably and mutually benefiting outcomes for the greater good of the community of the beautiful town of Swakopmund.

Organizational Values – Mission, Vision

Values

- **Integrity**
- **Teamwork**
- **Quality**
- **Trust**
- **Reliability**

Mission

To collaborate and cooperate with the local authority, developmental agencies NGOs and community leaders with aims to bridge the inequality gap between youth and children of Namibia.

Vision

To realize the full potential of the Namibian child by promoting their education, health, safety and happiness.

Mantra

Every child is your child

Our Objectives

One of the main objectives of the foundation is to promote the welfare of children in need due to poverty, disease or social injustice with the aims to bring about a positive change in the social structure of Namibia, for a better tomorrow. The foundation seeks to attain this through different channels such as:

- Provision of assistance to children in need, made available through individuals responsible for affected children, eg. Heads of schools/ institutions/GRN authorities.
- Providing meals and shelter.
- Instilling hope by sharing the word of God.
- Extending love and care (taking them out for different activities)
- General humanitarian services and above all teach them to love themselves.
- We also seek active participation and aid from like-minded individuals, organizations in creating a center for the foundation to carry out each of our mandates.

Needs Assessment

Providing shelter for the homeless is an essential service that can make a real difference in people's lives. In our experience and years of undertaking emergency charitable causes within Swakopmund and the Erongo region, we have gathered that there is a critical need for additional shelter accommodations to support youth and children. Notwithstanding Swakopmund Municipality and local authority's efforts to invest in the safety and wellbeing of the children and youth demographic. It is evident that a lot more needs to be done collectively to ensure the safety of children within the town of Swakopmund. This led us to conduct this needs assessments in order to provide specialized support to the best of our ability. Statistics have shown that since 2023 Swakopmund has a population of 75, 921 inhabitants. The rapidly growing town hosts several informal communities such as Mondesa and DRC, both consisting of the largest demographics of unemployed and poverty stricken households. Sadly, most children and youth in the town are raised in these communities. Due to varying factors such as death, unemployment, alcohol & substance abuse, lack of basic health services and education, children from such household often end up under cared for or worse to fend for themselves. The town also has a high level of orphaned and vulnerable children and although some intervention exists in the form of local orphanages, they lack the necessary facilities, capacity and resources to accommodate a significant sum of the children, leaving them to fend for themselves in the cold streets of Swakopmund.

The issue of teenage pregnancy hampers a lot of children and youth within the town from completing their studies and has caused many young girls to be homeless after being shunned by their families and community. Furthermore, these communities are also affected by frequent fire incidents, completely destroying their personal belongings and claiming the dignity and worst lives of the people. This and other natural/ man -made disasters remain a nightmare in the town and are factors to be considered when addressing the safety of all children. Our boy children have turned to violent crimes drug and alcohol abuse as a way of escaping these hopeless living conditions.

Previously known as the Swakopmund House of Safety, the premises once offered a safe haven for children and youth in destitute living conditions providing a range of services to support the well-being and development of orphans and vulnerable children in need of shelter. It is our primary mandate to revive this safe haven to provide permanent development solutions for the town of Swakopmund.

Proposed Solution

The Ezra Nest Educational Foundation project intends to compliment efforts by Municipality of Swakopmund through channeling it resources to manage the emergency shelter on a full time basis. Our proposed homeless shelter and educational foundation will provide both emergency short term and long term accommodation to orphans, fire victims, homeless children and youth of Swakopmund.
With core focus on providing a supportive and welcoming environment for children and youth, the facility will be accessible 24-hours a day. Hosting a feeding scheme, library, garden project, classroom for learning support and lodging facilities to the children in need. Below are the proposed solutions offered by Ezra Nest Educational Foundation:

- To provide a safe & secure healthy living environment for orphans and vulnerable children.
- To place focus on the boy child offering guidance and support as they are more prone to fall victim to crime, alcohol and substance abuse.
- To provide counselling and serve as a life-line tackling issues such as depression, GBV, alcohol and substance abuse.
- To protect children from all harm including physical and emotional abuse.
- To offer refuge to fire victims, evictees and homeless youth within the town of Swakopmund.
- To keep children off the streets and offer support to children living on the streets.
- To offer youth mentorship, guidance and education on social issues negatively affecting children and youth of today.
- To promote self-reliance and independence among the youth, instilling in them hope for a brighter future.
- To produce future Namibian leaders through teaching faith and humility and lawfulness.
- To provide a feeding and clothing scheme for fire victims and homeless children.
- To offer education programs for youth and create awareness program to combat alcohol and substance abuse and crime among youth.
- To offer support to schools, churches and other institutions responsible for the well-being of youth and children.
- To cultivate unity, kindness and unity amongst children and youth from all walks of life.
- To promote inclusion, equality and respect for both the boy and the girl child.
- To encourage artistic expressions, vocational skills development and entrepreneurship as ways to tackle unemployment.
- To fight for the rights of all children and securing access to quality Education and equal opportunities.

- To ensure that previously disadvantaged youth and children meet their essential needs and enjoy their economic and social rights with dignity, contributing positively to society.
- To offer basic amenities such as warm meals, clean water, bedding and dignified sanitation.
- To accommodate a significant and regulated number of youth and children in need of our services.

Management Plan

In compliance with all local and national regulations, Ezra's Nest Educational Foundation will operate and open its doors daily. The shelter will be set up and ran successfully by a management team of experienced and dedicated volunteers.
The shelter will offer a daily 3-meal feeding program, a library and study center for learners with computer and internet facilities which will be donated by private individuals and partnering entities. If possible, during the first phase, a board of directors will be elected consisting of experienced community leaders who will form a crucial part of the shelter's decision making body in the best sustainable interests of the shelter.

Our dedicated volunteers will provide round-the-clock support ranging from counselling, mentorship, homework support, career guidance and skills transfer training. We anticipate that the shelter will be operational as soon as agreed upon, starting first with awareness creation and acquisition of all the necessary operational items and equipment.
Intake will be closely monitored to avoid overcrowding. Management and staff will do their best to grant equal opportunities following all required regulations and our framework. The shelter will be managed in close collaboration with the Municipality of Swakopmund whereby we will provide progress reports and assessments on the wellbeing of the children, inhabitants and beneficiaries. Feasibility and impact reports will be administered. Seeing that we are a non-profit organization, we will create ways to generate income for the upkeep and maintenance of the facilities, through our donor partners, community and stakeholder fundraising initiatives such as bazaar, talent events, gardening & arts and craft initiatives involving the vibrant residents of Swakopmund.
Our key priority is to create a safe and conducive environment and we will do our best to fulfill this promise.

ORGANOGRAM

- Board of Directors
- Management (Seniors)
- Administrators
- Matron
- Volunteers (Full-time)
- Volunteers (Part-time)

PARTNERS (CURRENT & PROSPECTIVE)

- Government & Local Authority
- Local public sector
- Global Development Agencies
- Schools & Religious Leaders
- Local Community / Persons of Interest
- National & International

Manager's Profile & Curriculum

Name: Mrs. Cecilia Onesmus Nakashole
Profession: Retired Principal

Summary: *"I believe in my God given gift to be a mother and nurturer, nothing brings me more joy than sharing the little I have and helping to brighten someone's day".*

Background: Cecilia Onesmus Nakashole was born and bred in the coastal town of Luderitz, Namibia. In 1989, she relocated to Swakopmund to pursue her career as a qualified teacher. Her first teaching post in Swakopmund was at Festus Gonteb Primary School, she then later transferred to Vrede Rede Primary School before transferring herself to Tamariskia Primary School. She then applied for a vacancy at Westside High School and was the successful candidate, where she later became a Head of Department (HOD) further advancing her career and adding value to another school in the beautiful town of Swakopmund, which had now become her second home.

Throughout her teaching career, Cecilia developed a fondness and passion for helping children from marginalized community's making a positive impact in their lives. This opportunity materialized in the form of a school principal's vacancy post at Ombili Primary School at a San community (between Oshivelo and Tsumeb) from 2010 to 2012.

Her dedication and empathy for the children she worked with led her to pursue more school principal positions Oshakati Primary School from 2013 to 2016, and then lastly at Narraville Primary School from 2018 until her retirement on 31 March 2023.

Complimenting her 30 years of experience in Teaching, Cecilia is known for her compassionate and hands-on approach to managing community charity projects. She is always available to listen to the children's concerns, offer guidance and support, and advocate for their needs. Cecilia believes in creating a warm and nurturing environment where every child feels loved and protected hence in 2018 she founded the Ezra Nest Education Foundation which helps her to carry out her philanthropy work.

Knowledge & Experience Charity Projects:

Ezra Nest Foundation
Year: 2020
Scope: Donated food and clothing items to the fire victims of Twaloloka informal settlement in Walvis Bay on my personal capacity as founder of Ezra Nest.

Office of FLON Break Free Trainee
Year: 2023
Scope: Madam Monica Geingos launched the #BreakFree Campaign – with the objective of mobilizing national support to end cycles of violence within Namibian communities.

Ombili Community Project:
Year: 2010-2012
Scope: Bought and donated clothing items for the Ombili community.

Narraville Primary School Soup Kitchen
Year: 2018-2023
Scope: Initiated a soup kitchen with my own resources and support from the community of Walvis Bay.

Love Heart Project
Year: 2021
Scope: Community reach out project of helping the needy in the DRC informal settlement of Swakopmund and countrywide.

Ezra Nest Project:
Year: 2009
Scope: Facilitated food parcel sponsorship to Mondesa fire victims in partnership with Pick N Pay.

Catholic Aids Action Union:
Year: 2002
Scope: The Catholic AIDS Action (CAA) is a civil society organization, responding to the HIV and AIDS nationwide by implementing community-based interventions across the country.

NamRA

Namibia Revenue Agency

Taxpayer Registration Certificate

**********Original**********

TAXPAYER TYPE	Non-profit Organisation
TAXPAYER IDENTIFICATION NUMBER	14868976
TAX TYPE	
TAXPAYER/REGISTERED NAME	Ezra Nest Educational Foundation (non-profit Association Incorporated Under
REGISTRATION/IDENTITY NUMBER	21/2024/0856
POSTAL ADDRESS	P.O. Box 1749 Swakopmund Swakopmund Khomas Namibia
EFFECTIVE DATE	16/07/2024
DATE OF ISSUE:	29/07/2024

ISSUED BY

Namibia Revenue Agency

NAMIBIA REVENUE AGENCY NamRA Serving with passion TAXPAYER SERVICES

Commissioner

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2. A certified copy of this certificate may be required by the Department of Customs and Excise and is to be supplied on demand by an official.
3. In the event of a copy being submitted, it is the responsibility of the employer to validate such copy against the original.
4. This certificate is not transferable.

REPUBLIC OF NAMIBIA

MINISTRY OF LOCAL GOVERNMENT AND HOUSING

TEL: 0641-61900
FAX:
TELEX:

Office of the Regional Commissioner
P.O. BOX 1230
SWAKOPMUND
NAMIBIA

29TH NOVEMBER 1991

OUR REF.: YOUR REF.:

ENQUIRIES: Mr. J. Stephanus

Miss. C. Onesmus
Secretary
Vrede Rede Building Committee
SWAKOPMUND
NAMIBIA

Dear Madam

RECONSTRUCTION OF THE VREDE REDE SCHOOL - MONDESA

The community of Mondesa, Tamariskia and Swakopmund are extremely proud of you for giving your precious time and energy to this project without expecting compensation, except knowing that the well-being and education of all children is now being properly attended to. These children will one day be the future nation of our beloved country Namibia.

The exertion projected into this venture is deeply appreciated by all e.g. from the Honourable Minister of Education and Culture to the youngest child. If all citizens in Namibia possessed this wonderful attitude of sharing, there is no doubt that this country will develop into a Nation we can all be proud of.

Once again thank you for all the work accomplished by yourself in the rebuilding and upgrading of the Vrede Rede School. I trust that some time in the future you will be compensated for the good deed you have bestowed on the children of our community.

May God Bless you.

Yours sincerely

Asser Kapere
REGIONAL COMMISSIONER

THE ROSSING FOUNDATION

CECILIA ONESMUS

attended a HIGHER INTERMEDIATE course in

ENGLISH

at

TAMARISKIA EDUCATION CENTRE

This course covered the following aspects:

- LISTENING SKILLS 75%
- COMMUNICATIVE SKILLS 80%
- READING SKILLS 67%
- WRITING SKILLS 80%

Signed this 28 day of NOVEMBER 1996

CENTRE HEAD

DIRECTOR

Catholic AIDS Action
Namibian Catholic Bishops Conference

Certificate of Attendance

To: CECILIA ONGSMUS

Love is Not Enough

Building Resiliency in Children affected by HIV/AIDS

Presented by
Catholic AIDS Action in conjuction with the Namibia National Teacher's Union
Swakopmund

Date: 26-28 August 2002

Lucy Y. Steinitz, Ph.D.
National Co-ordinator

MINISTRY OF EDUCATION
ERONGO REGION

Training Course

30 March - 03 April 2009

was attended by

_____

Mr J. /Awaseb
Regional Director

Ms M. Booysen
RSC - Facilitator

Ms Z. Martin-Plaatjies
ARSC - Facilitator

Republic of Namibia
Ministry of Education

Certificate of Attendance

It is hereby certified that

Cecilia Onesmus

has attended a workshop in:

Bereavement Counselling

Issued by the Erongo Regional Office

Regional Director

Trainer(s)

17 March 2006
Date

Republic of Namibia

Ministry of Basic Education, Sport and Culture

Certificate of Attendance

It is hereby certified that

Ms Cecilia Onesmus

has attended a workshop in:

Basic Counselling Skills

Issued by Division: Diagnostic Advisory and Training Services

Special Education Programmes

Supervisor / Trainers

Under-Secretary M B E C

2000 – 08 – 03

Date

29 July 2024

KING JESUS REIGN MINISTRIES
SWAKOPMUND D.R.C
CELL: 081 601 9272

To whom it may concern

RE: DONATION OF VARIOUS ITEMS TO THE CHURCH

It gives me pleasure to write this letter, Ms Cecilia Onesmus Nakashole joins our Church (King Jesus Reign Ministry) in 01 January 2016. She became a very active and hard working leader in the Church.

Because of her open heart and motherly figure, many of the congregation easily confide in her. Members got attached to her very easily. They have started opening up with her regarding their short coming, struggles and sufferings.

Without wasting time, she started writing letter to different companies. Fortunately because of her humble spiriter request was answered. Ackermans Swakopmund donated items such as clothing, shoes and many more. Myself prophet Vincent and Ms Nakashole Cecilia went to collect it on behalf of the Church. This big donation by God's grace was successfully handed out to all Church members. Very big bundles of items each. Not only was it given to the church, but also to by passers and neighbors.

Ms Cecilia Onesmus Nakashole is an assist not only to the church, but to the community at large.

Myself as the Overseer of King Jesus Reign Ministry would like to wish her well and bless her in her future endeavors.

Many Thanks in Advance

Yours in Good Faith

Prophet Vincent

Signature .....

KING JESUS REIGN MINISTRIES
SWAKOPMUND D.R.C
CELL: 081 601 9272

NARRAVILLE PRIMARY SCHOOL
P O Box 5064
Tel (0) 264-64 - 203045
Fax (0) 264-64 - 203180
Email nvilleps@mweb.com.na
Narraville
WALVIS BAY

10 July 2024

TO WHOM IT MAY CONCERN

RE: ASSISTANCE RENDERED TO THE NEEDY AND VULNERABLE LEARNERS AND COMMUNITY

It affords me great pleasure to attest to the character of Ms. Cecilia Onesmus Nakashole. She joined Narraville Primary School on 01 November 2018. Due to her love for children and the community, she found it wise to start a soup kitchen for the needy learners at school.

She had successfully completed this task with the assistance of some staff members and learners. Not only did she manage to run the soup kitchen, bread and fruits were also added to their menu.

In the year 2021, some community members who could not afford their rent due to unemployment and COVID-19, unfortunately ended up at the Narraville Rugby field – a place they soon started calling home. Once again, this was not a difficult task for Ms. Nakashole. She promptly started to provide soup and clothing to the stranded families. Ms. Nakashole became the Mother Theresa of all time.

Needless to say, Ms. Nakashole played a pivotal role not only in the lives of many children but immensely assisted the whole community at large.

I wish her well in her future endeavours.

Yours faithfully,

Mr. C. C. Farmer
Former Acting Principal
Narraville Primary School

NARRAVILLE PRIMARY SCHOOL
P O Box 5064
Tel 064-203045
Fax 064-203180
E-mail nvilleps@mweb.com.na
Narraville - Walvis Bay

Scanned with MOBILE SCANNER

REPUBLIC OF NAMIBIA

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Tel: (067) 230084/0812755078
Fax2mail: 0886554974

P. O. Box 9023
Oshivelo

Enquiries: Mr. Christian N Neshuku
neshuku2005@yahoo.co.uk/cneshuku@gmail.com
Ref:28/S.4/2/8

30 July 2024

Testimonial for Ms Cecilia Jonas- Onesmus

TO WHOM IT MAY CONCERN

I, the undersigned have the pleasure of testifying in favour of Ms Cecilia Jonas-Onesmus. Ms Onesmus has been a school principal at Ombili primary school, in Oshivelo Circuit, Oshikoto region from 2010 to 2013.

According to the records Ms Onesmus is humble by nature, proactive and an independent thinker. Her excellent social skills enable her to connect and be part of the Ombili community. She used to be a member of Ombili foundation board of directors as well as an active member of Ombili community choir.

Under her leadership of 3 years at Ombili primary school, the school progressed well in academic as well as extra-curricular activity. Due to the aforementioned attribute Ms Onesmus gained influence and admiration from the Ombili San community as well as other farms.

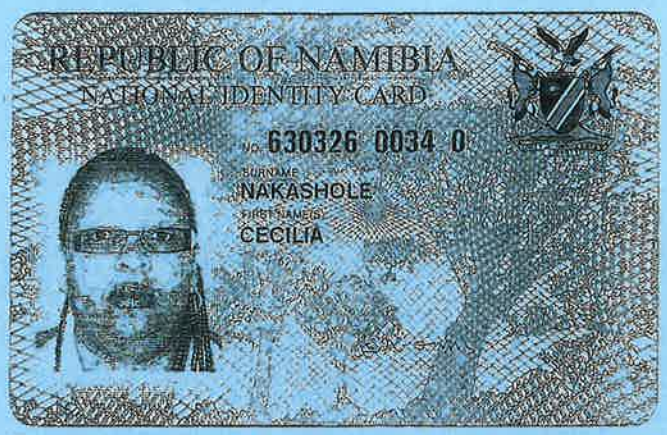
Oshivelo Circuit will forever cherish the contribution made by Ms Onesmus in Namibian education sector. I therefore recommend Ms Cecilia Jonas-Onesmus for any opportunity knowing that she always excell in whatever she does.

Our best wishes will always follow her wherever she may go.

Yours faithfully

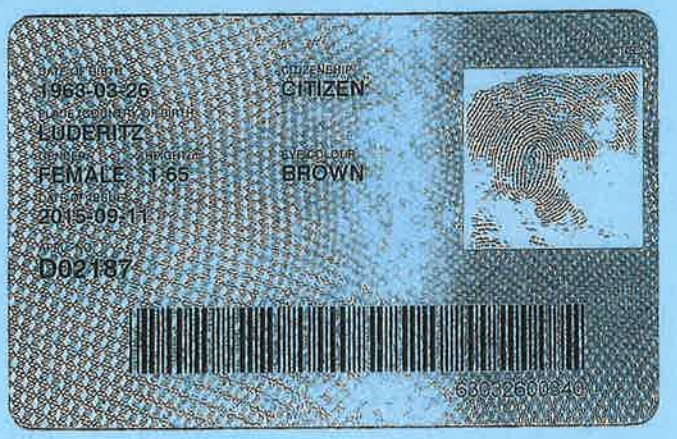
OSHIKOTO REGIONAL COUNCIL
Inspector of Education
Oshivelo Circuit
30 JUL 2024
Private Bag 2006 Onandjaba
Directorate of Education, Arts and Culture
Republic of Namibia

MR. CHRISTIAN N NESHUKU
INSPECTOR OF EDUCATION
OSHIVELO CIRCUIT



NAMIBIAN POLICE FORCE
31 JUL 2024
SWAKOPMUND POLICE STATION

I certify that this document is a true reproduction/ copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.
Signature:



Workshop Attended

Year	Workshop
2023	Vulnerable witness support persons Training (VWSP)
2022	Couselling Support training vulnerable witness support
2021	Hygiene and Cleanliness
2020	Orpans and Vulnerable Training
2019	Preparedness Training on Covid 19
2018	Induction Training of Newly appointed principals
2017	Counselling and Bereavement non
2016	My future choice
2015	Wash
2014	School link
2013 &2014	UPE Universal Primary Education
2013	Principal Induction
2012	Leadership & English - Ongwediva Offered by British Council
2011	Pre-Grade Principal' workshop
2010	English Curriculum panel
2009	English Curriculum panel
2008	English Curriculum panel
2007	H.O.D
2006	Processing Skills for beginners - Computer AIDS
2005	Basic Counselling skills
2004	Population Education
2002	Window of Hope
1998	Bereavement

Activities and interests

Socializing, Sharing the Word of God; Wide reading

Extra-mural Activities

Netball
School Choir
Window of Hope
Contact Teacher for Orphans and vulnerable children
Cultural Activities; Can assist where needed
Translator at churh and funeral (Oshiwambo, English and Afrikaans)

CECILIA ONESMUS NAKASHOLE

Objective

To obtain a challenging position in Education Sector or professional related environment that can fully utilize and enhance my training, interpersonal skills and experience.

Experience

- Narraville Primary School Walvisbay 2018-2023
- Oshakati Primary School, Oshakati 2013-2016
- Ombili Primary School, Tsumeb 2010-2012
- Westside High, Swakopmund 2007-2010
- Tamariskia Primary School, Swakopmund 1996-2006
- Vrede Rede Primary School, Swakopmund 1992-1996
- Festus Gonteb School, Swakopmund 1989-1991
- Festus Gonteb School, Swakopmund 1989-1991
- Diaz Primary School, Swakopmund 1986-1988

Contact

0817568956

cecjonas@gmail.com

267 Copper Ave, Tamariskia
P O Box 1749, Swakopmund, Namibia

ID NR: 63032600340
Health: Excellent
Marital Status: Widow

Education

- Western Cape College (South Africa)

Higher Education Diploma (HED)
Grade 12

Language

English Afrikaans Oshiwambo

Background in brief

>37 years experience in Teaching
>Well-groomed, mature, developed social and business etiquette
>Dynamic and creative
>Pro-active, performance driven and initiative

Demonstrated Strengths

>Self motivated, conscientious team worker and open minded
>Cultural diversity, ethical, adaptable and fast learner

Reference

Reverend Sakeus Keib
Swakopmund
Tel: +264 64 1570

Mr A J Jantjies
Swakopmund
Tel: +264 46 1381

Pastor Mark Beukes
Walvisbay
TCell: +264 81 317 7253

Other

Throuh various platforms I attained a lot of interpersonal and technical skills, which include communication, problem solving, team work, analytic, working under pressure, motivating others, planning and negotiation.

Summary of professional expertise & work experience duties & responsibilities

School Board Member
Secretary of School Board
Secretary of Tonateni Choir Member of Church Aids Action Group
Secretary of Building Committee when Vrede Rede School was gutted by fire
Assisting with School Choir and drum majorities
Contact Teacher of My Future, My choice
Member of the School Counselling Support Group
Contact Teacher of Window of Hope
Adult literacy programme-Rossing Foundation (Teacher)
Panel member of English language curricullum at NIED
Co-ordination for Home Ecology (Cluster)
Facilitator basic counselling for Cluster Center

Yours in Compassion

Mrs. Cecilia Onesmus Nakashole
Founder – Ezra Nest Educational Foundation

Contact Details:

Cell: +264 817568956
Email: cecjonas@gmail.com

Conclusion

The establishment of a homeless shelter accommodation project in the community of Swakopmund is a crucial step towards addressing the issue of homelessness and emergency support to all those in dire need. Without this type of intervention, we continuously watch our children fall victim to harsh social conditions hampering them from having a chance at life and becoming important members of society. There is no better time to act then now considering the increased number of child deaths all caused by the violent and unlawful behavior. As elders we cannot sit and watch while our children dig their own graves through violence, crime, alcohol and substance abuse which haunts the town. We reflect upon a time when Swakopmund was a very safe town and cannot hold back the sadness when considering the current living conditions. This does not mean that we must lose hope and like the saying goes, "it's never too late to make a difference"

Being granted the opportunity to manage this center on municipal property will not only sound a call of the local authority's dedication to addressing bread and butter issues of the town, it will also offer us a chance to realize our dream of running a successful shelter for the beautiful children of the town. Our years of experience as caregivers and teachers have prepared us for this golden opportunity to fulfill our mandate by creating lasting impact, ploughing back in the community of Swakopmund. With the municipality's endorsement and support by the community and all our partners, we are confident in our ability to fulfill this God ordained mission. Since our organization's establishment, we have remained truthful and committed to making a positive impact and creating a more inclusive and compassionate community with moral values, dignity respect. Under Ezra Nest Educational Foundation's leadership, the center will be revived and transformed into a safe zone for many children and youth, providing maximum protection and safety of our most precious gems. We will ensure that all the beneficiaries will go on to lead successful and fulfilling lives through our teachings of the Christian faith, technical and vocational skills for both the boy and the girl children and inspiring the to become self-reliant. As philanthropic leaders operating within the nonprofit sector, we propose both a moral call to action and a keen sense of what is best for the future of our children. Addressing homelessness and investing in the future our children is a matter of racial equity and social justice. In essence, at Ezra Nest Educational Foundation we believe everyone deserves the dignity and safety.

We believe that together we truly can end child abuse, rejection, homelessness, and that our community will be stronger and better when we all come together to achieve this goal. Thank you again for your leadership. It is our sincere hope that favorable consideration is given to this application.

Baby Diapers	2 000
Kitchenware	10 000
Clothing Items	7 000
TOTAL EXPENDITURE	**N$ 75 000.00**

ANNE'S HOME COMMUNITY CENTRE

0817407276 Matutura, Swakopmund maritabrendell@yahoo.ca

Proposal to Manage the Emergency Shelter and Offer Additional Services

Additional Services

Beyond skills training, we propose to offer:

- Sports Facilities: Develop a field for sports where children and community members can play basketball, netball, and other sports. This will promote physical fitness and community engagement.
- Community Garden: Establish a garden to grow ingredients for preparing meals for those in need. This will also serve as an educational space to teach participants how to grow their own food, promoting self-sufficiency and healthy eating habits.
- Counseling and Mentorship Programs: Provide counseling and mentorship to boost participants' confidence and personal development.
- Spiritual Guidance: Offer spiritual guidance to help individuals grow and mature in their faith.
- Community Events: Organize regular community events to foster a sense of belonging and community spirit.

Conclusion

Anne's Home Community Centre is envisioned as a beacon of hope for the jobless and homeless in Swakopmund. By equipping individuals with valuable skills and providing essential support services, we aim to combat poverty and promote self-reliance. We are excited about this journey and are committed to making a meaningful difference in the lives of many.

Contact Information
Anna Strauss
CEO, Anne's Home Community Centre
Cell: 0817407276
Thank you in advance for your support and consideration.

ANNE'S HOME COMMUNITY CENTRE

0817407276 Matutura, Swakopmund maritabrendell@yahoo.ca

Proposal to Manage the Emergency Shelter and Offer Additional Services

Objectives

- Assist over one hundred jobless individuals and school leavers.
- Provide skills training to improve employability.
- Offer at least one meal per day to the homeless and a warm place to sleep.
- Promote self-confidence and spiritual maturity among participants.

Implementation Plan

1. Acquisition of Land and Facilities
   - Apply for the emergency Shelter Building, ERF 610 TAMARISKIA.
   - Seek sponsors to fund the construction of the Community Centre and purchase necessary equipment.
2. Resource Mobilization
   - Collect donations such as containers for workshops and storage, old furniture for upholstery, hardboard, wood, pallets, and other materials for craftwork.
   - Secure essential tools and machinery, including carpentry tools, brick-making machines, sewing machines, and computers.
3. Fundraising and Sustainability
   - Organize functions and events to raise funds for meals and daily needs.
   - Engage with local businesses and organizations for sponsorship and support.
4. Management and Governance
   - Find Committee Members who are passionate about this initiative.
   - Establish a governance structure to oversee the operations of the Community Centre.

ANNE'S HOME COMMUNITY CENTRE

0817407276 Matutura, Swakopmund maritabrendell@yahoo.ca

GENERAL MANAGER MUNICIPALITY OF SWAKOPMUND Economic Development Services

Proposal to Manage the Emergency Shelter and Offer Additional Services

Introduction

Our vision is to establish a Non-Profit Community Centre in Swakopmund, specifically aimed at assisting jobless individuals by providing them with essential skills through volunteer-led training programs. This initiative will empower participants to secure employment and earn an income. Additionally, we aim to offer homeless individuals at least one meal per day and a warm place to sleep when necessary.

Community Needs Assessment

During our observations in Swakopmund, particularly in the DRC and Matutura settlements, we identified a significant number of jobless individuals. Our goal is to provide these individuals with opportunities to learn various skills that can be utilized to produce goods for sale at market days organized by the Committee Members. The income generated from these sales will help participants support themselves and their families.

Skills Training Programs

Our training programs will cover a wide range of skills to ensure participants are well-equipped for various job opportunities. These skills include:

- Upholstery
- Craft
- Carpentry
- Bricklaying
- IT Repair
- Accounting
- Needlework
- Hairdressing and Nail Services (Beauty Salon)

GENERAL MANAGER MUNICIPALITY OF SWAKOPMUND 31 JUL 2024 Economic Development Services

SIGNATORIES TO ARTICLES OF ASSOCIATION

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
5. Full Names **ONESMUS IYALOO HELENE RUBENCIA** Occupation **TEACHER** Residential address **BELLA ROSA GALLICA COURT UNIT 10, ROCKY CREST, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND**	25/06/2024 Onesmus	5. Full Names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
6. Full Names **VAN TAK SHEKUPE DIANA ANNASTANCIA** Occupation **TEACHER** Residential address **UNIT 8 LONG ISLAND STREET ROCKY CREST, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 55326 WINDHOEK**	25/06/2024 Van Tak	6. Full Names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
7. Full names **ONESMUS HAFENIE BERNARDT ELRICO** Occupation **TEACHER** Residential address **ERF.267 COPPER AVENUE TAMARISKIA, SWAKOPMUND** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND**	25/06/2024 Onesmus	7. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024 NDAKELELA NELAO ALEXANDER NOTARY PUBLIC REPUBLIC OF NAMIBIA

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be imposed on it by the directors. Committees shall have the right to ad hoc co-option of persons who are or are not members of the company.

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REPUBLIC OF NAMIBIA

57. *Chairman of the committee.* A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.

58. *Meetings of the committee.* A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the chairman shall have a second or casting vote.

59. *Validity of acts.* All costs done by any meeting of the directors or of a committee of directors, or by any person acting as a director, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.

60. *Validation of resolution.* A resolution in writing, signed by all the directors for the time being entitled to receive notice of a meeting of the directors, shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.

SECRETARY

61. *Secretary.* The secretary shall be appointed by the directors for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

62. *Same person not to act as secretary and director.* A provision of the Act or these Articles requiring or authorising a thing to be done by or to a director and the secretary shall not be satisfied by its being done by or to the same person acting both as director and as, or in place of, the secretary.

THE SEAL

63. *Seal.* The directors may procure a seal to be made for the company and, if so made, shall provide for the safe custody thereof. The seal shall only be used by the authority of the directors or of a committee of the directors authorised by the directors in that behalf, and every instrument to which the seal shall be affixed shall be signed by a director and shall be countersigned by the secretary or by a second director or by some other person appointed by the directors for the purpose.

FINANCIAL YEAR AND ACCOUNTS

64. *Financial year.* The financial year of the company shall terminate on the last day of **February** in each year.

65. *Proper accounts to be kept.* The directors shall cause proper books of account to be kept with respect to -

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REPUBLIC OF NAMIBIA

Form CM 44C

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 64) (Regulation 18 (1), (2) and (3))

CM44C

SIGNATORIES TO ARTICLES OF ASSOCIATION

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
1. Full names **NAKASHOLE CECILIA** Occupation **DIRECTOR** Residential address **ERF.267 COPPER AVENUE TAMARISKIA, SWAKOPMUND** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND**	25/06/2024 Nakashole	1. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
2. Full names **SHEYAVALI JONAS MWAHAFIFANGE** Occupation **DEPUTY DIRECTOR** Residential address **ERF 1179 MATUTURA SWAKOPMUND** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX7462 SWAKOPMUND**	25/06/2024 Sheyavali	2. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
3. Full names **TCHISUKU FLORENCE NGOIA** Occupation **SECRETARY** Residential address **ERF 4222 HARRIER CLOSE FAIRWAYS** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 3974 WALVISBAY**	25/06/2024	3. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
4. Full names **ONESMUS THOMMY RUBEN SHISHIWENI** Occupation **TREASURER** Residential address **FLAT NO. 8 SCHEPMANN STREET PIONEERS PARK, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND**	25/06/2024 Onesmus	4. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024 NDAKELELA NELAO ALEXANDER NOTARY PUBLIC REPUBLIC OF NAMIBIA

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72.1 every member except those members who (having no registered address within Namibia) have not supplied to the company an address within Namibia for the giving of notices to them;

72.2 every person being a legal personal representative or a trustee in insolvency of a member where the member but for his death or insolvency would be entitled to receive notice of the meeting; and

72.3 the auditor for the time being of the company.

No other person shall be entitled to receive notices of general meetings.

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65.1 all sums of money received and expended by the company and the matters in respect of which the receipt and expenditure takes place;

65.2 all sales and purchases of goods by the company; and

65.3 the assets and liabilities of the company.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the company's affairs and to explain its transactions.

66. *Books to be kept at registered office.* The books of account shall be kept at the registered office of the company, or, subject to Section 286 of the Act, at such other place or places as the directors think fit, and shall always be open to the inspection of the directors.

67. *Inspection.* The directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the company or any of them shall be open to the inspection of members not being directors, and no member (not being a director) shall have any right of inspecting any account or book or document of the company except as conferred by statute or authorised by the directors or by the company in general meeting.

68. *Profit and loss accounts and balance sheets.* The directors shall from time to time in accordance with Section 286 of the Act, cause to be prepared and to be laid before the company in general meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in this section.

69. *Copies for members.* A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the company in general meeting, together with a copy of the auditor's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the company. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the company is not aware or to more than one of the joint holders of any debentures.

AUDIT

70. *Auditors.* Auditors shall be appointed and their duties regulated in accordance with Sections 269 and 283 of the Act.

NOTICES

71. *Service of notices.* A notice may be given by the company to any member either personally or by sending it by post to him or to his registered address, or (if he has no registered address within Namibia) to the address, if any, within Namibia supplied by him to the company for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the twenty-four hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.

72. *Who is entitled to notice of general meeting.* Notice of every general meeting shall be given in any manner hereinbefore authorised to -

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MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ECONOMIC DEVELOPMENT SERVICES (COMMUNITY & YOUTH DEVELOPMENT SECTION)

NOTICE NO: 47 /2024

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA, SWAKOPMUND

NAME OF APPLICANT:	SAMUEL AUTRICH FRANZ
POSTAL ADDRESS:	P.O. BOX 164
	SWAKOPMUND
BUSINESS ADDRESS:	Erf 3943 HIDIPO HAMUTENYA STR.
	INDASTRIAL AREA
TELEPHONE:	0818570979
FACSIMILE:	/
E-MAIL:	Samuelafranz@gmail.com
ORGANISATION:	GOSPEL MISSION CHURCH
CLOSING DATE	**31 JULY 2024**

CONTENT

1. NOTICE

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Municipality of Swakopmund

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Description: Proposals are hereby invited from interested Non-Governmental Organizations to manage the shelter and to provide any additional services that can be offered at the Emergency Shelter on Erf 610, Tamariskia.

Closing Date: 31 JULY 2024 @ 11h00

Documents: Available at the:
Economic Development Services Department
Municipal Head Office, Room E1-25
c/o Rakotoka Street & Daniel Kamho Avenue
Swakopmund

Levy: Free of Charge

Site Meeting: Wednesday, 3 July 2024 @ 11h00

Enquiries: Mrs SN Kathena
Tel: +264-64-410 4609
Fax: 0886519135

Proposals in sealed envelopes clearly marked.
" PROPOSALS TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"
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: 47/ 2024

A BENJAMIN
CHIEF EXECUTIVE OFFICER

2. INTRODUCTION

The Emergency shelter, previously known as the Erongo House of Safety, is situated on erf 610, Tamariskia, Swakopmund. This facility was used as a residential childcare facility providing a range of services to support the well-being and development of vulnerable children in need of care and shelter in Swakopmund.

The erf was returned to Council during 2018 in order to purchase another erf for the development of a house of safety after the building on erf 610 failed to meet the requirements for Residential Childcare Facilities in Namibia. In the meantime, the facility has been dilapidated and vandalized ever since and has not been fit for its intended purpose. Council has thus decided to revamp and renovate the building for the use of an emergency shelter.

3. SCOPE OF SERVICES: MANAGEMENT OF THE SHELTER

A) Background

In response to the increasing fire incidents in Swakopmund and immediate effect thereof, the Municipality of Swakopmund intends to renovate the structure on erf 610 Tamariskia, to transform it into an Emergency Shelter. The shelter will provide temporary and short-term accommodation to the fire victims and other natural or man-made disasters for individuals and families affected by a disaster, ensuring their safety and well-being during critical times. The facility should therefore be accessible 24 hours a day.

B) Project Objectives

1. **Rapid Response:** To ensure the safety, well-being, and dignity of displaced individuals within a rapid timeframe after receiving a disaster alert.
2. **Capacity:** To accommodate a maximum of 30 individuals/families, ensuring gender sensitive facilities and accessibility for persons with disabilities.
3. **Safety and Security:** To provide a secure and safe environment, implement necessary security measures, and comply with local national regulations.
4. **Basic Amenities:** To offer basic amenities including clean water, sanitation facilities, bedding, and food provisions to meet the immediate needs of shelter occupants.

5. **Coordination:** To work collaboratively with the Municipality of Swakopmund, NGOs, and relevant stakeholders to ensure efficient and effective response and recovery efforts.

C) Shelter Specifications

1. **Location:** The shelter is located at erf 610, Tamariskia.
2. **Infrastructure:** The shelter is designed to accommodate **30** individuals/families.
3. **Amenities:** The shelter should be equipped with basic amenities, including:
   - Ablution facilities.
   - Bedrooms, Beddings & Furniture.
   - Hygiene kits and sanitary supplies.
   - Common areas for communal activities.
4. **Security Measures:** The shelter shall implement security measures to ensure the safety of occupants, including the presence of trained security personnel, CCTV surveillance, and secure entry and exit points.
5. **Coordination Facilities:** A coordination center will be established within the shelter to facilitate communication and collaboration among responding agencies, NGOs, and local authorities.

D) Submission Requirements

Interested entities are requested to submit the following information in their EOIs:

1. **Experience:** Provide proof of experience in running similar facilities or similar service
2. **Organizational Profile:** Provide details about the organization, including its mission, vision, goals, experience in emergency response, and relevant expertise.
3. **Technical Proposal:** Outline the organization's approach to manage the emergency shelter, including staff deployment, logistics, and coordination with stakeholders.
4. **Financial Proposal:** Provide a detailed budget for shelter management, including costs for staffing, supplies and maintenance. Should also indicate how will you raise funds to sustain the center.
5. **Reference:** Provide proof of registration i.e. Welfare organization, include references from previous emergency response or shelter management projects.
6. **Presentation:** Provide a project detailed presentation to Council

E) Evaluation Criteria

EOIs will be evaluated based on the following criteria:

1. **Experience and Expertise:** Relevance of the organization's experience in emergency shelter management.
2. **Technical approach:** The feasibility and effectiveness of the proposed management plan.
3. **Financial Approach:** The reasonableness and completeness of the budget.
4. **References:** Positive feedback and outcomes from previous projects.

F) Important Dates

- EOI Submission Deadline:
- Evaluation Period:
- Notification of Successful Bidder:
- Contract Award:

G) Expression of Interest (EOI) Invitation

The Municipality of Swakopmund invites expressions of interest from registered, qualified and interested entities to manage the emergency shelter. Interested organizations must submit their EOIs with detailed proposals by **31st JULY 2024. The proposal should include and highlight all the services a successful bidder must provide or offer.**

H) RESPONSIBILITIES

MUNICIPALITY OF SWAKOPMUND

- Owner and lessor of the property
- Provide 50% subsidy towards water consumption, rates and taxes.

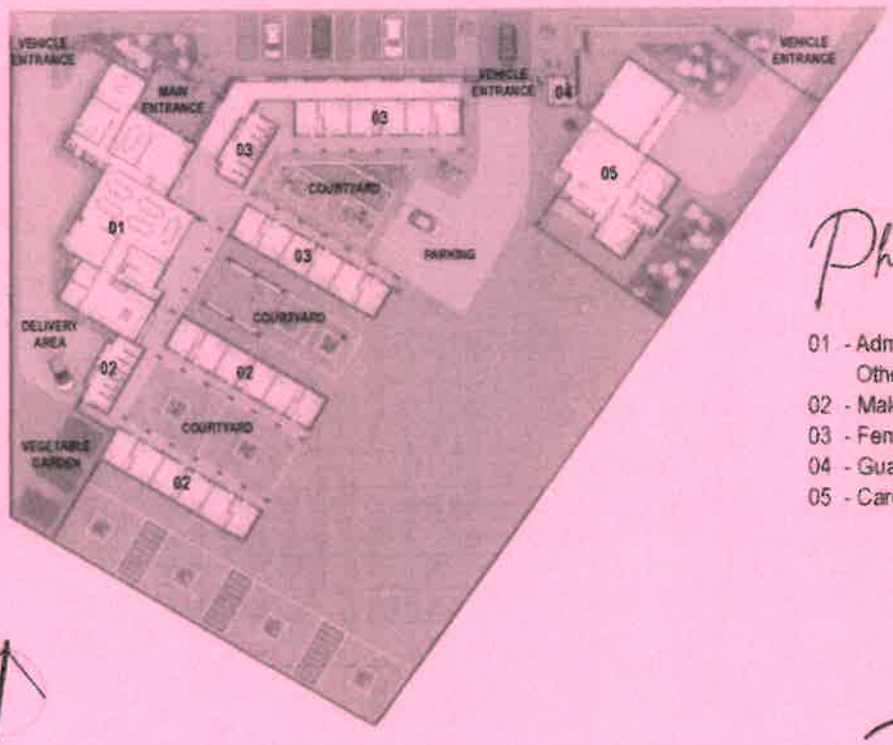
SUCCESSFUL BIDDER

- Leasing the property
- Handling all day-to-day maintenance and minor work
- Staffing and remunerations
- Providing of beddings, meals and security services
- Source own financial resources to run the Centre

4. DESCRIPTION OF PREMISES AND LAYOUT

The premise comprises of:

01 Administration & Other services
02 Male Dormitories
03 Female Dormitories
04 Guard House
05 Caretaker's House



Phase 01

01 - Administration & Other Services
02 - Male Dormitories
03 - Female Dormitories
04 - Guard House
05 - Caretaker's House

North

lk

5. 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 an organisation registration as **Welfare organisation or Not for Profit or Gain OR Non-Governmental Organisation**
- **A copy of** a "**Company Registration**" from Ministry of Industrialisation, Trade and SME Development.
- A certified copy of the applicant's 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 or community bases 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 facility and highlight the services you intent to provide.

NB: ALL MUNICIPAL REGULATIONS AND / OR BY-LAWS IN FORCE WITHIN THE MUNICIPAL AREA WILL BE APPLICABLE.

6. SPECIFICATIONS

1. The offer is limited to Welfare organizations who have experience is running or managing community-based programs and willing to accommodate the fire victims. Thus, proof of experience be attached.

2. Only one proposal per organization will be accepted.

3. An Emergency Shelter will be leased for a period of two (2) years before assessed, with a possibility of 3 years extension based on the performance.

4. The prospect organisation shall be expected to:
   - **See to the cleanliness and maintenance of the facility.**
   - **Offer emergency shelter for fire victims free of charge.**
   - **Ensure that the programs introduced at the Centre are the same presented and confirmed by Council. Any changes and amendments should be communicated to Council accordingly.**

5. Selling and use of alcohol beverages on the premises will be ***PROHIBITED***.

7. OFFER FORM

OFFER FORM

Name & Surname of Applicant:

SAMUEL AUTRICH FRANZ

Identity Number:

8604070007 6

Name of the organization:

GOSPEL MISSION CHURCH

Represented by:

SAMUEL AUTRICH FRANZ

Contact Person:

SAMUEL FRANZ 0818570979

✉ .....

@ samuelafranz@gmail.com

✉ .....

☎ .....

0818570979

31.07.2024

Date

Signature

Please attach your detailed proposal hereto.

Proposals clearly marked **"PROPOSAL TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"** 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 **31st JULY 2024** at **11h00**. No late proposals and only proposals on the standard form will be accepted.

MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We SAMUEL AUTRICH FRANZ

in my / our capacity / capacities PASTOR

of GOSPEL MISSION CHURCH

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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

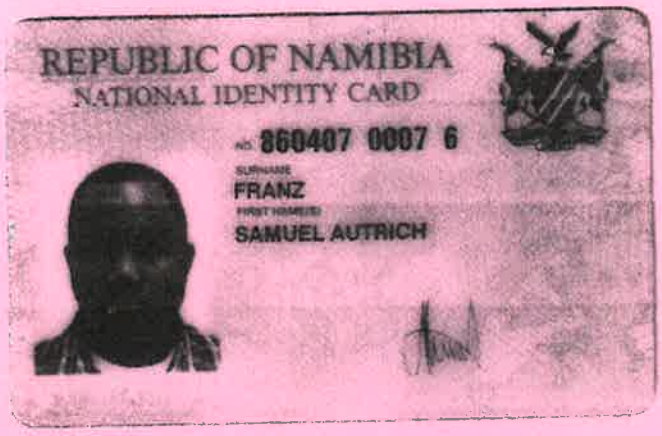
THUS signed at SWAKOPMUND this 31 day of July **2024.**

AS WITNESSES

1. .....

2. Hembaka.....

.....
LESSEE



REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD

NO. 860407 0007 6

SURNAME
FRANZ

FIRST NAME(S)
SAMUEL AUTRICH

DATE OF BIRTH
1986-04-07

PLACE/COUNTRY OF BIRTH
MARIENTAL

GENDER
MALE

HEIGHT/m
1,68

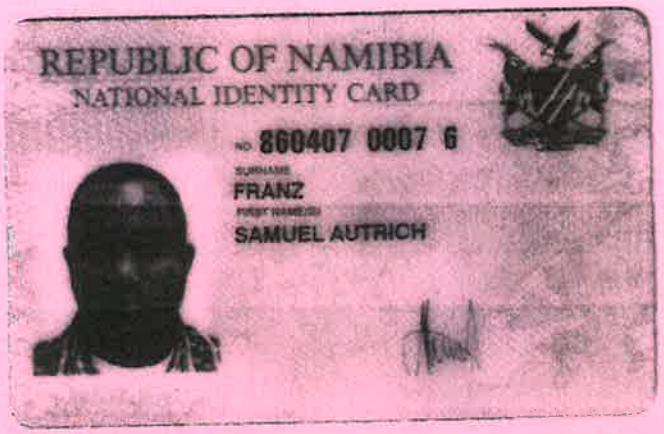
CITIZENSHIP
CITIZEN

EYE COLOUR
BROWN

DATE OF ISSUE
2015-04-01

APPL.-NO
P91785

86040700076



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APPL. NO.
P91785

86040700076

Republic of Namibia
Electoral Commission of Namibia
Voter Card

Surname:	FRANZ
Name:	SAMUEL AUTRICH
ID No:	86040700076
Region:	ERONGO
Constituency:	SWAKOPMUND
Local Authority:	SWAKOPMUND
Gender:	MALE
Date of Registration:	2024/07/30
Signature:	

VRN
240656002863
Original

This card is the property of The Electoral Commission of Namibia.
If found please return to:

Chief Electoral and Referenda Officer
Electoral Commission of Namibia
Electoral House
67-71 Van Rijn Street
Windhoek North
Private Bag 13352
WINDHOEK
NAMIBIA

Technical Proposal for the Management of an Emergency Shelter by Gospel Mission

1. Introduction

This technical proposal outlines Gospel Mission's approach to managing the emergency shelter on Erf 610, Tamariskia. The shelter aims to provide temporary and short-term accommodation for individuals and families displaced by fire, natural, or man-made disasters. Our approach focuses on efficient staff deployment, robust logistics, and seamless coordination with stakeholders to ensure the safety, wellbeing, and dignity of all occupants.

2. Objectives

- **Rapid Response**
  - Ensure timely response to disaster alerts and provide immediate shelter to displaced individuals.
- **Capacity**
  - Accommodate up to 30 individuals/families, with facilities that are gender-sensitive and accessible for persons with disabilities.
- **Safety and Security**
  - Maintain a secure and safe environment for all shelter occupants. - Implement necessary security measures and comply with local and national regulations.
- **Basic Amenities**
  - Provide essential amenities such as clean water, sanitation facilities, bedding, and food.

3. Staff Deployment

- **Staffing Structure**
  - **Shelter Manager**
    Responsible for overall management, coordination with stakeholders, and ensuring compliance with regulations.
  - **Assistant Manager**
    Assists the Shelter Manager in day-to-day operations and oversees volunteer activities.
  - **Security Personnel**
    Ensures the safety and security of the shelter premises and occupants.
  - **Health and Sanitation Officer**
    Maintains hygiene standards, manages sanitation facilities, and coordinates with health service providers.
  - **Social Worker/Counselor**
    Provides psychological support and addresses the needs of the displaced individuals.

- **Health Service Providers**
  - **Medical Support:** Collaborate with local health service providers to offer medical check-ups, emergency treatments, and health education.
  - **Mental Health Services:** Partner with mental health professionals to provide counseling and psychological support.

- **Donors and Sponsors**
  - **Fundraising:** Engage with potential donors and sponsors to secure funding and resources for the shelter.
  - **Reporting:** Provide regular updates and reports to donors on the shelter's activities, needs, and impact.

6. Implementation Plan

- **Pre-Implementation Phase**
  - **Site Preparation:** Prepare the shelter site, including construction or renovation of facilities, installation of security systems, and setup of basic amenities.
  - **Staff Recruitment:** Hire and train staff and volunteers.
  - **Stakeholder Engagement:** Establish communication channels and agreements with local authorities, NGOs, health service providers, and donors.

- **Operational Phase**
  - **Activation:** Activate the shelter upon receiving a disaster alert.
  - **Reception:** Welcome displaced individuals, conduct initial assessments, and assign accommodation.
  - **Service Delivery:** Provide essential services, including food, water, sanitation, health care, and psychological support.
  - **Monitoring:** Continuously monitor the shelter's operations, address any issues, and ensure compliance with regulations.

- **Post-Implementation Phase**
  - **Deactivation:** Safely decommission the shelter once the crisis is over and displaced individuals can return to their homes or find alternative accommodation.
  - **Evaluation:** Conduct a comprehensive evaluation of the shelter's operations, gather feedback from occupants and stakeholders, and identify areas for improvement.
  - **Reporting:** Prepare and submit detailed reports to stakeholders, including local authorities, donors, and community partners.

Business Plan for the Management of an Emergency Shelter by Gospel Mission

CONTENTS

1. Executive Summary

This Business Plan aims to set out a shared sense of direction for Gospel Mission Swakopmund to respond to the "Expression of Interest" from the Swakopmund Municipality, allied with a clear strategic and operational focus. It sets out key tasks, financial and other projections for a two-year period from October 2024.

Swakopmund, like other towns in the region, is susceptible to natural disasters such as storms, and fires.

An emergency shelter provides a safe haven for residents affected by these events.

Man-Made Disasters, Industrial accidents, infrastructure failures, and other human-induced disasters can also displace residents. A dedicated emergency shelter ensures that there is a prepared and organized response to such incidents.

A dedicated emergency shelter ensures that there is a prepared and organized response to such incidents.

Immediate Relief and Support, rapid response, an emergency shelter offers immediate relief to individuals and families displaced by disasters, ensuring their safety and well-being during critical times.

Basic Necessities, shelters provide essential services such as food, clean water, sanitation, bedding, and medical care, which are crucial for maintaining health and dignity during displacement.

Community Resilience, support system, having an emergency shelter strengthens the community's resilience by providing a reliable support system during crises. –

Preparedness Training, the shelter can serve as a center for disaster preparedness training and education, helping residents learn how to respond effectively to emergencies.

Protecting Vulnerable Populations, at-risk groups, vulnerable populations, including children, the elderly, and persons with disabilities, are at greater risk during disasters. An emergency shelter ensures that these groups have access to specialized care and support.

Gender-Sensitive Facilities, the shelter can provide gender-sensitive facilities to protect and support women and girls, who are often disproportionately affected by disasters.

Health and Safety, sanitation and hygiene, displacement often leads to poor living conditions, increasing the risk of disease outbreaks. An emergency shelter with proper sanitation and hygiene facilities helps prevent such public health crises.

Medical Services, access to medical care and psychological support in the shelter helps address immediate health needs and trauma experienced by disaster victims.

Economic Stability, reducing economic Impact, disasters can have a significant economic impact on individuals and communities. By providing immediate shelter and support, the economic burden on affected individuals is reduced, facilitating quicker recovery.

Resource Coordination, the shelter acts as a hub for coordinating resources and aid, ensuring efficient distribution and minimizing wastage.

Compliance with International Standards, humanitarian aid, an emergency shelter aligns with international humanitarian standards and best practices, ensuring that the community is prepared to meet global benchmarks for disaster response and recovery.

Environmental Considerations, sustainable practices. properly managed emergency shelters can implement environmentally sustainable practices, ensuring that disaster response does not lead to further environmental degradation.

2. Introduction

An emergency shelter in Swakopmund is vital for protecting residents, especially the most vulnerable, during times of crisis. It enhances community resilience, provides immediate relief and support, and ensures the health, safety, and dignity of displaced individuals. By preparing for and efficiently responding to disasters, Swakopmund can mitigate the impacts of emergencies and facilitate quicker recovery and stability for its residents.

Gospel Mission Swakopmund has achieved significant successes in delivering a range of services and activities for vulnerable and homeless families in Swakopmund and Namibia at large.

It is against this background that the Gospel Mission Swakopmund, responded to this Expression of Interests from the Swakopmund Municipality to efficiently contribute to mitigate the burden our people face during emergencies.

To do this the organization needs to raise its profile and secure the resources needed by demonstrating the value of the organization's vision and objectives.

3. Vision and Objectives

3.1. Gospel Mission's Vision.

"To provide homeless families, living in the emergency shelter, located on erf 610 in Tamariskia, Swakopmund, with temporary and short-term accommodation for individuals and families displaced by fire, natural, or man-made disasters. We will do this through providing access to services and the practical and emotional support that adults, children and young people need to feel secure, safe and underpin a good quality of life. Gospel Mission will work to both create opportunities for families and to support families to make the best use of any opportunities which arise."

3.2. Objectives.

- **Rapid Response** - Ensure the safety, wellbeing, and dignity of displaced individuals within a rapid timeframe after receiving a disaster alert.
- **Capacity** - Accommodate a maximum of 30 individuals/families. Ensure gender-sensitive facilities and accessibility for persons with disabilities.
- **Safety and Security** - Provide a secure and safe environment. Implement necessary security measures. Comply with local and national regulations.
- **Basic Amenities** - Offer basic amenities, including clean water, sanitation facilities, bedding, and food provisions to meet the needs of the shelter occupants.
- **To develop** and deliver a range of services that improve the quality of life for adults, young people and children.
- **To provide** activities that promote skills and new experiences for adults, young people and children, affected by disasters and emergencies.
- **To involve** families in the design and delivery of services that promote health and wellbeing.
- **To bring** homeless families and members of the surrounding community together through a range of activities and events.
- **To ensure** the long term sustainability of the organization through the generation of income, succession planning and the development of collaborative working.

4. History

- Gospel Mission has been delivering support services to vulnerable community's homeless families for the past 10 years and has developed considerable expertise in this field. The church provides support to families that are in need.

5. Organization and Management

Position	Responsibility
Shelter Manager:	▪ Oversees overall operations, ▪ manages staff, ▪ liaises with local authorities, ▪ and ensures compliance with regulations.
Assistant Manager:	▪ Supports the Shelter Manager, ▪ handles day-to-day activities, ▪ and coordinates with volunteers.
Security Personnel:	▪ Ensures the safety and security of the shelter occupants and premises.
Health and Sanitation Officer:	▪ Ensures cleanliness, hygiene, and health standards are maintained.
Social Worker/Counselor:	▪ Provides psychological support and assists with the needs of displaced individuals.
Volunteers:	▪ Assist in various roles as needed.

6. Operations Plan

6.1. Rapid Response

- **Alert System:** Establish a notification system with local disaster management authorities for immediate alerts.
- **Emergency Protocols:** Develop and train staff on emergency response protocols, including evacuation procedures and first aid.

6.2. Capacity

- **Accommodation Units:** Set up individual and family units with separate sections for men, women, and families.
- **Accessibility:** Ensure ramps, wide doorways, and accessible restrooms are available for persons with disabilities.
- **Gender-Sensitive Facilities:** Provide separate restroom and shower facilities for men and women.

6.3. Safety and Security

- **24/7 Security:** Employ security personnel to monitor the shelter at all times.
- **Surveillance:** Install CCTV cameras in common areas.

- **Fire Safety:** Equip the shelter with fire extinguishers, smoke detectors, and emergency exits.
- **Compliance:** Adhere to local building codes, health regulations, and safety standards.

6.4. Basic Amenities

- **Water and Sanitation:** Ensure a reliable supply of clean water, and install adequate sanitation facilities, including toilets and showers.
- **Bedding and Sleeping Arrangements:** Provide clean bedding, including mattresses, blankets, and pillows.
- **Food Provisions:** Set up a kitchen or arrange for meal deliveries to ensure nutritious food is available.
- **Health Services:** Collaborate with local health providers to offer medical check-ups and necessary treatments.

7. Financial Plan

7.1. Budget

- **Initial Setup Costs:**
- Construction/Renovation: N$100,000
- Furniture and Equipment: N$250,000
- Security Systems: N$20,000
- Initial Stock of Supplies (Food, Water, Bedding): N$120,000

- **Operational Costs (Monthly):**
- Staff Salaries: N$45,000
- Utilities (Water, Electricity): N$3,000
- Food and Supplies: N$25,000
- Maintenance and Repairs: N$25,000
- Security Services: N$4,000

7.2. Funding Sources

- **Government Grants:** Apply for local and national disaster relief funds.
- **Donations:** Seek donations from individuals, businesses, and non-profit organizations.
- **Partnerships:** Form partnerships with local NGOs, charities, and community groups.

8. Monitoring and Evaluation

8.1. Key Performance Indicators (KPIs)

- **Response Time:** Measure the time taken from alert to shelter readiness.

- **Occupancy Rate:** Track the number of individuals and families accommodated.
- **Satisfaction Surveys:** Conduct regular surveys to assess occupant satisfaction.
- **Compliance Checks:** Regularly review adherence to safety and health regulations.

8.2. Reporting

- **Monthly Reports:** Prepare detailed monthly reports on shelter operations, including financial statements, occupancy rates, and incident reports.
- **Annual Review:** Conduct a comprehensive annual review to evaluate performance, identify areas for improvement, and update the management plan as necessary.

9. Risk Management

- **Risk Assessment:** Conduct regular risk assessments to identify potential hazards.
- **Mitigation Strategies:** Develop and implement strategies to mitigate identified risks.
- **Emergency Drills:** Organize regular emergency drills to ensure staff and occupants are prepared for emergencies.

10. Community Engagement

- **Awareness Campaigns:** Conduct campaigns to raise awareness about the shelter and its services.
- **Community Involvement:** Encourage community members to volunteer and support the shelter.
- **Feedback Mechanism:** Establish a feedback mechanism to gather input from the community and shelter occupants.

11. Conclusion

The emergency shelter on Erf 610, Tamariskia, aims to provide a safe, secure, and supportive environment for individuals and families displaced by disasters. Through effective management, adequate facilities, and community engagement, the shelter will ensure the wellbeing and dignity of all occupants during their time of need.

CONSTITUTION

1. NAME

The name of the Church in the official language is (GOSPEL MISSION).

2. STATEMENT OF PURPOSE

The aim of the Church is to extend and enhance the Kingdom of God on earth in accordance with the instructions with the instructions and doctrine of the Bible (Heilige Skrif – Holy Scripture), which is accepted as the highest authority.

To found congregations, Sunday schools, prayer houses and other institutions for the enhancement of the Church of Christ and the education, training and equipment of the workers of Christ.

3. LEGAL ENTITY

(a) The Church is a non-profitable organization.

(b) The Church is liable for its own debt and is accountable or summarized under its own name and acts under its own name in any Court of Law.

(c) The Church takes transfer of fixed property or possession of movable property in its own name and as depicted in the constitution independently from its members.

4. EMPOWERMENT

The Church is authorized through its General Workers Board (Algemene Werkers Raad) as defined to:-

(a) Buy, swop, hire or through donations acquire and own movable or fixed property and to lease, hire, mortgage or dispose of such property as decided by said Board.

(b) Erect buildings and improvements on any fixed property and pay for the upkeep by selling any assets or property or to

(c) Collect, acquire or earn funds for the Church and to invest such funds as surety as decided by the Board for substitutions of any deeds, cession, exemption or cancelling to sign or to complete

(d) Borrow money on such terms and conditions for such periods as approved by the Board and as surety for such loans and advances the property of the Church, movable or fixed, may be mortgaged or bonded or given in any other way as surety for borrowed money.

(e) In general and for any of the aforementioned purposes enter into and sign and/or endorse any agreement, contract, power of attorney, transfer, bond and other deed or document on behalf of the Church.

(f) Open and Manage bank accounts

(g) Amalgamate with other Church or bodies

(h) Make cash payments to any person or persons for services rendered

(i) Make and receive donations

5. DOCTRINES

(a) The Church believes that the Bible is the inspired Word of God, a revelation of God to mankind and unerring measure of belief and conduct.

(b) The Church believes in one Lord who from eternity exists in the personalities of the Father, Son and Holy Ghost.

(c) The Church believes in the justification, sanctification and redemption of the believer through the Blood of Jesus Christ.

(d) The Church believes and professes that Jesus Christ ordained the sacrament of Baptism and that the immersion in water depicts the cleansing of our sins and our identification with Christ in his death and resurrection and an investiture in Him in a new life.

(e) The Church believes in Baptism in the Holy Ghost for the believer with signs which follows on.

(f) The Church believes in the gifts of the Holy Ghost for the development of comfort and encouragement of the congregations which are the body of Christ.

(g) The Church believes in the Holy Communion and the consecration of children to the Lord.

(h) The Church believes in the healing of the body by means of laying up of hands and anointing with oil.

(i) The Church believes and recognizes the quintuple preachings as depicted in Eph 4:4.

6. MEMBERSHIP

(a) All persons who have become converted and who have accepted baptism by means of immersion and who have afterwards been accepted by the congregational council, will be

members of the Church until such time that they resign or that their membership is terminated by means of disciplinary measures in accordance with the Bible or until his/her death or acceptance of membership of another Church.

(b) The entry of a person's name and address in the Church register is ample proof of his/her membership. Membership certificates will be issued by the General Workers Board or the Minister on request.

7. COMPOSITION

The Church will consist of the different congregations which are settled in the various regions of Namibia and are managed by the General Workers Board and Church Councils as described.

(a) General Workers Board

This Board consists of all evangelical servants of the Church with their elders from whom the following office bearers are chosen:-

1. Chairman
2. Vice Chairman
3. Scribe
4. Treasurer
5. Other members as needed from time to time.

The term of office bearers is three years and new office bearers will be chosen at the first meeting of the General Workers Board following said term.

The General Workers Board acts on behalf of the Church for the enhancement of Church interests and is responsible for aspects of mutual interest like organizing of conferences and to advise local congregational councils on management of their business.

Only members of the Executive Council are allowed to give press releases relating to the general policy of the Church.

The General Workers Board meeting will be held as and when necessary but at least twice per annum. The Chairman may call an extraordinary meeting if need be.

The Board must keep minutes of all Board meetings, names of Board members present at meetings as well as committee meetings and of discussions and decisions taken.

The Board may delegate their powers to committees as deemed necessary. Said committees must adhere to the directives of the Board.

Notice of meetings of the General Workers Board must be given four weeks prior to the meeting by the Secretary (Scribe) which notice must contain venue, date and hour as well as the Agenda. Only written apologies will be accepted.

The non-receipt of such notice by a member does not terminate the validity of such meeting.

All Agenda items discussed at an extraordinary meeting will be regarded as special items.

No items will be discussed if quorum is not present. A quorum will consist of one delegate of each congregation.

A motion at a general meeting will be carried after voting by a show of hands has been done. Each member present has one vote.

In case of a tie the Chairman will be entitled to a second vote or a casting vote.

(b) Congregational Councils

Local congregations consist of all registered members of the Church especially in a certain environment and within the borders of a certain congregation.

Members of a specific congregation must call an annual meeting in January – or when possible – to discuss matters of mutual interest and to choose a congregational council.

A congregational council consists of at least five members with the understanding that all are ordained and recognized workers of the Church who belong to the congregation to be chosen as ex officio members of the congregational council.

The congregational council must choose from their own ranks a Chairman who is a recognized worker, vice chairman, scribe and treasurer. These posts will be for a one year period.

The congregational council may, should they deem it necessary, appoint person/persons on the council for a period of one year.

The congregational council meets on a regular basis at least every two months, to discuss and organize matters in the interests of the congregation.

The congregational council must keep minutes of meetings and proper record must be kept of revenue as well as expenditure of the congregation. Said records must be submitted to the General Workers Board on request.

Although no congregational council may own any fixed property, it is free to use property of the Church and may even hire out such property for periods not exceeding 3 (three) months. Approval for purchases, contracts and rent for amounts exceeding N$5000, 00 by the congregational council must be sought from the Workers Board.

8. WORKERS AND OFFICE BEARERS

(a) The General Workers Board is authorized to install and ordain all ministers of the Church after ensuring that such a person is impeccable moral behavior and submissive to the doctrine and creed of the Church in accordance with the Holy Scriptures.

(b) The General Workers Board appoints such minister to serve in a specific congregation after obtaining advice from the congregational council.

(c) The appointed minister is responsible for the specific congregation in conjunction with the congregational council and gives guidance in the congregation and acts as Chairman of the congregational council.

(d) The elders chosen by the congregational meetings must ensure that the doctrines of the Church of Christ in accordance with the Holy Scriptures are adhered to by the congregation and report any misunderstandings immediately to the minister or the congregational council.

(e) The deacons who may be named at the annual general meeting of the congregation are responsible for the collection of tithes and other monies as well as caring for the poor, sick and needy of the congregation.

(f) Should one of the above workers make themselves guilty of immorality or neglect of duty the Chairman of the General Workers Board may temporarily suspend such person until the next meeting of the Board.

9. ASSETS

(a) The property of revenue of the Church must be utilized only for the advancement of its goals and of its own objectives and is prohibited to make any of it available for purposes other than payment in good faith of a reasonable salary to an officer of the Church for services rendered to the Church.

(b) In case of liquidation or dissolving of the Church and after payment of all debts, any remaining assets shall not be distributed or paid out to members of the Church but shall be donated to an organization (s) with similar purposes as the Church.

(c) Should a split occur in a local congregation the General Workers Committee will act as arbitrator. The decision of said committee regarding assets will be final.

10. FINANCE

(a) Every congregational council is entitled to open an account or accounts at a financial establishment as approved by the General Workers Committee. All revenue, donations and tithes must be deposited into such an account or accounts.

(b) Each cheque for withdrawal from a certain account must have at least two signatures of two signatories of the congregational council.

(c) Every congregational council must on a monthly basis transfer an amount of money, as is decided from time to time by the General Workers Committee, to the Central Fund as mentioned below.

(d) The Central Fund into which monthly contributions must be deposited will be controlled by the Executive Council.

(e) All revenue, donations and tithes as well as donations to the Central Fund must be deposited by the General Workers Committee into a Bank or call account for control and administrative purposes.

(f) All expenses, investments and distribution of the Central Fund may only be withdrawn by cheque from such accounts.

(g) All cheques must be signed by at least two signatories of the General Workers Committee.

(h) The treasurer of the General Workers Committee must keep record of all revenue and expenses of the Central Fund as decided by the General Workers Committee.

11. AMENDMENTS

Amendments to any clause of this constitution may be done by the General Workers Committee at any official meeting of said body. Such amendments may only be accepted by a two thirds majority of the General Workers Committee. Notice of an amendment by a member of the meeting should be given to the meeting should be given to the secretary of the General Workers Committee six weeks prior to the date of the meeting.

Approved and accepted by the General Workers committee on .....at

.....

CHAIRMAN: .....

SECRETARY: .....

PROPOSAL

For

Emergency Shelter for victims of Fire, SGBV and Vulnerable Children

HEALINGWOUND ASSOCIATION {HWA]

"Serving underprivileged communities"

HEALINGWOUND ASSOCIATION

P.O. Box 3974
WALVIS BAY, Namibia
Cell: 264 81 7601704
Registered: 21/2017/0967
Healingwound1984@gmail.com

About our Organization

Background

HEALINGWOUND ASSOCIATION (HWA) is a Non-profitable Organization which was established in 2014 to raise awareness on mental health, offer psycho social support and counseling to vulnerable woman, GBV victim's adolescents, youth, children and other vulnerable communities by trauma like fire victims. In addition we also offer soft skills and various wellness initiatives that can help strengthen mental health of those affected. We also address the key issues such as GBV, teenage pregnancy, substance abuse, unemployment, crime amongst the youth, dropping out of school, trauma and other social issues that are linked to a poor mental health.

And furthermore we have a feeding scheme that assists the poor and need with food parcels, basic toiletries for boys and girls and milk and nappies for teen mothers whom we reintegrate back in to school

HWA is an organization that is passionate about welcoming people of poor and underprivileged communities to seek care, counseling to heal from negative aspects in f life. Our organization is here to help people and to provide a safe communal space working along other stake holders. And it has always been our vision to work alongside other stakeholders to have a shelter of pace of safety to accommodate GBV and fire victims,

HEALINGWOUND ASSOCIATION (HWA) is a Non-profitable Organization which was established in 2014 to mainly focus on giving psycho social support and counseling to adolescents, vulnerable women and men and other minority groups.

HWA's main is to make sure the needs of those vulnerable and in need of temporary innervation is met.

HWA deals with issues and areas in people's lives that hinder them from progressing and advancing in life which could be; unresolved trauma still affecting functionality, dysfunctional coping systems, untrue belief systems about self, unresolved deep deep-rooted issues, childhood psychological/emotional, GBV or sexual abuse, and many other contributing factors which leads to social issues.

HWA is an organization that is passionate about welcoming people of all races, religions and cultures to seek care, counseling and empowerment with us and is here to help people and to provide a safe communal space for people to heal and recover from negative aspects from life.

Our Vision

To help and to provide a safe communal space for people to heal and recover from negative aspects from life and traumas within our communities.

Our Mission

To address and raise awareness on psycho social issues which contributes to the negative aspects of people's lives which hinders them from progressing and living a purposeful life by offering counseling, mentorship, wellness support and guidance towards a better healthy living lifestyle as well as having a place of safety where they can find rest

Issue identified

As an organization we have seen a lot of challenges underprivileged communities face like GBV against woman and children and them not having a safe space to be accommodated while law enforcement and relevant stakeholders are assisting them with intervention's programs. GBV victims being threatened to be killed and fire victims having nowhere to be accommodated when they face traumatic experiences where they live hoods are destroyed, Children are running away from home and dropping out of school due to them not having safe space or them to hide from the SGBV that they go through on households levels.res.

All the issues mentioned and many other more can make it hard for families to function properly and grow in the community and thus create opportunities for substance abuse, crime and unruly behavior.

It is because of the above mentioned that we propose the following proposal to be accorded the opportunity to manage the Emergence Shelter. A we have already built a trust relationship with communities and thus Lack of shelters hinders our work from fully coming in to neutralize the situation.

Project proposal for the Emergency Shelter:

We are proposing a comprehensive support program that aims to accommodate fire victims and vulnerable individuals (woman, man and children) facing gender-based violence (GBV). Our focus is on providing assistance, resources, and support tailored specifically to the needs of those who have been impacted by these traumatic events.

Our key points include

Creating safe spaces, offering counseling services, providing emergency shelter, and facilitating access to necessary resources for recovery and empowerment as well as working alongside other service provider and linking them to services and expertise that our organization are not able to meet.. By prioritizing the well-being and empowerment of GBV and fire victims and other traumas. Our proposal seeks to address the urgent needs of these individuals and ensure that they receive the support they require to heal from this traumas and rebuilt their lives.

HWA is dedicated to working closely with GBV men women, children, vulnerable victims and fire victims, to achieve our objectives of providing shelter, safe space and assistance of promoting safety, and fostering resilience among those who have been affected. Through our collaborative efforts with other stakeholders, sponsors, partners and donors we aim to deliver tangible results that make a meaningful difference in the lives of those we serve.

Project Aim

Is to have a emergency safe house or shelter that can give temporary solutions to those in need and affected. And lastly to support and empower GBV victims by providing a safe space of offering psycho social support counseling and wellness soft skills empowerment initiatives.

Project Objectives

- Our main objectives include addressing the needs of fire victims, woman, and children affected by GBV not excluding other vulnerable individuals by offering shelter, resources, and assistance in their recovery process. .

- Through our professional and empathetic approach, we strive to make a meaningful impact on the lives of those affected by these challenging circumstances. By working together with other stakeholders and civils society we believe we can create a safer and more supportive environment for all.

Target audience

- Fire victims
- GBV victims
- Vulnerable women, adolescent and youth, children and men

Proposed Budget and Staff

QUANTITY	FEES	BUDGET
12	Center Manager @ 8000 p/m	96 000.00
12	Social Worker @ 6000 p/m	72 000.00
12	Cook @ 4500 p/m	54 000.00
12	3 x Counselors p/m @2500	90 000.00
12	Security @ 2000 p/m	24 000.00
12	Locum Nurse @ 5000 p/m	60.000.00
12	2 x Facilitators @ 3000	72 000.00

12	Utilities @ 5000	60 000.00
12	Meals @ 10000	120 000.00
12	Communications and Internet @ 1000	12 000.00
12	Miscellaneous @ 2000	24 000.00
12	Transport @ 20000	24 000.00
	TOTAL	**N$ 708 000.00**

The above is the annual estimated budged

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ECONOMIC DEVELOPMENT SERVICES (COMMUNITY & YOUTH DEVELOPMENT SECTION)

PROVIDENTIAE MEMOR

NOTICE NO: 47 /2024

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA, SWAKOPMUND

NAME OF APPLICANT:	Florence Ngola Tchisuka
POSTAL ADDRESS:	P.O.Box 3974
	Walvisbay
BUSINESS ADDRESS:	4222 Fairways Estate Haines close street
TELEPHONE:	064203263 / 0817601704
FACSIMILE:	
E-MAIL:	healingwound1984@gmail.com
ORGANISATION:	Healingwound association
CLOSING DATE	**31 JULY 2024**

CONTENT

1. NOTICE

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Municipality of Swakopmund

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Description: Proposals are hereby invited from interested Non-Governmental Organizations to manage the shelter and to provide any additional services that can be offered at the Emergency Shelter on Erf 610, Tamariskia.

Closing Date: 31 JULY 2024 @ 11h00

Documents: Available at the:
Economic Development Services Department
Municipal Head Office, Room E1-25
c/o Rakotoka Street & Daniel Kamho Avenue
Swakopmund

Levy: Free of Charge

Site Meeting: Wednesday, 3 July 2024 @ 11h00

Enquiries: Mrs SN Kathena
Tel: +264-64-410 4609
Fax: 0886519135

Proposals in sealed envelopes clearly marked.
" PROPOSALS TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"
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: 47/ 2024

A BENJAMIN
CHIEF EXECUTIVE OFFICER

2. INTRODUCTION

The Emergency shelter, previously known as the Erongo House of Safety, is situated on erf 610, Tamariskia, Swakopmund. This facility was used as a residential childcare facility providing a range of services to support the well-being and development of vulnerable children in need of care and shelter in Swakopmund.

The erf was returned to Council during 2018 in order to purchase another erf for the development of a house of safety after the building on erf 610 failed to meet the requirements for Residential Childcare Facilities in Namibia. In the meantime, the facility has been dilapidated and vandalized ever since and has not been fit for its intended purpose. Council has thus decided to revamp and renovate the building for the use of an emergency shelter.

3. SCOPE OF SERVICES: MANAGEMENT OF THE SHELTER

A) Background

In response to the increasing fire incidents in Swakopmund and immediate effect thereof, the Municipality of Swakopmund intends to renovate the structure on erf 610 Tamariskia, to transform it into an Emergency Shelter. The shelter will provide temporary and short-term accommodation to the fire victims and other natural or man-made disasters for individuals and families affected by a disaster, ensuring their safety and well-being during critical times. The facility should therefore be accessible 24 hours a day.

B) Project Objectives

1. **Rapid Response:** To ensure the safety, well-being, and dignity of displaced individuals within a rapid timeframe after receiving a disaster alert.
2. **Capacity:** To accommodate a maximum of 30 individuals/families, ensuring gender sensitive facilities and accessibility for persons with disabilities.
3. **Safety and Security:** To provide a secure and safe environment, implement necessary security measures, and comply with local national regulations.
4. **Basic Amenities:** To offer basic amenities including clean water, sanitation facilities, bedding, and food provisions to meet the immediate needs of shelter occupants.

5. **Coordination:** To work collaboratively with the Municipality of Swakopmund, NGOs, and relevant stakeholders to ensure efficient and effective response and recovery efforts.

C) Shelter Specifications

1. **Location:** The shelter is located at erf 610, Tamariskia.
2. **Infrastructure:** The shelter is designed to accommodate **30** individuals/families.
3. **Amenities:** The shelter should be equipped with basic amenities, including:
   - Ablution facilities.
   - Bedrooms, Beddings & Furniture.
   - Hygiene kits and sanitary supplies.
   - Common areas for communal activities.
4. **Security Measures:** The shelter shall implement security measures to ensure the safety of occupants, including the presence of trained security personnel, CCTV surveillance, and secure entry and exit points.
5. **Coordination Facilities:** A coordination center will be established within the shelter to facilitate communication and collaboration among responding agencies, NGOs, and local authorities.

D) Submission Requirements

Interested entities are requested to submit the following information in their EOIs:

1. **Experience:** Provide proof of experience in running similar facilities or similar service
2. **Organizational Profile:** Provide details about the organization, including its mission, vision, goals; experience in emergency response, and relevant expertise.
3. **Technical Proposal:** Outline the organization's approach to manage the emergency shelter, including staff deployment, logistics, and coordination with stakeholders.
4. **Financial Proposal:** Provide a detailed budget for shelter management, including costs for staffing, supplies and maintenance. Should also indicate how will you raise funds to sustain the center.
5. **Reference:** Provide proof of registration i.e. Welfare organization, include references from previous emergency response or shelter management projects.
6. **Presentation:** Provide a project detailed presentation to Council

E) Evaluation Criteria

EOIs will be evaluated based on the following criteria:

1. **Experience and Expertise:** Relevance of the organization's experience in emergency shelter management.
2. **Technical approach:** The feasibility and effectiveness of the proposed management plan.
3. **Financial Approach:** The reasonableness and completeness of the budget.
4. **References:** Positive feedback and outcomes from previous projects.

F) Important Dates

- EOI Submission Deadline:
- Evaluation Period:
- Notification of Successful Bidder:
- Contract Award:

G) Expression of Interest (EOI) Invitation

The Municipality of Swakopmund invites expressions of interest from registered, qualified and interested entities to manage the emergency shelter. Interested organizations must submit their EOIs with detailed proposals by **31st JULY 2024. The proposal should include and highlight all the services a successful bidder must provide or offer.**

H) RESPONSIBILITIES

MUNICIPALITY OF SWAKOPMUND

- Owner and lessor of the property
- Provide 50% subsidy towards water consumption, rates and taxes.

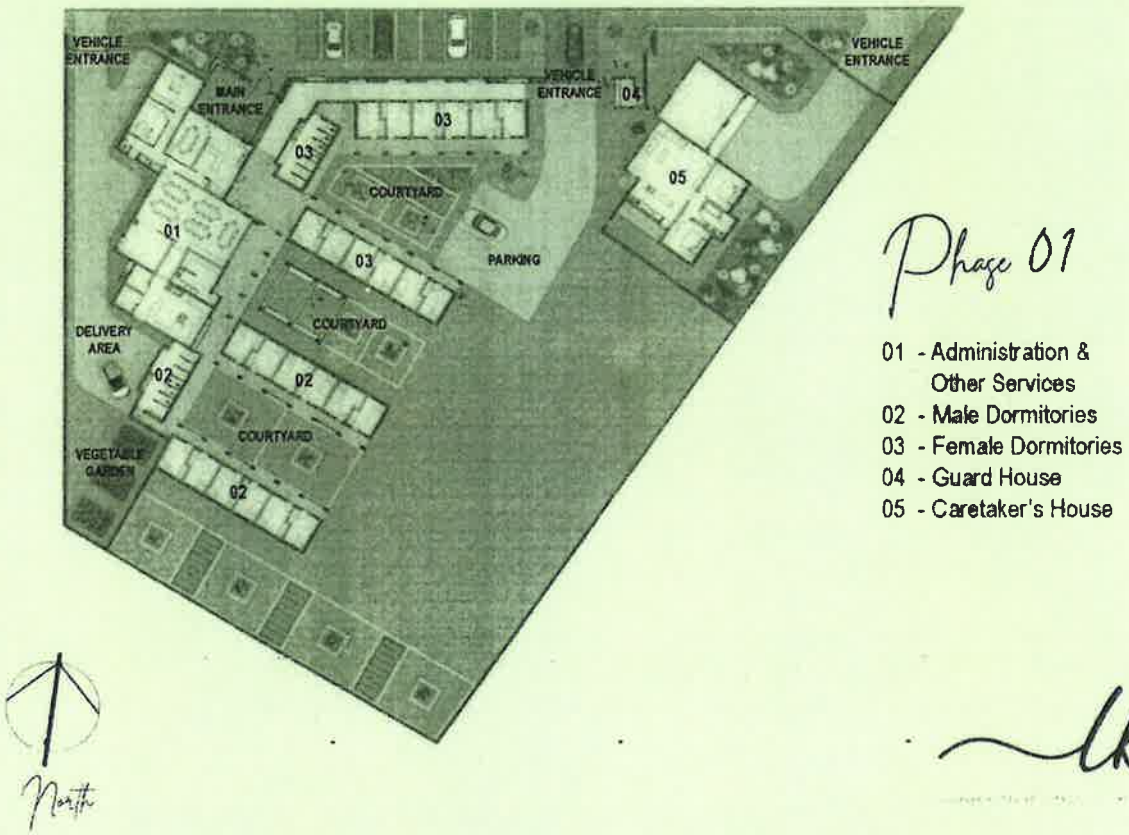
SUCCESSFUL BIDDER

- Leasing the property
- Handling all day-to-day maintenance and minor work
- Staffing and remunerations
- Providing of beddings, meals and security services
- Source own financial resources to run the Centre

4. DESCRIPTION OF PREMISES AND LAYOUT

The premise comprises of:

01 Administration & Other services
02 Male Dormitories
03 Female Dormitories
04 Guard House
05 Caretaker's House



5. 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 an organisation registration as **Welfare organisation or Not for Profit or Gain OR Non-Governmental Organisation**
- **A copy of a "Company Registration"** from Ministry of Industrialisation, Trade and SME Development.
- A certified copy of the applicant's 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 or community bases 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 facility and highlight the services you intent to provide.

NB: ALL MUNICIPAL REGULATIONS AND / OR BY-LAWS IN FORCE WITHIN THE MUNICIPAL AREA WILL BE APPLICABLE.

6. SPECIFICATIONS

1. The offer is limited to Welfare organizations who have experience is running or managing community-based programs and willing to accommodate the fire victims. Thus, proof of experience be attached.

2. Only one proposal per organization will be accepted.

3. An Emergency Shelter will be leased for a period of two (2) years before assessed, with a possibility of 3 years extension based on the performance.

4. The prospect organisation shall be expected to:
   - **See to the cleanliness and maintenance of the facility.**
   - **Offer emergency shelter for fire victims free of charge.**
   - **Ensure that the programs introduced at the Centre are the same presented and confirmed by Council. Any changes and amendments should be communicated to Council accordingly.**

5. Selling and use of alcohol beverages on the premises will be ***PROHIBITED***.

7. OFFER FORM

OFFER FORM

Name & Surname of Applicant:
Florence Ngola Tchisuku

Identity Number:
~~8604~~ 8408251098 2

Name of the organization:
Healingwound Associations

Represented by:
Samantha Kim Kruger

Contact Person:
0811456670 / 0817601704

healingwound1984@gmail.com

064-203263

31/07/2024
Date

pp
Signature

Please attach your detailed proposal hereto.

Proposals clearly marked **"PROPOSAL TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"** 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 **31st JULY 2024** at **11h00**. No late proposals and only proposals on the standard form will be accepted.

MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We Florence Tchisuku

in my / our capacity / capacities Executive Director

of Healingwound Associations

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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

THUS signed at SWAKOPMUND this 31 day of July **2024**.

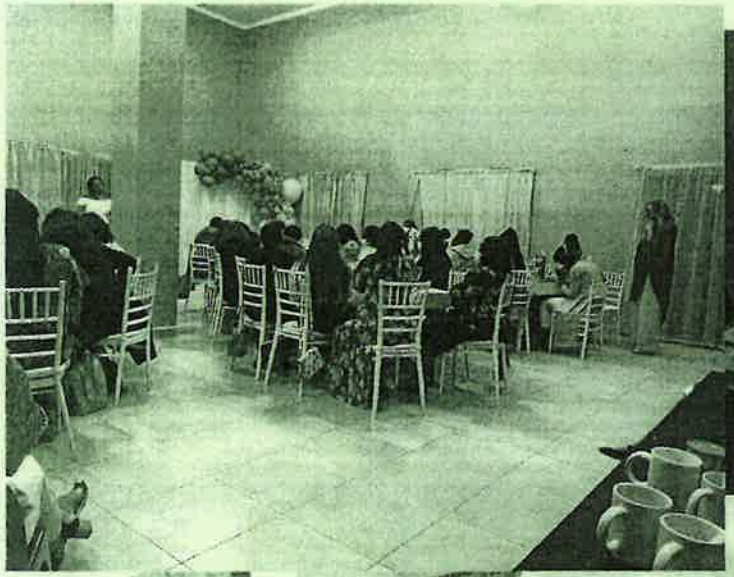
AS WITNESSES

1. pp Hodley Haseb

2. Samantha Kruger

LESSEE

GALLERY



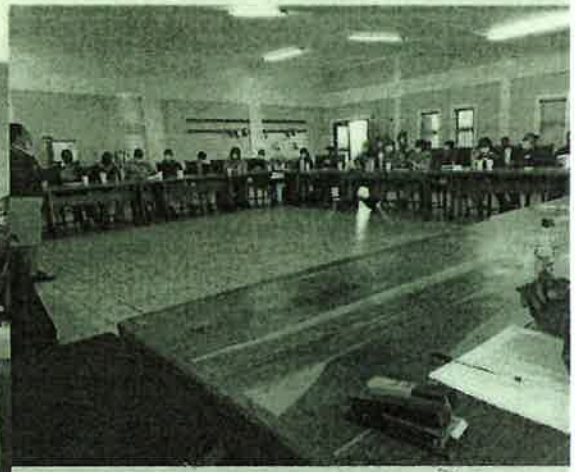
FEEDING SCHEME

to support with various food stuff and commodities to under privellged communities

- Soup kitchen for vulnerable and poor communities
- Give sanitary pads to girls
- Give basic toiletries to school going boys and girls who are in dire need
- Give food parcels to vulnerable people

COMMUNITY OUTREACHES

STAKEHOLDERS ENGAGEMENT



STAKEHOLDERS ENGANGEMENT







THANK YOU!

HEALINGWOUND ASSOCIATION

Walking that mile to heal the broken hearted!

HEALINGWOUND ASSOCIATION
Walking that mile to heal the broken hearted

Contact Details:

Cellphone: +264817601704 / 0813791144

healingwound1984@gmail.com

Postal Address: PO Box 3974, Walvis Bay

Multipurpose Center, Walvis Bay

INTRODUCTION

HEALINGWOUND ASSOCIATION (HWA) is a registered **NPO (21/2017/0967)** which was established in 2014. Its main aim is to offer psycho social support & counseling, wellness activities, soft skills training, capacity building and advocacy within Erongo Region and other parts of the country.

HWA's main aim is to offer community development initiatives in the community to help fill the gaps and assist Stakeholders, Local Council & Authorities towards a collective goal of community growth, sustainable development in addressing negative social ills that hinders community growth.

OUR TARGET GROUPS

Our target groups are woman & girls, boy child, SGBV survivors & victims, vulnerable communities and other minority groups.

GEOGRAPHICAL AREA (we operate in)

Erongo region & other parts of Namibia

AN ORGANIZATION THAT IS AIMED AT MEETING UNMET NEEDS OF UNDER PRIVILEGED COMMUNITIES THROUGH VARIOUS INITIATIVES & PROJECTS FOR YOUTH, WOMAN, GBV SURVIVORS & OTHER VULNERABLE COMMUNITIES

OUR ACTIVITIES

- Psycho social support & Counseling
- Targeted wellness activities aimed at community development & growth
- Awareness raising on societal ills, GBV, Domestic Violence And RAPE
- Advocacy & Lobbying
- Community Outreaches
- Empowerment & soft skills programs for woman, girls and youth

HASHTAG HEALTHY MINDS (HHM) TEEN SUPPORT CLUB

(Promoting self care and mental wellbeing amongst adolescence & youth)

Purpose of the Teen Support Club

HHM aims to educate adolescence and youth (through HHM Teen Support Club) on mental health issues and raise awareness on the dangers of engaging in harmful social ills, the impact and how it contributes to an unhealthy mind and lack of growth for communities.

Furthermore to help adolescence find out who they are now, where they are headed, who they want to become and how to get to where they want to go by offering soft skills and psycho social support and counseling as a tool to help this teens deal with childhood traumas which can Help adolescence face the challenges of growing up and to prepare them for the future.

Objectives of the Teen Club

- Adolescents to stereotypes identify what they want to happen in their lives and work towards a good future
- Adolescents to develop a good understanding of relationships and improve on communication skills
- Adolescents to learn how to protect their sexual and reproductive health rights and how to reduce SGBV
- Adolescents to learn more about themselves, how their feel about their bodies and relationships
- Adolescents to learn on personal values, what's happening to they bodies, emotions and mental health
- Adolescents to understand what influences their feelings and choices and how gender roles and
- Equip them with soft skills that can help them prepare for a future after school

HHM
HASHTAG HEALTHY MINDS
Promoting Self-Care & Mental Well Being

GALLERY

HADASSAH WOMANS MOVEMENT(HWM)

A program aimed at empowering woman & girls

- HWM is aimed at empowering woman and girls through coaching and mentorship to help the address issues that affects woman and girls in modern society.
- To help woman and girls regain they confidence and self esteem through soft skills training that can help them heal from brokenness and negative aspects of life.
- To empower woman and girls who have gone through abuse and rejection find they sense of belonging and self worth
- To raise up woman of power and influence who are able to take up they positions in society

HADDASSAH WOMENS MOVEMENT

I am a Woman of Power Influence & Success

2024-07-31

COURT

REPUBLIC OF NAMIBIA

Ministry of Health & Social Services

Private Bag 5010
Walvis Bay
Namibia

Walvis Bay Social Work Office
MOHSS
Walvis Bay

Tel No: +27 64-216322
Fax No: +27 64-216354
Extension: 122

Enquiries: Ms HN Shiwalo 0814393959

10 March 2021

TO WHOM IT MAY CONCERN

I came to know Mrs. Florence Tchisuku through community work as a Community Development Officer offering various programs within the community in Erongo since 2014. Her active role as a Community Development Officer is to provide Psycho Social Support, Counselling and raise awareness on Mental Health Issues to adolescences, women survivors of GBV, and vulnerable groups.

She is actively involved in the region and is passionate to work with people on grass root level. Her role as an Enabler, Educator, Role Model, Trainer, Community Activist and Advocate of change towards vulnerable people.

Ms. Tchisuku is passionate about empowering her community through Facilitating and Implementing various key programs that address issues of concern in the Region.
In addition, Ms. Tchisuku is serving as board members on the Erongo Regional Board, Regional Gender Permanent Task Force, and other platforms.

Thurs I therefore, have no objection in recommending Ms. Tchisuku for any future endeavors or opportunities that might arise her way.

Thank you

Yours Sincerely

Ms. HN Shiwalo
Acting Senior Social Worker

MINISTRY OF HEALTH AND SOCIAL SERVICES
Private Bag 5010
Walvis Bay, Namibia
2021-03-10
Senior Social Worker
Walvis Bay Hospital
Erongo Region

CamScanner

Signature

2021 -08- 16

STATION COMMANDER

IPPF

Multi-purpose Centre Tel: +264(64) 202391 Fax: +264(64) 202391
An Affiliate Member of the International Planned- Parenthood Federation

NAPPA EERONGO REGIONAL OFFICE

To Whom It May Concern

The **Namibia Planned Parenthood Association (NAPPA)** was established in 1996 to complement the Government's efforts in the provision of **Sexual and Reproductive Health (SRH)** information and services to the people of Namibia. **NAPPA** has grown over the years to become the leading national provider of information, education, counseling and services on SHR, particularly to young people (aged 10-24).

The association focuses its services to disadvantaged and undeserved groups, especially young people, women, people affected by HIV/AIDS and key populations.

NAPPA conducts extensive advocacy work aimed at raising both political and public awareness of key SHR issues, and in ensuring that people's fundamental SHR rights are protected and promoted

Ms Florence **Tchisuku** has been an active paid up volunteer member since 2014, she is involved in the outreach teams, doing advocacy work in the community and promoting services offered by NAPPA Clinic and mobilizing youth in schools and making sure that key populations have the right to access health reproductive services.

Due to **Ms Tchisukus's** active role in **NAPPA** and the community, she was selected to be **Vice Chairlady** in 2016 which gave her a much bigger role in giving technical support to the Erongo Branch and making sure that activities are carried out and targets are reached. Due to her diligent hard work, commitment and dedication **Ms Tchisuku** was promoted and appointed in 2017 as the **Chairlady of NAPPA Erongo Branch**. A position she holds till present.

Ms Tchisuku is very passionate at what she does and firmly stands in ensuring that needs of communities are met and served through advocacy, and educating on the importance of access to health reproductive services.

Thus I would not hesitate to recommend **Ms Tchisuku** for any future endeavors as she will make a great asset and team player for any organization.

Please don't hesitate to contact me for any further additional info at **Cell: +264 81 2004576**

Blantine Martin
Head Nurse
NAPPA EERONGO REGIONAL OFFICE

2021 -08- 16

CamScanner

9 - 0 /000

REPUBLIC OF NAMIBIA
Ministry of Health and Social Services

DIRECTORATE: SOCIAL SERVICES ERONGO REGIONAL OFFICE

OFFICE OF THE DIRECTOR

Private Bag 5004
Tel: 064 - 4106416
Fax: 064 - 4106080

Swakopmund

E-mail: mohsswelfare@gmail.com

Enquiries: Ms. H.A.N. Uete (Acting Chief Social Worker)

26 April 2021

TO: Whom It May Concern

RE: CONFIRMATION MRS FLORENCE NGOIA TCHISUKU, ID NO- 84082510932

Mrs Tchisuku serves on the Erongo Welfare Board as an appointed member since 2019. Welfare organizations in Namibia are registered, monitored and controlled in terms of the National Welfare Act, 1965 (Act 79 of 1965) as amended by the National Welfare Amendment Act, 1993 (Act 9 of 1993).

The Ministry of Health and Social Services is administering the act. Therefore each region established a regional welfare board with members appointed from National level. The Regional Welfare Board has the following functions regarding to welfare organizations:

i) Register welfare organizations;
ii) Monitor, evaluate and control its operations and services;
iii) Investigate complaints and irregularities;
iv) Cancel/amend/withdraw registration certificates if necessary;
v) Give temporary authority for the collection of contributions from the public.

For enquiries please do not hesitate to contact the above listed Social Worker on the above provided email address or landline number.

Yours Sincerely,

Miss A. Jonas
The Director

2021 -04- 28
Directorate Erongo Region

CamScanner

Form CM 46

REPUBLIC OF NAMIBIA

COMPANIES ACT 2004
(Section 180) (Regulation 38(1))

(to be lodged in duplicate)

CERTIFICATE TO COMMENCE BUSINESS

Registration Number of Company	
21	20170967

I hereby certify that:

HEALINGWOUND ASSOCIATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

which was incorporated on the 26 day of September of the year 2017,

has complied with the requirements of section 180 of the Companies Act, 2004, and is with effect

from this day entitled to commence business.

Signed and sealed at Windhoek this 26 day of September

of the year 2017

REPUBLIC OF NAMIBIA BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY bipa Registration Office

Registrar of Companies

Seal of the Companies Registration Office

This certificate is not valid unless sealed by the Seal of the Companies Registration Office

Form CM 22

REPUBLIC OF NAMIBIA

COMPANIES ACT 2004
(Section 178) (Regulation 37)

(To be lodged in duplicate upon incorporation and prior to change of addresses)

NOTICE OF REGISTERED OFFICE AND POSTAL ADDRESS OF COMPANY

Registration Number of Company
21/2017/0967

Revenue stamp or revenue franking machine impression
N$10,00

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY
Registration of Companies, Close Corporations and Business Names
31 AUG 2017
P.O. Box 8942, Windhoek, Namibia
Tel: +264 61 283 4400
Fax: +264 61 401 061
Email: info@bipa.na Web: www.bipa.na
Registration Office

Name of Company HEALINGWOUND ASSOCIATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

(a) The situation of the registered office and the postal address of the above-mentioned company are as follows:

(i) Registered address ERF 4222, FAIRWAYS, WALVIS BAY

(ii) Postal address P.O BOX 3974, WALVIS BAY
NAMIBIA

(b) The date of the intended changes in the addresses is DATE OF INCORPORATION

(Both addresses must be furnished at all times)

Date 04 October 2016 Signature

Director/Manager/Secretary

The changes take effect on _____

Registrar of Companies

26/09/2017
DATE

Name of Company HEALINGWOUND ASSOCIATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

Postal address P.O BOX 3974, WALVIS BAY

OFFICE USE

Data processing

(1) Recorded
Date and initials

(2) Corrections
Date and initials

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY
Registration of Companies, Close Corporations and Business Names
31 AUG 2017
P.O. Box 8942, Windhoek, Namibia
Tel: +264 61 283 4400
Fax: +264 61 401 061
Email: info@bipa.na Web: www.bipa.na
Registration Office

Date stamp of Companies Registration Office

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD

NO 840825 1098 2

SURNAME
TOHISUKU
FIRST NAME(S)
FLORENCE NGOIA

I certify that this document is a true reproduction/ copy of the original and that it has been examined by me and that the original has not been altered in any manner.

Signature:

DATE OF BIRTH
1984-08-25
PLACE/COUNTRY OF BIRTH
WINDHOEK
GENDER
FEMALE
HEIGHT/m
1,70
DATE OF ISSUE
2014-10-16
APPL. NO
P56536

CITIZENSHIP
CITIZEN
EYE COLOUR
BROWN

84082510982

ERONGO red
power to the people

TEL +264 (64) 201 9000 | TOLL FREE 96000 | FAX +264 (64) 201 9001 | EMAIL support@erongored.com.na
ERONGO RED BUILDING | REG NO 2004/074 | 91 HAGE GEINGOB STREET | PO BOX 2925 | WALVIS BAY | NAMIBIA

HOESEB HG

P O BOX 3974
WALVIS BAY
NAMIBIA

13013

TAX INVOICE

VAT No:	3728814-01-5
Tax Invoice No:	20240523-7478
Statement Date:	2024-05-22
Account No:	0000040641
Reference:	
Deposit / Guarantee:	

Date	Description	Tariff N$	VAT%	VAT Charge N$	Amount(VAT excl.) N$	Amount N$
04/22	BALANCE B/FWD			0.00	2050.20	2050.20
04/26	000018 RECEIPT		0%	0.00	-2050.20	-2050.20
05/22	ELEC WBAY DOMECTIC ABOVE 20 AMP SINGLE P	2.530000	0%	0.00	1867.14	1867.14
05/16	DEPOSIT-JOURNAL			0.00	-1062.00	-1062.00
05/22	BASIC WBAY 40 AMP DOMESTIC SINGLE-PHASE	468.800000	0%	0.00	468.80	468.80
05/22	ECB WALVIS BAY	0.021200	VAT	EXEMP 0.00	15.65	15.65
05/22	NEF WALVIS BAY	0.016000	VAT	EXEMP 0.00	11.81	11.81
		Total: N$		0.00	1301.40	1301.40

Due Date	+120 Days	120 Days	90 Days	60 Days	30 Days	Current	
2024-06-07	0.00	0.00	0.00	0.00	0.00	1301.40	1301.40

Property Information		Meter Number	Meter Reading Dates		Details / Meter Readings		
			Previous	Current	Previous	Current	Consumption
Stand No	00004222 1	ALO32441	2024-04-09	2024-05-16	108887	109625	738.000
Township	200 001 WALVISBAY						
Address							
Portion	00000						
Area	698						
Unit	200/001 /00004222/00000/0000/0000						

PLEASE SEE REVERSE SIDE FOR NOTIFICATIONS.

KINDLY TEAR OFF AND RETURN WITH PAYMENT

Erongo Regional Eletricity
Distributor Company (Pty) Ltd
PO Box 2925
Walvis Bay
Namibia
GENERAL INFORMATION

HOESEB HG
REMITTANCE ADVICE

Due Date	2024-06-07
Amount Due N$	1301.40
Account Number	0000040641

1. Accounts must be settled on or before the due date, in order to avoid additional fees and the discontinuation of electricity supply
2. Direct/Internet deposits should be made to: First National Bank - Walvis Bay - Branch No. 282-172 - Account No62103311156 or Bank Windhoek - Walvis Bay - Branch No. 481-872 - Account No. 8000630203 or Standard Bank Namibia - Walvis Bay - Branch No. 082-272 - Account No. 042859689
3. Please quote your electricity account number as beneficiary reference when effecting payment and fax deposit slips /proof to 064-200691 or e-mail to support@erongored.com.na
4. All cash payments must be receipted at Erongo RED pay points upon which you will be issued with a receipt

B 18 - 4641 - 141 - 250

Dear Esteemed Customer,

Enquiries:

Kindly address all enquiries through our Call Centre at the following contact numbers: 96000 (toll free) or 064-2019680 (not toll free).

NOTICE:

Objection to Statement rendered by Erongo RED for electricity supplied:

In accordance with the Standard Conditions of Supply, enquiries or complaints regarding the charges on your account must be lodged within 14 working days after receipt of your account. Adjustments as a result of charges on the account after the mentioned period will not be entertained.

Account Payment

Please note that failure to settle your account before the due date as stipulated on your account may result in the suspension of electricity without prior notice. Penalty fees will also be levied on your account upon suspension of services.

Account Statements:

Accounts are mailed to the postal/email address as supplied by customers. However, the onus rests on the customer to ensure that they receive an account on a monthly basis. Account balances/printouts/duplicate accounts can be obtained upon request.

Thanking you in advance for your co-operation.

Yours Truly

Original signed

Claude Tjizo
Executive Manager: Supply Business

global fund for children

August 25, 2023

To whom it may concern

Dear Sir or Madam,

Recommendation for Healingwound Association (HWA)

I am honored to have the opportunity to recommend HWA for the Emergency Shelter Application. The Global Fund for Children (GFC) provides grants to strengthen innovative community-based organizations working with the most vulnerable children and youth. We select our grantee partners based on their demonstrated potential to produce sustainable improvement in the lives of vulnerable children and youth and to serve as a resource or model for other organizations.

Healingwound Association which was established in 2014 focuses on raising awareness on mental health, offer psycho social support and counseling to vulnerable woman, GBV victim's adolescents, youth, children and other vulnerable communities affected by trauma including fire victims. The organization also addresess the key issues affecting communitues such as GBV, teenage pregnancy, substance abuse, unemployment, crime amongst the youth, learner dropping out of school and other social traumas that are linked to a poor mental health.

GFC has worked with Healingwound Association since 2022 and we intend to, based on the impressive work so far, continue partnering with the organization for the foreseeable future. In our partnership with Healingwound Association, , we have seen the passion and commitment to be an oasis of knowledge and a safe space for children and youth to be creative, explore and grow. We are inspired by the organization's resilience and ability to pivot, along with their dedication, determination, and positive perspective to respond to the immediate needs of the children and youth. We remain convinced that this organization is on the frontlines of the fight for the right to health and education for all children, safety for GBV victims especially women and other vulnerable communities affected. We remain convinced that this organization is a key change maker in Namibia and it is an honor to provide our highest recommendation for Healingwound Association.

Thank you in advance for your consideration. Should you have any questions, please feel free to contact me at bkabanze@globalfundforchildren.org or 202-464-1765.

T (+1) 202.331.9003 | W www.globalfundforchildren.org | A 1400 16th Street NW, Suite 510, Washington, DC 20036 USA

Bundie Kabanze
Africa Co-Regional Director
Global Fund for Children

2024 -07- 31
COURT

T. (+1) 202.331.9003 | W. www.globalfundforchildren.org | A. 1411 K Street NW, Suite 1200 Washington, DC 20005 | USA

MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ECONOMIC DEVELOPMENT SERVICES (COMMUNITY & YOUTH DEVELOPMENT SECTION)

NOTICE NO: 47 /2024

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA, SWAKOPMUND

NAME OF APPLICANT:	CORNE THALWITZER
POSTAL ADDRESS:	P.O. BOX 4146
	VINETA
BUSINESS ADDRESS:	SWAKOPMUND
TELEPHONE:	081 385 2824 | 081 704 0461
FACSIMILE:	N/A
E-MAIL:	corne.thalwitzer@gmail.com info@sra.com anna@swakopdentist.com britt@brittklews.com
ORGANISATION:	JOEL PARKS, CCYF, SRA, LADIES' CIRCLE SWAKOPMUND
CLOSING DATE	**31 JULY 2024**

7. OFFER FORM

OFFER FORM

Name & Surname of Applicant:

CORNÉ THALWITZER

Identity Number:

7805081050 7

Name of the organization:

JOEL DARKS

Represented by:

CORNÉ THALWITZER, CARLOS LEONARD

Contact Person:

CORNÉ THALWITZER

P.O. BOX 4146

081 704 0461

31/09/2024

Date

Signature

Please attach your detailed proposal hereto.

Proposals clearly marked **"PROPOSAL TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"** 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 **31st JULY 2024** at **11h00**. No late proposals and only proposals on the standard form will be accepted.

MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We.....Corrie Thalwitzer.....
in my / our capacity / capacities.....as founder.....
of.....Joe/Parks Community Development
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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

THUS signed at SWAKOPMUND this ..30..... day of ...July..... **2024**.

AS WITNESSES

1. .....

2. .....

.....
LESSEE

MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We....BRITT STAUCH.....
in my / our capacity / capacities....OPERATIONS MANAGER....
of....COASTAL COMMUNITY YOUTH FACILITY....
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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

THUS signed at SWAKOPMUND this ....30th.... day of ....AUGUST.... **2024**.

AS WITNESSES

1. .....

2. .....

.....
LESSEE

MUNICIPALITY OF SWAKOPMUND

CERTIFICATE OF INDEMNITY

I/We...ANNA MARIA VAN DER MERWE.....
in my / our capacity / capacities...CHAIRLADY - LADIES' CIRCLE SWAKOPMUND.....
of...LADIES' CIRCLE SWAKOPMUND.....
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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

THUS signed at SWAKOPMUND this ...30th... day of ...July... **2024**.

AS WITNESSES

1. .....

2. .....

.....
LESSEE

PROPOSAL TO MANAGE THE EMERGECY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND

Proposed Name : Swakopmund House of Safety

Joint submission by :

JOEL PARKS

SWAKOPMUND LADIES' CIRCLE NAMIBIA

SRA

Coastal Community
REG. NO. 21/2022/1416

YOUTH FACULTY

supporting youth to develop their capacity for self-employment and service

TABLE OF CONTENTS

PROJECT OVERVIEW

The Swakopmund House of Safety aims to provide a comprehensive, safe, and supportive environment for individuals affected by fires, victims of gender-based violence (GBV), and homeless individuals in Swakopmund. The facility will offer emergency shelter, essential services, and resources to support the immediate and long-term needs of its residents, fostering a collaborative environment where diverse needs are addressed holistically.

Fire Victims

It is not uncommon for fire victims to completely lose their homes and belongings in a matter of minutes. The immediate needs that these individuals face are for a safe place to stay and basic necessities. These incidents also result in emotional trauma, displacement, and financial strain.

Addressing these challenges requires a coordinated response to provide immediate relief, emotional support, and pathways to long-term stability.

Gender-Based Violence Victims

Gender-based violence is a severe and widespread problem in Namibia. According to the Namibia Gender-Based Violence Survey 2020 reported that approximately 30% of women experienced some form of GBV in their lifetime. Domestic violence is a particular concern. The Namibian Police often report a significant number of domestic violence cases annually, though exact numbers can fluctuate. For example, in 2019, the Namibian Police reported over 8,000 cases of GBV.

GBV survivors often face homelessness due to fleeing unsafe environments. Women and children are particularly vulnerable, and shelters are frequently overwhelmed by the demand for emergency housing. Often victims remain in abusive situations due to the lack of safe, alternative accommodation, especially when young children are involved.

Homelessness

Homelessness in Swakopmund is a crucial and growing issue especially among youth. Many are unable to provide for themselves and are destitute. The majority are dealing with aggravated mental health issues, substance abuse usually stemming from childhood trauma and lack of family support. Without a designated facility many challenges remain in adequately meeting the needs of individuals affected by homelessness.

Addressing these particular challenges requires a multi-faceted approach which includes increased support services and community-based initiatives. Our hope is that this collaborative effort will provide the necessary support and services at the Swakopmund House of Safety to make a difference to those facing these challenges.

EXPERIENCE AND ORGANIZATIONAL PROFILE

JOEL Parks Community Development

Joel Parks is an innovative project dedicated to enhancing the quality of life by fostering environmental stewardship and community well-being. The primary goal of Joel Parks is to create a sustainable and enriching environment for future generations through the development and maintenance of natural resources. This is achieved by establishing vegetable gardens, implementing composting practices, and creating safe, clean recreational spaces.

Key benefits of Joel Parks' initiatives include :

- Job Creation and Economic Empowerment: Generating employment opportunities and promoting economic sustainability.
- Food Security: Enhancing food availability through community gardens and permaculture.
- Efficient Space Utilization: Maximizing the use of smaller spaces for community and environmental benefits.
- Positive Community Impact: Addressing key community needs while promoting a cleaner, safer environment.

Joel Park represents a forward-thinking approach to improving urban living and environmental health, contributing to a more sustainable and connected community.

Coastal Community Youth Faculty (CCYF)

The youth faculty is a volunteer organisation focused around providing activities and support mechanisms to encourage youth development, particularly self-employment, as well as offer an opportunity for elders and privileged persons to give back to society.

Activities include:

- faith-based mentoring especially to street-based youth;
- leading qualifying youth into appropriate forms of rehabilitation and reintegration into society;
- supporting the start up or development of youth owned businesses through micro grants;
- promoting food security through access to their own vegetable gardens;
- advocacy for improved awareness and legislation on homelessness.

The youth faculty developed out of the intervention by the Street Based Persons Network which was formed in 2020. This group of volunteers supported about 20 street-based men during the national lockdown who were housed at the Swakopmund Youth Hostel. Emergency assistance was given in the form of food, clothing, woodwork classes, art therapy, sports and vegetable gardening and in co-operation with the Swakopmund social workers, counselling and life skills support.

The faculty currently runs a weekly programme based on this model. With no fixed place for operations our support activities are constrained to minimal assistance given in the form of faith-based counselling, some social services, and providing clothing and food.

Having a permanent base of operations would enable us to offer the programme on a daily basis as well as provide temporary safe sleeping spaces to needy individuals. A voucher system based on the model used in South Africa would be instituted.

Ladies' Circle Swakopmund 1

Ladies' Circle Swakopmund1 is a volunteer-based organisation that forms part of Ladies' Circle International (LCI). LCI is a global, non-political, and non-sectarian organization dedicated to fostering friendship and community service among women aged 18 to 45. Established to provide a supportive network, LCI operates across five continents with a membership of approximately 12,500 women.

LCI is part of the Round Table International Family and through various fundraising events and volunteer efforts, Ladies' Circle contributes to local and global initiatives, emphasizing the value of personal involvement and community impact. The organization's ethos is centred on creating meaningful connections and making a difference.

Ladies' Circle Swakopmund 1 has been operational since 2019 and have initiated many projects to uplift the community wherever possible. Our primary fundraising focus has been to open a safehouse for GBV victims in Swakopmund in collaboration with the Lindie Prinsloo Foundation Trust.

Lindie Prinsloo was a well-known social worker and activist that was brutally attacked and killed by her partner in Swakopmund in 2018. The news shocked the local community and drew widespread attention to issues of safety and GBV in the region. Prinsloo was recognized for her dedicated work in supporting vulnerable populations and her advocacy for social justice. Her untimely death sparked conversations and calls for greater action against violence and enhanced support for those who are working to make a difference in their communities. The Lindie Prinsloo Foundation Trust was created to honour the legacy of her relentless work in uplifting others in the community.

Ladies' Circle Swakopmund 1 partnered with the trust to raise funds in hope of opening a safehouse in Swakopmund. Through various fundraising initiatives the group has raised enough funds to financially support the operating cost of a safehouse for at 6-8 months.

Through LCI and the Round Table family Ladies' Circle Swakopmund 1 has access to potential further donations and support. Our wide network of corporate sponsors have also already committed to assisting with various requirements for the startup of the safehouse, including bedding and appliances.

Having a physical location will greatly assist our organization in securing further donations and funding for this critically important cause.

Swakopmund Resident's Association

The Swakopmund Residents Association (SRA) plays a vital role in the community, dedicated to the enhancement and improvement of living conditions for all residents of Swakopmund. Through a variety of community-based projects, the SRA aims to work towards a safer, more supportive, and inclusive environment. Our initiatives are designed to address the diverse needs of our community, with a particular focus on vulnerable and marginalized groups.

The "House of Safety," is a collaborative effort aimed at providing shelter, support, and refuge for victims of gender-based violence (GBV), fire victims, and other individuals in need. Recognising the critical importance of this initiative, the SRA fully supports the joint venture to restore and manage the House of Safety. This project not only offers immediate relief and protection but also seeks to empower individuals by providing the necessary resources and support to rebuild their lives.

The SRA believes in the power of community collaboration and works closely with various stakeholders to ensure the success of our projects. By joining hands with partners such as Anna van der Merwe from Ladies' Circle, Britt Klews from CCYF, Corne Thalwitzer from Joel Parks, and Carlos Leonard from Leonard Talent Management Agency, we aim to create a robust support system for those in need. Together, we are committed to making Swakopmund a better place for everyone, demonstrating the strength and resilience of our community.

TECHNICAL PROPOSAL:

Our vision for the Swakopmund House of Safety is to provide a comprehensive solution that addresses both the immediate and long-term needs of various vulnerable populations in Swakopmund. We are committed to offering prompt support to fire victims, ensuring they have access to essential resources following their traumatic experiences. Simultaneously, we aim to optimize the facility's use by extending support to other at-risk groups within the community.

By integrating emergency shelter services with specialized support programs and a community garden, our facility is designed to create a secure and nurturing environment. This approach fosters recovery, empowerment, and active community engagement. The proposed plan outlines a strategic framework for developing and operating a facility that will deliver substantial, positive impacts on the lives of those it serves, ultimately contributing to the overall well-being of the Swakopmund community.

To ensure the facility is thoroughly equipped to handle an influx of fire victims, we have engaged Mr. Sean Naude of the Namibian Marshall Rangers as a consultant. Mr. Naude brings a wealth of expertise in rapid response and medical emergencies. His extensive experience will be instrumental in developing a comprehensive emergency preparedness plan. This plan will be designed for immediate deployment, enabling us to provide swift and effective support to fire victims as soon as the need arises.

Please refer to the following page for a summarised representation of the technical division of the proposed Swakopmund House of Safety

	Emergency Shelter	Joel Parks	GBV Shelter	Homeless Support Centre	Public Support Centre (Shared Services)
STAFF	• Fire Marshall • Volunteers	• Life Skills Facilitator • Food Security Instructor	• House mother • Social Worker • Security guard	• Day manager (8 hour shift) • Night manager (8 hour shift) • Cleaner (8 hour shift) • Volunteers	• Social worker • Pastor • Occupational therapist • Security guard (24 hours)
SERVICES OFFERED	• Temporary Accommodation • Meals • Emergency Health Services • Counselling	• Economic Strengthening Support • Personal Development Programs • Food & Nutrition Security Program • Leadership Development	• Accommodation • Counselling • Voucher based clothing store • Social Worker Support • Skills development • Vegetable gardening	• Registrations • Applications • Access to ablutions • Self-development support • Meals • Crafting activities • Safe sleeping space • Vegetable gardening	• Voucher exchange centre • Social worker • Pastoral room • Employment development centre
ACCOMMODATION USED	• Emergency Accommodation Block	• Caretaker Flat • Office • Workshop • Garden • Hydroponics	• Shelter for women and children • Playground and Kindergarten • Staff accommodation • Services • Kitchen • Laundry • Ablutions • Store • Vegetable garden	**INSIDE** • Reception • Office • Ablutions • Laundry • Kitchen • Store • Craft studio • Safe sleeping space for 10 • Staff accommodation for 2 **OUTSIDE** • Vegetable garden • Craft yard	N/A

PROPOSED LAYOUT

FINANCIAL PROPOSAL

MONTHLY EXPENSES

	Safehouse	Joel Parks	CCYF	Fire Victims	Total
Water	NAD 1,000	NAD 1,750	NAD 1,000	NAD 1,000	NAD 4,750
Electricity	NAD 1,000	NAD 500	NAD 1,000		NAD 2,500
Internet	NAD 450	NAD 450	NAD 450	NAD 450	NAD 1,800
Food	NAD 4,000	-	NAD 6,000		NAD 10,000
Cleaning Materials	NAD 500	-	NAD 150		NAD 650
Salaries	NAD 12,000	NAD 8,500	NAD 12,672		NAD 33,172
Medical Expenses	NAD 1,000	-	NAD 300		NAD 1,300
Security	NAD 1,250	NAD 1,250	NAD 1,250	NAD 1,250	NAD 5,000
Maintenance	NAD 1,000	NAD 500	NAD 500		NAD 2,000
Toiletries	NAD 800		NAD 150		NAD 950
Airtime	NAD 200	NAD 200	NAD 200		NAD 600
Office Supplies	NAD 300	NAD 100	NAD 100		NAD 500
Transportation	NAD 200	NAD 200	NAD 200		NAD 600
Administration cost	NAD 100		NAD 100		NAD 200
Vehicle			NAD 1,000		NAD 1,000
Training activities		NAD 500	NAD 1,950		NAD 2,450
MONTHLY TOTAL	NAD 23,800	NAD 13,950	NAD 27,022	NAD 2,700	NAD 67,472

PROJECTEC STARTUP EXPENSES

	Safehouse	Joel Parks	CCYF	Fire Victims	Total
Linnen	NAD 10,000	-	Donations	Donations	NAD 10,000
Furniture	Donations	-	Donations	Donations	NAD -
Appliances	Donations	-	Donations	-	NAD -
Crockery	NAD 7,000	-	-	Donations	NAD 7,000
Garden Establishment		NAD 8,500	-	-	NAD 8,500
Administration/Office Setup	NAD 5,000	NAD 8,500	-	-	NAD 13,500
Sick Bay Setup	-	-	-	NAD 20,000	NAD 20,000
TOTAL	NAD 22,000	NAD 17,000	NAD -	NAD 20,000	NAD 59,000

PHOTO REFERENCES

JOEL PARKS

SWAKOPMUND RESIDENT'S ASSOCIATION

New SRA Initiative Aims to Support Street-Based Youth

COASTAL COMMUNITY YOUTH FACULTY

LADIES' CIRCLE SWAKOPMUND 1

Klankfees ten bate van kinders

Die Tunes for Tomorrow-konsert vind môreaand op Swakopmund plaas.

Figure 1 – Fundraisers hosted for GBV Safehouse and ECD Centres

Figure 2 - ECD Centre Destroyed by fire in Mondesa – Completely restored by Ladies' Circle Swakopmund

Figure 3 - Knitting project that has supplied thousands of beanies to Swakopmund children

CONCLUSION

The Swakopmund House of Safety represents a critical step towards addressing the pressing needs of fire victims, survivors of gender-based violence (GBV), and homeless youth in our community. This project combines emergency shelter with comprehensive support services and a community garden, creating a multifaceted approach that not only offers immediate relief but also fosters long-term recovery and empowerment.

Through the collaborative efforts of Joel Parks Community Development, Coastal Community Youth Faculty, Ladies' Circle Swakopmund 1, and the Swakopmund Residents Association, this initiative aims to make a substantial and lasting impact on the lives of those it serves. The integration of specialized support programs and sustainable community practices ensures that the facility will address diverse needs while promoting a safer, more connected community.

With a well-defined plan and strong community backing, the Swakopmund House of Safety is poised to become a beacon of hope and resilience. By providing a secure environment, essential resources, and opportunities for personal growth, this project will significantly contribute to the overall well-being of Swakopmund and set a precedent for holistic, compassionate community support.

We are committed to realizing this vision and look forward to the positive transformations it will bring to our community.

Thank you for your review of the proposal and consideration.

CONTACT DETAILS

JOEL PARKS

Corne Thalwitzer

Founder

corne.thalwitzer@gmail.com

+264 81 704 0461

SWAKOPMUND RESIDENT'S ASSOCIATION

Rowan van Dyk

Chaiman

info@sra.com.na

+264 81 663 6249

COASTAL COMMUNITY YOUTH FACULTY

Britt Klews

britt@brittklews.com

Operations Manager

+264 81 289 5377

LADIES' CIRCLE SWAKOPMUND 1

Anna van der Merwe

Chairlady – Ladies' Circle Swakopmund 1

anna@swakopdentist.com

+264 81 385 2824

Form CM 3

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 70) (Regulation 17(3))

CM3

CERTIFICATE OF INCORPORATION

OF A COMPANY NOT HAVING A SHARE CAPITAL

Registration Number of Company
21/2022/1416

s to certify that: **COASTAL COMMUNITY YOUTH FACULTY (NON-PROFIT ASSOCIATION)PPORATED UNDER SECTION 21)**

this day incorporated under the Companies Act, 2004 (Act No. 28 of 2004), and that the ɔany is a Company limited by guarantee/* *and is incorporated under section 21 of that Act.*

if not applicable

:d and sealed at Walvis Bay ....this 12 day of December ....of the year 2022

REPUBLIC OF NAMIBIA BUSINESS & INTELLECTUAL PROPERTY AUTHORITY OFFICE OF THE REGISTRAR BR-03

Registrar of Companies

of BIPA Companies Registration Office

tificate is not valid unless sealed by the seal of BIPA Companies Registration Office.

Copyright: Business and Intellectual Property Authority, Namibia

continuation of Form CM 4
Part B

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

ASSOCIATION CLAUSE

We, the several persons whose full names, occupations, residential, business and postal addresses are subscribed are desirous of being formed into a company in pursuance of this Memorandum of Association and we respectively agree to become members of the company.

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
1. Full names **Britt Stauch** Occupation **Architect** Residential address **29 Theo Ben Gurirab Street, Swakopmund, Namibia** Business address **Shop 25, The Atrium Lifestyle Centre, Hendrik Witbooi Street, Swakopmund, Namibia** Postal address **2117, Swakopmund, Namibia** Email address **britt@brittklews.com**	23 August 2022	1. Full names **Tania Steenkamp** Occupation **Secretary** Residential address **10 Nelken Street, Swakopmund, Namibia** Business address **11 Daniel Tjongarero Street, Room 105, Swakopmund, Namibia** Postal address **2799 Swakopmund, Namibia** Email address **tania@kobusvisser.com**	23 August 2022
2. Full names **Carl Pesat** Occupation **Business Associate** Residential address **21 Omeg Street, Swakopmund, Namibia** Business address **Erf 194, Hosea Kutako Drive, Windhoek, Namibia** Postal address **3728, Swakopmund, Namibia** Email address **horstinvestment@gmail.com**	23 August 2022	2. Full names **Tania Steenkamp** Occupation **Secretary** Residential address **10 Nelken Street, Swakopmund, Namibia** Business address **11 Daniel Tjongarero Street, Room 105, Swakopmund, Namibia** Postal address **2799 Swakopmund, Namibia** Email address **tania@kobusvisser.com**	23 August 2022

HERMANUS CHRISTOFFEL JANSEN VAN RENSBURG
Notary Public
Notaris Publiek
Notar
NAMIBIA

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Curriculum Vitae

Corné Thalwitzer

1978	Born in Mariental, Namibia
1984 to 96	School Education
1996 to 98	Self-employed, Sign Writing and Art, Tsumeb
1999 to 2000	Manager Back Paker Unite, Windhoek
2000 to 2002	Front of House Management, Okonjima Lodge, Otjiwarongo
2002 to 2004	Chef and Manager, "Frontiers" Restaurant, Swakopmund
2005 to 2006	Guide for Cheetahs, Lions and Leopards as well as Temporary Engineer, Amani Lodge, Khomas Region
2006 to 2007	Construction Manager, Gypsum Solution, Windhoek
2008 till today	Owner Construction Company, Windhoek

My company business is reported dormant at the moment.

A fatal car accident had happened to me by third-party-fault in 2013.

The costs for my recovery claimed all my business and private capital.

Since 2018 -	Founder of the NGO JOEL PARKS NAMIBIA

BRITT STAUCH – COMMUNITY SERVICE

Britt joined the Rotary Club of Swakopmund in 2008. She has held the position of secretary and is a past president.

In 2019 she joined the Swakopmund Community Gardeners Group facilitated by the municipality of Swakopmund to promote collaboration of community and municipal efforts to support food security in the town. In 2021, she helped to start the Growing Local Market which is a community based market which provides a physical and digital platform for local food producers to sell their produce.

During the national lockdown enforced by the government in 2020 and into 2021, she worked with the Street Based Person network to support, feed and manage the group of homeless men who were accommodated at the Swakopmund Multi-Purpose Resource Centre a.k.a. the Youth Hostel or Alte Kaserne. A weekly programme of activities including gardening, counselling, simple woodwork, sports and art therapy was provided.

In 2022 she co-founded the Coastal Community Youth Faculty together with the founder of the Street Based Persons Network, which was by then disbanded and other community members. The organisation supports youth to develop their capacity for self-employment and service through various platforms according the individual's needs and abilities.

The support includes growing food in eight Micro-Gardens at a site in town, use of the Studio for crafting and manufacturing, access to the market through a stall at the monthly Growing Local Market, access to basic advice and mentorship on owning and managing a small business and material support through small grants which are partially repaid by services or goods.

The Faculty provides a weekly support programme for street based and vulnerable youth. It also set up a 1000m2 communal vegetable growing site.

In her professional capacity as an architect, she assists people living in self built homes with developing ways to provide more sanitary, safer and comfortable structures for themselves.

She is also a founding member of the Opulent Community Project, an organisation established in 2023, which aims to support growing of food in Swakopmund to assist vulnerable members of the community.

2024

ANNA VAN DER MERWE

PRACTICE MANAGER

081-385-2824
anna.odendaal@gmail.com
Swakopmund, Namibia

PROFESSIONAL SUMMARY

Experienced professional with a diverse background in management and coordination across various sectors, including healthcare, logistics, and customer service.

Passionate about charitable work, I am dedicated to leveraging my skills and experience to contribute positively to community-focused initiatives. My commitment to service and my track record of effective management and coordination make me well-suited to drive impactful change and support meaningful causes.

SKILLS

- Team Building
- Problem Solving
- Decision Making
- Conflict Resolution
- Client Relations
- Process Improvement

AWARDS & ACHIEVEMENTS

| **DISTRICT MANAGERS AWARD FOR EXCELLENCE**
South African Breweries
2008

| **NATIONAL PRESIDENT**
Ladies' Circle Namibia
2019, 2020, 2023

EDUCATION

| **HONS.BCOMM IN LOGISTICS MANAGEMENT**
University of Stellenbosch
2008

| **BCOMM IN MARKETING**
University of Stellenbosch
2007

| **DIPOLOMA IN DIGITAL MARKETING**
Red and Yellow and USB
2017

WORK EXPERIENCE

PRACTICE MANAGER
Dr Stephan van der Merwe, Swakopmund | March 2016 until present

CAPACITY COORDINATOR
A.P Moller - MAERSK, Cape Town | March 2015-March 2016

CUSTOMER SERVICE SUPERVISOR
South African Breweries, Cape Town| Date – February 2015

CUSTOMER SUPPORT AGENT
South African Breweries, Cape Town | Date - Date

LOGISTICS PLANNER
Mark Anthony Group, Vancouver Canada | April 2008-October 2010

REFERENCES

| **SHAHEED DAWOOD**
Manager | A.P Moller - MAERSK
E: extinium@gmail.com

| **ELDRIDGE BATTISTA**
Depot Manager | SAB
E: eldridge.battista@gmail.com

COPY

CLIENT

CERTIFICATE OF INCORPORATION

AND

MEMORANDUM AND ARTICLES OF ASSOCIATION

EZRA NEST EDUCATIONAL FOUNDATION
(NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

Prepared and Lodged by:

Tomain Investments Close corporation
P.O BOX 2230, Ondangwa, Namibia
Cell: 081 362 0895
Cell: 081 362 0895
E-Mail: tomaininvestments@gmail.com

Form CM 3

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 70) (Regulation 17(3))

CM3

CERTIFICATE OF INCORPORATION

OF A COMPANY NOT HAVING A SHARE CAPITAL

Registration Number of Company
21/20240856

This is to certify that:

EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

was this day incorporated under the Companies Act, 2004 (Act No. 28 of 2004), and that the Company is a Company limited by guarantee/* *and is incorporated under section 21 of that Act.*

*Delete if not applicable

Signed and sealed at WINDHOEK this 16 day of July of the year 2024

REPUBLIC OF NAMIBIA BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY bipa

Registrar of Companies

Seal of BIPA Companies Registration Office

This certificate is not valid unless sealed by the seal of BIPA Companies Registration Office.

Copyright: Business and Intellectual Property Authority, Namibia

Form CM 4

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 61(1)) (Regulation 17(3))

MEMORANDUM OF ASSOCIATION

CM4

OF A COMPANY NOT HAVING A SHARE CAPITAL

Registration Number of Company
21 / 2024 / 0856

N$ 150,00 fee payable in terms of the Act and as set out in the regulations plus Annual Duty under 182 & 183

1. **NAME OF COMPANY**

(a) The name of the Company is:

EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

(b) The shortened form of the name of the Company is:

N/A

(c) Translation of name of Company and/or shortened form of name of Company (if possible) where name is not in official language (section 48(2)):

N/A

NDATEELELA NELAO ALEXANDER
NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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Form CM 4
Part A

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

2. DESCRIBING THE MAIN BUSINESS OF THE COMPANY*

The main purpose of the Company is to carry on:

TO HELP IDENTIFYING, ENROL AND RETAIN OUT OF SCHOOL GIRLS AND IMPROVE FOUNDATION SKILLS IN LITERACY AND NUMERACY FOR ALL CHILDREN

*(*This is for purposes of the Registrar and not for purposes of the powers, capacity or objects of the company)*

3. OBJECT(S), IF ANY (section 38)

The object(s) of the Company is/are:

TO HELP IDENTIFYING, ENROL AND RETAIN OUT OF SCHOOL GIRLS AND IMPROVE FOUNDATION SKILLS IN LITERACY AND NUMERACY FOR ALL CHILDREN

4. ANCILLARY OBJECTS EXCLUDED

The specific ancillary objects, if any, referred to in section 39(1) of the Act, which are excluded from the unlimited ancillary objects of the Company:

N/A

5. POWERS

(a) The specific powers or part of any powers of the Company, if any, which are excluded from the plenary powers or the powers set out in Schedule 2 of the Act (if any):

N/A

(b) The specific powers or part of any specific powers of the Company set out in Schedule 2 of the Act, if any, which are qualified under section 39(2) of the Act (if any)

N/A

NDATEELELA NELAO ALEXANDER
NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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6. CONDITIONS

Any special conditions which apply to the Company and the requirements, if any, additional to those prescribed in the Act for their alteration:

(a) The income and property of the association however derived must be applied solely towards the promotion of its object, and no portion must be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise, to the members of the association or to its holding company or subsidiary, but nothing contained in the memorandum prevents the payment in good faith of reasonable remuneration to any officer or employee of the association or to any member in return for any services actually rendered to the association;

(b) On its winding-up, deregistration or dissolution the assets of the association remaining after the satisfaction of all its liabilities must be given or transferred to some other association or institution or associations or institutions having objects similar to its object, to be determined by the members of the association at or before the time of its dissolution or, failing that determination, by the Court.

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NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

7. PRE-INCORPORATION CONTRACTS (if any)

N/A

8. GUARANTEE

(a) The liability of members is limited to the amount referred to in paragraph (b).

(b) Each member undertakes to contribute to the assets of the Company in the event of its being wound up, while being a member or within one year afterwards, for payment of the debts and liabilities of the Company contracted before such member ceases to be a member, and of the costs, charges and expenses of the winding up, and for the adjustment of the rights of the contributories among themselves an amount of **N$1.00 Namibian Dollar/cent.**

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NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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continuation of Form CM 4
Part B

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

ASSOCIATION CLAUSE

We, the several persons whose full names, occupations, residential, business and postal addresses are subscribed are desirous of being formed into a company in pursuance of this Memorandum of Association and we respectively agree to become members of the company.

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
1. Full names **NAKASHOLE CECILIA** Occupation **DIRECTOR** Residential address **ERF 267 COPPER AVENUE TAMARISKIA, SWAKOPMUND** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND** Email address **cecjonas@gmail.com**	25/06/2024 Nakashole	1. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA** Email address **tomaininvestments@gmail.com**	25.06.2024
2. Full names **SHEYAVALI JONAS MWAHAFIFANGE** Occupation **DEPUTY DIRECTOR** Residential address **ERF 1179 MATUTURA SWAKOPMUND** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX7462 SWAKOPMUND** Email address **jonassheya@gmail.com**	25/06/2024 Sheyavali	2. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA** Email address **tomaininvestments@gmail.com**	25.06.2024

NDAILENELA NELAO ALEXANDER
NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
3. Full names **TCHISUKU FLORENCE NGOIA** Occupation **SECRETARY** Residential address **ERF 4222 HARRIER CLOSE FAIRWAYS** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 3974 WALVISBAY** Email address **Healingwound1984@gmail.com**	25/06/2024	3. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA** Email address **tomalninvestments@gmail.com**	25.06.2024
4. Full names **ONESMUS THOMMY RUBEN SHISHIWENI** Occupation **TREASURER** Residential address **FLAT NO. 8 SCHEPMANN STREET PIONEERS PARK, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND** Email address **Onesmusthommy064@gmail.com**	25/06/2024 Onesmus	4. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA** Email address **tomalninvestments@gmail.com**	25.06.2024
5. Full names **ONESMUS IYALOO HELENE RUBENCIA** Occupation **TEACHER** Residential address **BELLA ROSA GALLICA COURT UNIT 10, ROCKY CREST, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND** Email address **Helen.Onesmus@Sanlam.com.na**	25/06/2024 Onesmus	5. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA** Email address **tomalninvestments@gmail.com**	25.06.2024

NDAITEELELA NELAO ALEXANDER
NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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Form CM 46

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 180) (Regulation 38(1))

(to be lodged in duplicate)

CM46

CERTIFICATE TO COMMENCE BUSINESS

Registration Number of Company
21 / 20240856

I hereby certify that:

EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

which was incorporated on the 16 day of July of the year 2024,

has complied with the requirements of section 180 of the Companies Act, 2004, and is with effect

from this day entitled to commence business.

Signed and sealed at Windhoek this 16 day of July
of the year 2024

REPUBLIC OF NAMIBIA BUSINESS & INTELLECTUAL PROPERTY AUTHORITY bipa CY-01

Seal of Business Registration Office

Registrar of Business

This certificate is not valid unless sealed by the Seal of the Business Registration Office.

EACH YEAR FINANCIAL YEAR ENDS ON
LAST DAY OF February

Copyright: Business and Intellectual Property Authority, Namibia

continuation of Form CM 46

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 180) (Regulation 38(1))

APPLICATION FOR CERTIFICATE TO COMMENCE BUSINESS

Registration Number of Company
2024/0856

N$ 100,00 fee payable in terms of the Act and as set out in the regulations

Plus annual duty

Name of Company:

EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

The Company which was incorporated on the 16 day of July of the year 2024 applies for a certificate to commence business and attaches hereto the documents prescribed by regulation 30.

The financial year of the Company ends on the **February** each year.

Postal Address

P O BOX 1749,

SWAKOPMUND

NAMIBIA

Email Address: **cecjonas@gmail.com**

Signature _____
Director /Manager/Secretary

NAKASHOLE CECILIA
Name in block capitals

Perforated *(To be completed by Company)*

Certificate to commence business dated _____ herewith

Name of Company **EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)**

Postal address **P O BOX 1749,**
SWAKOPMUND
NAMIBIA

Email address **cecjonas@gmail.com**

Registrar of Business

16 JUL 2024

Date stamp of Business Registration Office

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Form CM 27

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 219) (Regulation 45(1)

CM27

Registration Number of Company
21 20240856

CONSENT TO ACT AS DIRECTOR OR OFFICER AND OTHER DIRECTORSHIPS

Name of company **EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21))**

A. Consent

I hereby consent to my appointment as * director / officer of the above-named company.
I certify that I am not disqualified in terms of sections 225 or 226 of the Companies Act from being a director/officer*.

Signed: Dnakashole Date: 25/06/2024

(To be signed by: Director or officer personally; or the authorised agent on behalf of a director of an external company not resident in Namibia; or the authorised agent of a corporate body.)
*Delete where not applicable.

B. Personal particulars

1. Surname	NAKASHOLE
2. Full forenames	CECILIA
3. Former surname and forenames	N/A
4. Identity number or, if not, available, date of birth	Year 63 Month 03 Day 26 00340
5. Date of appointment	DATE OF INCORPORATION
6. Residential address	ERF.267 COPPER AVENUE, TAMARISKIA, SWAKOPMUND
7. Business address	HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. Postal address	P O BOX 1749 SWAKOPMUND
9. Email address	cecjonas@gmail.com
10. Contact Number	+264 81 756 8956
11. Nationality (If not Namibian)	NAMIBIAN
12. Occupation	DIRECTOR
13. Resident in Namibia (Yes or No)	YES
14. Address of registered office, and registration number, if officer is a corporate body	

C. **Other Directorships**

Form CM 27

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

(Section 219) (Regulation 45(1)

Registration Number of Company 21/20240856

CM27

CONSENT TO ACT AS DIRECTOR OR OFFICER AND OTHER DIRECTORSHIPS

Name of company **EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21))**

A. Consent

I hereby consent to my appointment as * director / officer of the above-named company.
I certify that I am not disqualified in terms of sections 225 or 226 of the Companies Act from being a director/officer*.

Signed: JSheyavali Date: 25/06/2024

(To be signed by: Director or officer personally; or the authorised agent on behalf of a director of an external company not resident in Namibia; or the authorised agent of a corporate body.)
**Delete where not applicable.*

B. Personal particulars

1. Surname	SHEYAVALI
2. Full forenames	JONAS MWAHAFIFANGE
3. Former surname and forenames	N/A
4. Identity number or, if not, available, date of birth	Year 95 Month 01 Day 18 — 0055 5
5. Date of appointment	DATE OF INCORPORATION
6. Residential address	ERF 1179 MATUTURA SWAKOPMUND, NAMIBIA
7. Business address	HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. Postal address	P O BOX7462 SWAKOPMUND
9. Email address	jonassheya@gmail.com
10. Contact Number	+264 81 703 3668
11. Nationality (If not Namibian)	NAMIBIAN
12. Occupation	DEPUTY DIRECTOR
13. Resident in Namibia (Yes or No)	YES
14. Address of registered office, and registration number, if officer is a corporate body	

Form CM 22

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 178) (Regulation 37)

(To be lodged in duplicate upon incorporation and prior to change of addresses)

CM22

NOTICE OF REGISTERED OFFICE AND POSTAL ADDRESS OF COMPANY

Registration Number of Company: 2024/0856

N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name of Company: **EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)**

(a) The situation of the registered office and the postal address of the above-mentioned company are as follows:

(i) Registered address: **HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA**

(ii) Postal address: **P O BOX 1749 SWAKOPMUND, NAMIBIA**

Email address: **cecjonas@gmail.com** Telephone number: **061 461 390**

(b) The date of the intended changes in the addresses is **DATE OF INCORPORATION**

(Both addresses must be furnished at all times)

Date: 25/06/2024 Signature: _____ *Director /Manager/Secretary*

The changes take effect on: DATE OF INCORPORATION

Registrar of Business

16.07.2024
DATE

Name of Company: **EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21))**

Postal address: **P O BOX 1749 SWAKOPMUND, NAMIBIA**

Email address: **cecjonas@gmail.com**

OFFICE USE

Data processing

(1) Recorded

Date and initials _____

(2) Corrections

Date and initials _____

Date stamp of Business Registration Office

EACH YEAR FINANCIAL YEAR ENDS ON LAST DAY OF February

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Form CM 31

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

(Sections 180(3)(d), 277(1), 279(2), 281, 284, 285, 286, 288, 328(1)(c) and 331)) (Regulation 47(1))

NOTICE OF, CONSENT TO APPOINTMENT, CHANGE OF NAME, OR RESIGNATION BY AUDITOR OR REMOVAL OF AUDITOR

CM31

Registration Number of Company: 21/20240856

N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name of company: EZRA NEST FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

Part I (To be completed by the auditor concerned and to be sent to the company for completion of Part III and lodgement with Registrar)

[X] *A APPOINTMENT

I, MAC & ASSOCIATES REGISTERED ACCOUNTANTS AND AUDITORS consent to my appointment as auditor of the abovementioned company as from DATE OF INCORPRATION, and declare that I am not disqualified in terms of section 283 of the Companies Act, 2004 for the appointment

[ ] *B CHANGE OF NAME

The firm ..... has with effect from ..... changed its name and will in future be known as .....

Date: 8 APRIL 2024 Signature: _____

MAC & ASSOCIATES
Registered Accountants & Auditors
Practice # 21001
Auditor
P.O. Box 90923, Klein Windhoek, Windhoek
Cell: 081233917 2

Situation of office: UNIT 24B, BOUGAIN VILLAS MALL 78 SAM NUJOMA DRIVE, KLEIN WINDHOEK, WINDHOEK

Postal address: PO BOX 90923, KLEIN WINDHOEK WINDHOEK

Part II (To be completed by the auditor concerned and original to be lodged with Registrar and duplicate to be sent to the company for completion of Part III and lodgement with Registrar)

[ ] *C RESIGNATION

I, _____ resign as auditor of the abovementioned company and declare that -

(a) as at the date if this notice I have no reason to believe that in the conduct of the affairs of the company a material irregularity has taken place, or is taking place which has cause or is likely to cause financial loss to the company or to any of its members or creditors.

(b) I reported a material irregularity to the Public Accountants' and Auditors' Board on _____ in terms of the Public Accountants' and Auditors" Act, 1951

(Note : This resignation becomes effective on the receipt by the Registrar of this written notification in terms of section 288(3) and (4) of the Companies Act, 2004)

Date _____ Signature _____
Auditor

Part III (To be completed by company concerned and lodged with Registrar)

[ ] *D STATEMENT

The auditor of the abovementioned company was removed/not reappointed in terms of section 285/286 of the Companies Act, 2004 on _____. The vacation of the office/particulars pertaining to the matters reflected in Part I/II have been entered in the register in compliance with section 223 of the Companies Act, 2004.

(Note : This resignation becomes effective on the receipt by the Registrar of this written notification in terms of section 288(3) and (4) of the Companies Act, 2004)

Date _____ Signature _____
Director/Officer

Perforated *(To be completed by the auditor or company concerned and lodged with the Registrar)*

NOTICE RELATING TO A CHANGE IN RESPECT OF AN AUDITOR DATED: DATE OF INCORPORATION

Name of auditor/ company	MAC & ASSOCIATES REGISTERED ACCOUNTANTS AND AUDITORS EZRA NEST FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)	
Postal address	PO BOX 1749 SWAKOPMUND, NAMIBIA	Return received 16 JUL 2024 Date stamp of Business Registration Office
Email address	cecjonas@gmail.com	

Not valid unless stamped by the Registrar of Business

CURRENT FINANCIAL YEAR ENDS ON LAST DAY OF February

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Form CM 29

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))

CM29

CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS

Registration Number of Company
21 20240856

bipa
N$ 20,00 fee payable in terms of the Act and as set out in the regulations

TEL: +264 61 299 4400
MAIL: info@bipa.na
www.bipa.na
SUBMITTED
PENDING APPROVAL

Business and Intellectual Property Authority - Business Registration office
PO Box 185
WINDHOEK
NAMIBIA
Tel: +264 61 2994400
Email: info@bipa.na

Name and postal address of Company **EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)**

P O BOX 1749 SWAKOPMUND, NAMIBIA

Return of particulars as at: **DATE OF INCORPORATION**

I, **NAKASHOLE CECILIA**
(name of director of officer)

state that, the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed form CM 27, the directors or officers are not disqualified under section 225.

Signed C Nakashole

Date 04/07/2024

A. Directors

KEY TO PERSONAL PARTICULARS REQUIRED	PERSONAL PARTICULARS
1. Surname	NAKASHOLE
2. Full forenames	CECILIA
3. Former surname and forenames	N/A
4. Identity number or, if not, available, date of birth and Passport number	Year: 6 3; Month: 0 3; Day: 2 6; 0 0 3 4 0
5. (a) Date of appointment	DATE OF INCORPORATION
(b) Designation	DIRECTOR
6. Residential address	ERF.267 COPPER AVENUE, TAMARISKIA, SWAKOPMUND
7. Business address	HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. Postal address	P O BOX 1749 SWAKOPMUND
9. Email address	cecjonas@gmail.com
10. Contact number	+264 81 756 8956
11. Nationality (If not Namibian)	NAMIBIAN
12. Occupation	DIRECTOR
13. Resident in Namibia (Yes or No)	YES
14. Nature of change in 1 to 5 above and date	FIRST APPOINTMENT

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FOR KEY TO PARTICULARS, SEE PAGE 1

Registration Number of Company
21 20240856

1. SHEYAVALI
2. JONAS MWAHAFIFANGE
3. N/A
4. Year 95 Month 01 Day 18 00 55 55
5.(a) DATE OF INCORPORATION
(b) DIRECTOR
6. ERF 1179 MATUTURA SWAKOPMUND, NAMIBIA
7. HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. P O BOX7462 SWAKOPMUND
9. jonassheya@gmail.com
10. +264 81 703 3668
11. NAMIBIAN
12. DEPUTY DIRECTOR
13. YES
14. FIRST APPOINTMENT

1. TCHISUKU
2. FLORENCE NGOIA
3. N/A
4. Year 84 Month 08 Day 25 10 98 2
5.(a) DATE OF INCORPORATION
(b) DIRECTOR
6. ERF 4222 HARRIER CLOSE, FAIRWAYS, SWAKOPMUND
7. HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. P O BOX 3974 WALVISBAY
9. Healingwound1984@gmail.com
10. +264 81 760 1704
11. NAMIBIAN
12. SECRETARY
13. YES
14. FIRST APPOINTMENT

1. ONESMUS
2. THOMMY RUBEN SHISHIWENI
3. N/A
4. Year 93 Month 08 Day 23 00 06 5
5.(a) DATE OF INCORPORATION
(b) DIRECTOR
6. FLAT NO.8SCHEPMANN STREET, PIONEERS PARK, WINDHOEK
7. HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. P O BOX 1749 SWAKOPMUND
9. Onesmusthommy064@gmail.com
10. +264 81 606 7157
11. NAMIBIAN
12. TREASURER
13. YES
14. FIRST APPOINTMENT

1. ONESIMUS
2. IYALOO HELENE RUBENCIA
3. N/A
4. Year 03 Month 04 Day 21 00 62 6
5.(a) DATE OF INCORPORATION
(b) DIRECTOR
6. UNIT 8 LONG ISLAND STREET, ROCKY CREST, WINDHOEK
7. HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. P O BOX 55326 WINDHOEK
9. honeamus8@gmail.com
10. 081 251 4889
11. NAMIBIAN
12. TEACHER
13. YES
14. FIRST APPOINTMENT

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FOR KEY TO PARTICULARS, SEE PAGE 1

Registration Number of Company
21/2024/0856

1.	VAN TAK
2.	SHEKUPE DIANA ANNASTANCIA
3.	N/A
4.	Year: 8 3 Month: 0 4 Day: 1 9 1 0 2 0 9
5.(a)	DATE OF INCORPORATION
(b)	DIRECTOR
6.	UNIT 8 LONG ISLAND STREET, ROCKY CREST, WINDHOEK
7.	HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8.	P O BOX 55326 WINDHOEK
9.	dsc@windhoekcc.org.na
10.	+264 81 200 4048
11.	NAMIBIAN
12.	TEACHER
13.	YES
14.	FIRST APPOINTMENT

1.	ONESMUS
2.	HAFENIE BERNARDT ELRICO
3.	N/A
4.	Year: 9 1 Month: 1 2 Day: 1 7 0 0 6 3 2
5.(a)	DATE OF INCORPORATION
(b)	DIRECTOR
6.	ERF.267 COPPER AVENUE, TAMARISKIA, SWAKOPMUND
7.	HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8.	P O BOX 1749 SWAKOPMUND
9.	hafenieonesmus@yahoo.com
10.	081 365 7056
11.	NAMIBIAN
12.	TEACHER
13.	YES
14.	FIRST APPOINTMENT

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FOR KEY TO PARTICULARS, SEE PAGE 1

Registration Number of Company
21/2024/0856

1. VAN TAK
2. SHEKUPE DIANA ANNASTANCIA
3. N/A
4. Year 83 Month 04 Day 19 10 2 0 9
5.(a) DATE OF INCORPORATION
(b) DIRECTOR
6. UNIT 8 LONG ISLAND STREET, ROCKY CREST, WINDHOEK
7. HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. P O BOX 55326 WINDHOEK
9. dso@windhoekcc.org.na
10. +264 81 200 4048
11. NAMIBIAN
12. TEACHER
13. YES
14. FIRST APPOINTMENT

1. ONESMUS
2. HAFENIE BERNARDT ELRICO
3. N/A
4. Year 91 Month 12 Day 17 0 0 6 3 2
5.(a) DATE OF INCORPORATION
(b) DIRECTOR
6. ERF.267 COPPER AVENUE, TAMARISKIA, SWAKOPMUND
7. HOUSE NO.3668 TULINAWA, SWAKOPMUND, NAMIBIA
8. P O BOX 1748 SWAKOPMUND
9. hafenieonesmus@yahoo.com
10. 081 365 7056
11. NAMIBIAN
12. TEACHER
13. YES
14. FIRST APPOINTMENT

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B. AUDITOR

1. Name MAC & ASSOCIATES

2. Date of appointment DATE OF INCORPORATION

3. Nature of change in 1 and 2 above and date.

Perforated *(To be completed by company)*

Return of particulars of company's register of directors, auditors & officers

CM29

Dated DATE OF INCORPORATION

Name of company

EZRA NEST EDUCATIONAL FOUNDATION (NON-PROFIT ASSOCIATION INCORPORATED UNDER SECTION 21)

Postal address

P O BOX 1749

SWAKOPMUND, NAMIBIA

Email address

cecjonas@gmail.com

Date received

Date stamp of Business Registration Office

16 JUL 2014

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C. Officers and Local Managers

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

Registration Number of Company 21/20240856

1. Surname	TOMAIN INVESTMENTS CC
2. Full forenames	
3. Former surname and forenames	
4. Identity number or, if not, available, date of birth and Passport number	Year / Month / Day
5. (a) Date of appointment	DATE OF INCORPORATION
(b) Designation	ACCOUNTANTS
6. Address of registered office, and registration number if officer is a corporate body	ERF 864 OMBWINDJA STREET, OKURYANGAVA, WINDHOEK, CC/2022/02220
7. Residential address	
8. Business address	ERF 864 OMBWINDJA STREET, OKURYANGAVA, WINDHOEK,
9. Postal address	P O BOX 2230 ONDANGWA, NAMIBIA
10. Email address	tomaininvestments@gmail.com
11. Contact number	+264 81 362 0895
12. Nationality (If not Namibian)	NAMIBIAN
13. Occupation	SECRETERIAL FIRM
14. Resident in Namibia (Yes or No)	YES
15. Nature of change in 1 to 6 above and date	APPOINTMENT

FOR KEY TO PARTICULARS, SEE ABOVE

1.	1.
2.	2.
3.	3.
4 Year / Month / Day	4 Year / Month / Day
5.(a)	5.(a)
(b)	(b)
6.:	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.

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Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
6. Full names VAN TAK SHEKUPE DIANA ANNASTANCIA Occupation TEACHER Residential address UNIT 8 LONG ISLAND STREET ROCKY CREST, WINDHOEK Business address HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA Postal address P O BOX 55326 WINDHOEK Email address dso@windhoekcc.org.na	25/06/2024 Van Tak	6. Full names AINA KAPUMBAPO AMUNYELA Occupation ACCOUNTANT Residential address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Business address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Postal address P O BOX 2230, ONDANGWA, NAMIBIA Email address tomaininvestments@gmail.com	25.06.2024
7. Full names ONESMUS HAFENIE BERNARDT ELRICO Occupation TEACHER Residential address ERF.267 COPPER AVENUE TAMARISKIA, SWAKOPMUND Business address HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA Postal address P O BOX 1749 SWAKOPMUND Email address hafenieonesmus@yahoo.com	25/06/2024	7. Full names AINA KAPUMBAPO AMUNYELA Occupation ACCOUNTANT Residential address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Business address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Postal address P O BOX 2230, ONDANGWA, NAMIBIA Email address tomaininvestments@gmail.com	25.06.2024

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INTERPRETATION

1. In these Articles:

1.1 "The Act" means the Companies Act No. 28 of 2004;

1.2 "The Seal" means any person appointed to perform the duties of the secretary of the company;

1.3 "Namibia" means the Republic of Namibia.

An expression referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

Unless the context otherwise requires, words or expression contained in these articles shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which these articles become binding on the company.

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MEMBERS

2. *Number.* The number of members of the company shall not be less than seven.

3. *Admittance.* The subscribers to the Memorandum of Association and such other persons as a two-thirds majority of the directors shall admit to membership and shall be members of the company.

4. *Honorary Member.* Honorary membership may be conferred on any person by a two-thirds majority of the directors, and honorary members shall not be required to pay any subscription fee.

5. *Resignation.* A member is obliged to resign if the majority of the directors so require. A member who desires to resign shall signify such desire in writing to the secretary. A member who has not paid his subscription by the due date shall be considered to have resigned. In such cases, the secretary shall remove the name of the person from the list of members.

6. Subscription. Members shall pay annually the subscription determined at the annual general meeting.

GENERAL MEETINGS

7. *First Meeting.* The first general meeting of the company shall be held at such time not being less than one month nor more than three months after the incorporation of the company at such time and place as the directors shall determine.

8. *Annual general meeting.* The company shall not later than six months after the end of each financial year of the company hold a general meeting as its annual general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it, and not more than fifteen months shall elapse between the date of one annual general meeting of the company and that of the next. The annual general meeting shall be held at such time and place as the directors shall appoint.

9. *Extraordinary general meetings.* All general meetings other than annual general meetings shall be called extraordinary general meetings.

10. *Calling of meetings.* The Directors may, whenever they think fit, convene an extraordinary general meeting, and extraordinary general meetings shall also be convened on such requisition, or, in default, may be convened by such requisitions, as provided by Section 181 of the Act. If at any time there are not within Namibia sufficient directors capable of acting to form a quorum, any director or any two members of the company may convene an extraordinary general meeting in the same manner as nearly possible as that in which meetings may be convened by the directors.

NDATEEMA A. HAMUTENYA
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REPUBLIC OF NAMIBIA

NOTICE OF GENERAL MEETINGS

11. *Notice.* An annual general meeting and a meeting called for the passing of a special resolution shall be called by twenty-one days' notice in writing at the least, and a meeting of the company other than an annual general meeting or a meeting for the passing of a special resolution shall be called by fourteen days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter

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mentioned or in such other manner, if any, as may be prescribed by the company in general meeting, to such persons as are, under the articles of the company, entitled to receive such notices from the company:

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Provided that a meeting of the company shall, notwithstanding that it is called by shorter notice than that specified in this Article be deemed to have been duly called if it is so agreed -

11.1 in the case of a meeting called as the annual general meeting, by all the members entitled to attend and vote thereat; and

11.2 in the case of any other meeting, by a majority in the number of the members having a right to attend and vote at the meeting, being a majority together representing not less than ninety-five percent of the total voting rights at that meeting of all the members.

12. *Omission to give notice.* The accidental omission to give notice of a meeting to, or then non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

13. *Ordinary and special business.* All business shall be deemed special that is translated at an extraordinary general meeting, and also all that is transacted at an annual general meeting, with the exception of the consideration of the accounts, balance sheets, and the reports of the directors and auditors, the election of directors in the place of those retiring and the appointment of, and the fixing of the remuneration, of the auditors.

14. *Quorum.* No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, three members present in person shall be a quorum.

15. *Failure to obtain a quorum.* If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.

16. *Chairman.* The chairman, if any, of the board of directors shall preside as chairman at every general meeting of the company, or if there is no such chairman, or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the directors present shall elect one of their number to be chairman of the meeting.

17 *Election by members.* If at any meeting no director is willing to act as chairman or if no director is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairman of the meeting.

18. *Adjournment.* The chairman may, with the consent of any meeting at which a quorum is present, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

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Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

If at any meeting of the company any member of the company who is present and entitled to vote at that meeting demands an adjournment of the meeting upon any ground stated by him the chairman shall put the demand to the vote of the meeting and if a majority of the members present and entitled to vote at the meeting vote in favour of an adjournment, the chairman shall adjourn the meeting to a day seven days after the date of the meeting or if that day is a public holiday, to the next succeeding day other than a holiday. When a meeting has been adjourned as aforesaid the secretary of the company shall upon a date not later than two days after the adjournment, publish in a newspaper circulating in Namibia a notice stating: -

18.1 the time and place to which the meeting was adjourned;

18.2 the matter before the meeting at the time when it was adjourned; and

18.3 the ground for the adjournment.

19. *Voting on resolutions.* At any general meeting, a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded -

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19.1 by the chairman; or

19.2 by at least three members present in person or by proxy; or

19.3 by any member or members present in person or by proxy and representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

Declaration of chairman conclusive. Unless a poll be so demanded a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of proceedings of the company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.

20. *Taking a poll.* Except as provided in Article 21, if a poll is duly demanded it shall be taken in such manner as the chairman directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

21. *Casting vote.* In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

22. *When poll to be taken.* A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.

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23. *Validation of resolution not passed at a meeting duly convened.* Subject to the provisions of the Act a resolution in writing signed by all the members for the time being entitled to receive notice of and to attend and vote at general meetings for being corporations by their duly authorised representatives) shall be as valid and effective as is the same had been passed at a general meeting of the company duly convened and held.

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VOTES OF MEMBERS

24. *Votes.* Every member and honorary member shall have one vote.

25. *Member of unsound mind.* A member of unsound mind may vote, whether on a show of hands or on a poll, by his curator bonis appointed by the court, and any such curator bonis may, on a poll, vote by proxy.

26. *Money owing to the company.* No member shall be entitled to vote at any general meeting unless all monies presently payable by him to the company have been paid.

27. *Proxy.* On a poll votes may be given either personally or by proxy.

28. *Instrument of proxy.* The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorized in writing, or, if he appoints a corporate body, either under seal or under the hand of an officer of the attorney duly authorized. A proxy need not be a member of the company.

9. *Deposit of instrument.* The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the registered office of the company or at such other place within Namibia as is specified for that purpose in the notice convening the meeting, not less than forty-eight hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.

30. *Forms.* An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit:

"..... Limited.

I, ... of ....., being a member (members) of

the above-named company, hereby appoint ..... of

..... or failing him ..... of

..... or failing him ..... of

....., as my (our) proxy to vote for me (us) on my (our) behalf at the annual (extraordinary) general meeting of the company to be held on the

..... day of ..... and at any adjournment thereof.

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Signed this ..... day of ....."

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31. *Form of proxy stating how the vote is to be cast.* Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit:

"I, ... of ..... being a member (members)

of the above-named company, hereby appoint ..... of

..... or failing him ..... of

....., as my (our) proxy to vote for me (us) on my (our) behalf at the annual (extraordinary) general meeting of the company to be held on the ..... day of ....., and at any adjournment thereof.

Signed this ..... day of .....

This form is to be used *in favour of the resolution. Unless otherwise instructed, the against proxy will vote as he thinks fit.

*Strike out whichever is not desired."

32. *Proxy may demand a poll.* The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

33. *Proxy irrevocable, except on notice in writing.* A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death, insanity or revocation as aforesaid shall have been received by the company at the office before the commencement of the meeting or adjourned the meeting at which the proxy is used.

CORPORATE BODIES ACTING BY REPRESENTATIVES AT MEETINGS

34. *Corporate bodies.* Any corporate body which is a member of the company may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the company, and the person so authorised shall be entitled to exercise the same powers on behalf of the corporate body which he represents as that corporate body could exercise if it were an individual member of the company.

DIRECTORS

35. *Number.* The number of the directors and the names of the first directors shall be determined in writing by the subscribers of the Memorandum of Association or a majority of them.

36. *Remuneration.* The directors shall not be remunerated for their services. Subject to prior approval by a two-thirds majority of the directors, directors shall however be paid all travelling, hotel and other expenses properly incurred by them in attending and regaining from meetings of the company or in connection with the business of the company.

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BORROWING POWERS

37. *Directors' powers.* The directors may exercise all the powers of the company to borrow money and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or security for any debt, liability or obligation of the company or of any third party.

POWERS AND DUTIES OF DIRECTORS

38. *Management by directors.* The business of the company shall be managed by the directors, who may pay all expenses incurred in promoting and registering the company, and may exercise all such powers of the company as are not, by the Act or by these Articles, required to be exercised by the company in general meeting, subject nevertheless to the provisions of the Act or these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the company in general meeting; but no regulation made by the company in general meeting shall invalidate any prior act of the directors which would have been valid if those regulations had not been made.

39. *Attorney.* The directors may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the directors, to be the attorney or attorneys of the company for such purposes and with such powers, authorities and discretions (not exceeding those vested in or exercised by the directors under these Articles) and for such period and subject to such conditions as they may think fit, and any such powers of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorneys as the directors may think fit and may also authorise any such attorney to delegate all or any of the powers, authorities and discretions vested in him.

40. *Cheques, bills, etc.* All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the company, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the directors shall from time to time by resolution determine.

41. *Minutes.* The directors shall cause minutes to be made in books provided for the purpose:

41.1 of all appointments of officers made by the directors;

41.2 of the names of the directors present at each meeting of the directors and of any committee of the directors;

41.3 of all resolutions and proceedings at all meetings of the company, and of the directors, and of committees of directors;

and every director present at any meeting of directors or committee of directors shall sign his name in a book to be kept for that purpose.

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DISQUALIFICATION OF DIRECTORS

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42. *Disqualification.* The office of the director shall be vacated if the director-

42.1 without the consent of the company in general meeting holds any other office of profit under the company; or

42.2 becomes insolvent or makes any arrangement or composition with his creditors generally; or

42.3 becomes prohibited from being a director by reason of any order made under Section 219 of the Act; or

42.4 becomes of unsound mind; or

42.5 resigns his office by notice in writing to the company; or

42.6 is directly or indirectly interested in any contract with the company and fails to declare the nature of his interest in the manner required by Section 235 of the Act. A director may vote in respect of any contract in which he is interested or any matter arising there out, and if he does so his vote shall be counted.

43. *Rotation.* At the first annual general meeting of the company all the directors shall retire from office, and at the annual general meeting in every subsequent year one-third of the directors for the time being, or, if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.

44. *Retirement of directors.* The directors to retire every year shall be those who have been longest in office since their last election but as between persons who became directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

45. *Eligible for re-election.* A retiring director shall be eligible for re-election.

46. *Re-election.* The company at the meeting at which a director retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default, the retiring director shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such director shall have been put to the meeting and lost.

47. *New director.* No person other than a director retiring at the meeting shall unless recommended by the directors be eligible for election to the office of director at any general meeting unless, not less than nor more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the company notice in writing, signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected.

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48. *Increase or reduction of number.* The company may from time to time by ordinary resolution increase or reduce the number of directors, and may also determine in what rotation the increased or reduced number is to go out of office.

49. *Appointment of the director.* The directors shall have power at any time, and from time to time, to appoint any person to be a director, either to fill a casual vacancy or as an addition to the existing directors, but so that the total number of directors shall not at any time exceed the number fixed in accordance with these Articles. Any director so appointed shall hold office only until the next following annual general meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the directors who are to retire by rotation at such meeting.

50. *Removal of the director.* The company may by ordinary resolution, of which special notice has been given in accordance with Section 186 (3) of the Act, remove any director before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the company and such director. Such removal shall be without prejudice to any claim such director may have for damages for breach of any contract of service between him and the company.

51. *Appointment of director in the place of one removed.* The company may by ordinary resolution appoint another person in place of a director removed from the office under the immediately preceding Article. Without prejudice to the powers of the directors under Article 48 the company in general meeting may appoint any person to be a director either to fill a casual vacancy or as an additional director. The person appointed to fill such a vacancy shall be subject to retirement at the same time as if he had become a director on the day on which the director in whose place he is appointed was last elected a director.

PROCEEDINGS OF DIRECTORS

52. *Meetings of directors.* The directors may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the vase of an equality of votes, the chairman shall have a second or casting vote. A director may, and the secretary on the requisition of a director shall, at any time summon a meeting of the directors. It shall not be necessary to give notice of a meeting of directors to any director for the time being absent from Namibia.

53. *Quorum.* The quorum necessary for the transaction of the business of the directors may be fixed by the directors, and unless so fixed shall be two.

54. *Vacancies.* The continuing directors may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed by or pursuant to the Articles of the company as the necessary quorum of directors, the continuing director or directors may act for the purpose of increasing the number of directors to that number, or of summoning a general meeting of the company, but for no other purpose.

55. *Chairman.* The directors may elect a chairman of their meetings and determine the period for which he is to hold office; but, if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the directors present may choose one of their number to be chairman of the meeting.

56. *Delegation of powers.* The directors may delegate any of their powers to committees consisting of such member or members of their body as they think fit: any committee so formed shall in the exercise of the powers to delegated conform to any regulations that may

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65.1 all sums of money received and expended by the company and the matters in respect of which the receipt and expenditure takes place;

65.2 all sales and purchases of goods by the company; and

65.3 the assets and liabilities of the company.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the company's affairs and to explain its transactions.

66. *Books to be kept at registered office.* The books of account shall be kept at the registered office of the company, or, subject to Section 286 of the Act, at such other place or places as the directors think fit, and shall always be open to the inspection of the directors.

67. *Inspection.* The directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the company or any of them shall be open to the inspection of members not being directors, and no member (not being a director) shall have any right of inspecting any account or book or document of the company except as conferred by statute or authorised by the directors or by the company in general meeting.

68. *Profit and loss accounts and balance sheets.* The directors shall from time to time in accordance with Section 286 of the Act, cause to be prepared and to be laid before the company in general meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in this section.

69. *Copies for members.* A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the company in general meeting, together with a copy of the auditor's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the company. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the company is not aware or to more than one of the joint holders of any debentures.

AUDIT

70. *Auditors.* Auditors shall be appointed and their duties regulated in accordance with Sections 269 and 283 of the Act.

NOTICES

71. *Service of notices.* A notice may be given by the company to any member either personally or by sending it by post to him or to his registered address, or (if he has no registered address within Namibia) to the address, if any, within Namibia supplied by him to the company for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the twenty-four hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.

72. *Who is entitled to notice of general meeting.* Notice of every general meeting shall be given in any manner hereinbefore authorised to -

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72.1 every member except those members who (having no registered address within Namibia) have not supplied to the company an address within Namibia for the giving of notices to them;

72.2 every person being a legal personal representative or a trustee in insolvency of a member where the member but for his death or insolvency would be entitled to receive notice of the meeting; and

72.3 the auditor for the time being of the company.

No other person shall be entitled to receive notices of general meetings.

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REPUBLIC OF NAMIBIA

Form CM 44C

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 64) (Regulation 18 (1), (2) and (3))

CM44C

SIGNATORIES TO ARTICLES OF ASSOCIATION

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
1. Full names NAKASHOLE CECILIA Occupation DIRECTOR Residential address ERF.267 COPPER AVENUE TAMARISKIA, SWAKOPMUND Business address HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA Postal address P O BOX 1749 SWAKOPMUND	25/06/2024	1. Full names AINA KAPUMBAPO AMUNYELA Occupation ACCOUNTANT Residential address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Business address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Postal address P O BOX 2230, ONDANGWA, NAMIBIA	25.06.2024
2. Full names SHEYAVALI JONAS MWAHAFIFANGE Occupation DEPUTY DIRECTOR Residential address ERF 1179 MATUTURA SWAKOPMUND Business address HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA Postal address P O BOX7462 SWAKOPMUND	25/06/2024	2. Full names AINA KAPUMBAPO AMUNYELA Occupation ACCOUNTANT Residential address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Business address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Postal address P O BOX 2230, ONDANGWA, NAMIBIA	25.06.2024
3. Full names TCHISUKU FLORENCE NGOIA Occupation SECRETARY Residential address ERF 4222 HARRIER CLOSE FAIRWAYS Business address HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA Postal address P O BOX 3974 WALVISBAY	25/06/2024	3. Full names AINA KAPUMBAPO AMUNYELA Occupation ACCOUNTANT Residential address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Business address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Postal address P O BOX 2230, ONDANGWA, NAMIBIA	25.06.2024
4. Full names ONESMUS THOMMY RUBEN SHISHIWENI Occupation TREASURER Residential address FLAT NO. 8 SCHEPMANN STREET PIONEERS PARK, WINDHOEK Business address HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA Postal address P O BOX 1749 SWAKOPMUND	25/06/2024	4. Full names AINA KAPUMBAPO AMUNYELA Occupation ACCOUNTANT Residential address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Business address ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA Postal address P O BOX 2230, ONDANGWA, NAMIBIA	25.06.2024 NDAKELELA NELAO ALEXANDER NOTARY PUBLIC REPUBLIC OF NAMIBIA

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be imposed on it by the directors. Committees shall have the right to ad hoc co-option of persons who are or are not members of the company.

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57. *Chairman of the committee.* A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.

58. *Meetings of the committee.* A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the chairman shall have a second or casting vote.

59. *Validity of acts.* All costs done by any meeting of the directors or of a committee of directors, or by any person acting as a director, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.

60. *Validation of resolution.* A resolution in writing, signed by all the directors for the time being entitled to receive notice of a meeting of the directors, shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.

SECRETARY

61. *Secretary.* The secretary shall be appointed by the directors for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

62. *Same person not to act as secretary and director.* A provision of the Act or these Articles requiring or authorising a thing to be done by or to a director and the secretary shall not be satisfied by its being done by or to the same person acting both as director and as, or in place of, the secretary.

THE SEAL

63. *Seal.* The directors may procure a seal to be made for the company and, if so made, shall provide for the safe custody thereof. The seal shall only be used by the authority of the directors or of a committee of the directors authorised by the directors in that behalf, and every instrument to which the seal shall be affixed shall be signed by a director and shall be countersigned by the secretary or by a second director or by some other person appointed by the directors for the purpose.

FINANCIAL YEAR AND ACCOUNTS

64. *Financial year.* The financial year of the company shall terminate on the last day of **February** in each year.

65. *Proper accounts to be kept.* The directors shall cause proper books of account to be kept with respect to -

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SIGNATORIES TO ARTICLES OF ASSOCIATION

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
5. Full Names **ONESMUS IYALOO HELENE RUBENCIA** Occupation **TEACHER** Residential address **BELLA ROSA GALLICA COURT UNIT 10, ROCKY CREST, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND**	25/06/2024 Onesmus	5. Full Names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
6. Full Names **VAN TAK SHEKUPE DIANA ANNASTANCIA** Occupation **TEACHER** Residential address **UNIT 8 LONG ISLAND STREET ROCKY CREST, WINDHOEK** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 55326 WINDHOEK**	25/06/2024 Van Tak	6. Full Names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024
7. Full names **ONESMUS HAFENIE BERNARDT ELRICO** Occupation **TEACHER** Residential address **ERF.267 COPPER AVENUE TAMARISKIA, SWAKOPMUND** Business address **HOUSE NO.3668 TULINAWA SWAKOPMUND, NAMIBIA** Postal address **P O BOX 1749 SWAKOPMUND**	25/06/2024 Onesmus	7. Full names **AINA KAPUMBAPO AMUNYELA** Occupation **ACCOUNTANT** Residential address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Business address **ERF 864, OMBWINDJA STREET, WINDHOEK, NAMIBIA** Postal address **P O BOX 2230, ONDANGWA, NAMIBIA**	25.06.2024 NDAKELELANELAO ALEXANDER NOTARY PUBLIC REPUBLIC OF NAMIBIA

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MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ECONOMIC DEVELOPMENT SERVICES (COMMUNITY & YOUTH DEVELOPMENT SECTION)

NOTICE NO: 47 /2024

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA, SWAKOPMUND

NAME OF APPLICANT:	Ms Verona du Preez
POSTAL ADDRESS:	
BUSINESS ADDRESS:	
TELEPHONE:	0833376140
FACSIMILE:	N/A
E-MAIL:	verona@unihealth.com.na
ORGANISATION:	Uni-Health / SAAPA
CLOSING DATE	**31 JULY 2024**

CONTENT

1. NOTICE

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Municipality of Swakopmund

INVITATION FOR EXPRESSION OF INTEREST TO MANAGE THE EMERGENCY SHELTER, BUILDING ON ERF 610, TAMARISKIA

Description: Proposals are hereby invited from interested Non-Governmental Organizations to manage the shelter and to provide any additional services that can be offered at the Emergency Shelter on Erf 610, Tamariskia.

Closing Date: 31 JULY 2024 @ 11h00

Documents: Available at the:
Economic Development Services Department
Municipal Head Office, Room E1-25
c/o Rakotoka Street & Daniel Kamho Avenue
Swakopmund

Levy: Free of Charge

Site Meeting: Wednesday, 3 July 2024 @ 11h00

Enquiries: Mrs SN Kathena
Tel: +264-64-410 4609
Fax: 0886519135

Proposals in sealed envelopes clearly marked.
" PROPOSALS TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"
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: 47/ 2024

A BENJAMIN
CHIEF EXECUTIVE OFFICER

2. INTRODUCTION

The Emergency shelter, previously known as the Erongo House of Safety, is situated on erf 610, Tamariskia, Swakopmund. This facility was used as a residential childcare facility providing a range of services to support the well-being and development of vulnerable children in need of care and shelter in Swakopmund.

The erf was returned to Council during 2018 in order to purchase another erf for the development of a house of safety after the building on erf 610 failed to meet the requirements for Residential Childcare Facilities in Namibia. In the meantime, the facility has been dilapidated and vandalized ever since and has not been fit for its intended purpose. Council has thus decided to revamp and renovate the building for the use of an emergency shelter.

3. SCOPE OF SERVICES: MANAGEMENT OF THE SHELTER

A) Background

In response to the increasing fire incidents in Swakopmund and immediate effect thereof, the Municipality of Swakopmund intends to renovate the structure on erf 610 Tamariskia, to transform it into an Emergency Shelter. The shelter will provide temporary and short-term accommodation to the fire victims and other natural or man-made disasters for individuals and families affected by a disaster, ensuring their safety and well-being during critical times. The facility should therefore be accessible 24 hours a day.

B) Project Objectives

1. **Rapid Response:** To ensure the safety, well-being, and dignity of displaced individuals within a rapid timeframe after receiving a disaster alert.
2. **Capacity:** To accommodate a maximum of 30 individuals/families, ensuring gender sensitive facilities and accessibility for persons with disabilities.
3. **Safety and Security:** To provide a secure and safe environment, implement necessary security measures, and comply with local national regulations.
4. **Basic Amenities:** To offer basic amenities including clean water, sanitation facilities, bedding, and food provisions to meet the immediate needs of shelter occupants.

5. **Coordination:** To work collaboratively with the Municipality of Swakopmund, NGOs, and relevant stakeholders to ensure efficient and effective response and recovery efforts.

C) Shelter Specifications

1. **Location:** The shelter is located at erf 610, Tamariskia.
2. **Infrastructure:** The shelter is designed to accommodate **30** individuals/families.
3. **Amenities:** The shelter should be equipped with basic amenities, including:
   - Ablution facilities.
   - Bedrooms, Beddings & Furniture.
   - Hygiene kits and sanitary supplies.
   - Common areas for communal activities.
4. **Security Measures:** The shelter shall implement security measures to ensure the safety of occupants, including the presence of trained security personnel, CCTV surveillance, and secure entry and exit points.
5. **Coordination Facilities:** A coordination center will be established within the shelter to facilitate communication and collaboration among responding agencies, NGOs, and local authorities.

D) Submission Requirements

Interested entities are requested to submit the following information in their EOIs:

1. **Experience:** Provide proof of experience in running similar facilities or similar service
2. **Organizational Profile:** Provide details about the organization, including its mission, vision, goals, experience in emergency response, and relevant expertise.
3. **Technical Proposal:** Outline the organization's approach to manage the emergency shelter, including staff deployment, logistics, and coordination with stakeholders.
4. **Financial Proposal:** Provide a detailed budget for shelter management, including costs for staffing, supplies and maintenance. Should also indicate how will you raise funds to sustain the center.
5. **Reference:** Provide proof of registration i.e. Welfare organization, include references from previous emergency response or shelter management projects.
6. **Presentation:** Provide a project detailed presentation to Council

E) Evaluation Criteria

EOIs will be evaluated based on the following criteria:

1. **Experience and Expertise:** Relevance of the organization's experience in emergency shelter management.
2. **Technical approach:** The feasibility and effectiveness of the proposed management plan.
3. **Financial Approach:** The reasonableness and completeness of the budget.
4. **References:** Positive feedback and outcomes from previous projects.

F) Important Dates

- EOI Submission Deadline:
- Evaluation Period:
- Notification of Successful Bidder:
- Contract Award:

G) Expression of Interest (EOI) Invitation

The Municipality of Swakopmund invites expressions of interest from registered, qualified and interested entities to manage the emergency shelter. Interested organizations must submit their EOIs with detailed proposals by **31st JULY 2024. The proposal should include and highlight all the services a successful bidder must provide or offer.**

H) RESPONSIBILITIES

MUNICIPALITY OF SWAKOPMUND

- Owner and lessor of the property
- Provide 50% subsidy towards water consumption, rates and taxes.

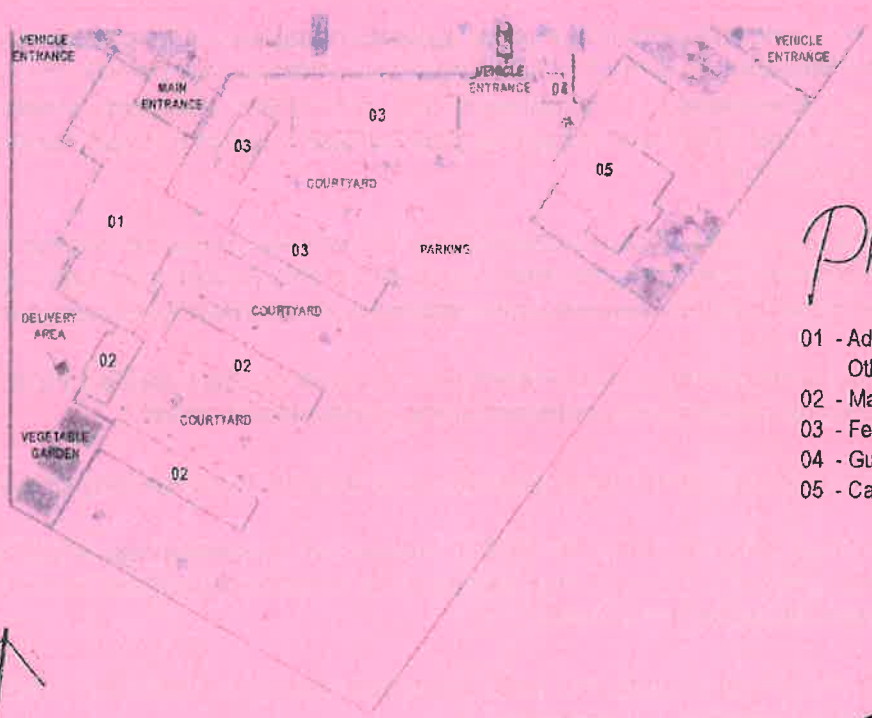
SUCCESSFUL BIDDER

- Leasing the property
- Handling all day-to-day maintenance and minor work
- Staffing and remunerations
- Providing of beddings, meals and security services
- Source own financial resources to run the Centre

4. DESCRIPTION OF PREMISES AND LAYOUT

The premise comprises of:

01 Administration & Other services
02 Male Dormitories
03 Female Dormitories
04 Guard House
05 Caretaker's House



Phase 01

01 - Administration & Other Services
02 - Male Dormitories
03 - Female Dormitories
04 - Guard House
05 - Caretaker's House

5. 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 an organisation registration as **Welfare organisation or Not for Profit or Gain OR Non-Governmental Organisation**
- **A copy of** a "**Company Registration**" from Ministry of Industrialisation, Trade and SME Development.
- A certified copy of the applicant's 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 or community bases 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 facility and highlight the services you intent to provide.

NB: ALL MUNICIPAL REGULATIONS AND / OR BY-LAWS IN FORCE WITHIN THE MUNICIPAL AREA WILL BE APPLICABLE.

6. SPECIFICATIONS

1. The offer is limited to Welfare organizations who have experience is running or managing community-based programs and willing to accommodate the fire victims. Thus, proof of experience be attached.

2. Only one proposal per organization will be accepted.

3. An Emergency Shelter will be leased for a period of two (2) years before assessed, with a possibility of 3 years extension based on the performance.

4. The prospect organisation shall be expected to:
   - **See to the cleanliness and maintenance of the facility.**
   - **Offer emergency shelter for fire victims free of charge.**
   - **Ensure that the programs introduced at the Centre are the same presented and confirmed by Council. Any changes and amendments should be communicated to Council accordingly.**

5. Selling and use of alcohol beverages on the premises will be ***PROHIBITED***.

7. OFFER FORM

OFFER FORM

Name & Surname of Applicant:

.....

Identity Number:

.....

Name of the organization:

.....

Represented by:

.....

Contact Person:

.....

✉ ..... ✆ .....

🖷 ..... ☎ .....

📱 .....

....

Date Signature

Please attach your detailed proposal hereto.

Proposals clearly marked **"PROPOSAL TO MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND"** 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 **31st JULY 2024** at **11h00**. No late proposals and only proposals on the standard form will be accepted.

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:

- **MANAGE THE EMERGENCY SHELTER ON ERF 610, TAMARISKIA, SWAKOPMUND.**

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

AS WITNESSES

1. .....

2. .....

.....

LESSEE

Acc Off

Memorandum
and
Articles of Association
of

SOUTHERN AFRICAN ALCOHOL POLICY ALLIANCE NAMIBIA (NON-PROFIT ASSOCIATION UNDER SECTION 21)

FQP

FISHER QUARMBY & PFEIFER
ATTORNEYS CONVEYANCERS NOTARIES

P.O. Box 37, Windhoek, Namibia

Form CM 3

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 70) (Regulation 17(3))

CM3

CERTIFICATE OF INCORPORATION

OF A COMPANY NOT HAVING A SHARE CAPITAL

Registration Number of Company
21 20221045

This is to certify that:

SOUTHERN AFRICAN ALCOHOL POLICY ALLIANCE NAMIBIA
(Non-Profit Association Incorporated under Section 21 of the Companies Act 28 of 2004)

was this day incorporated under the Companies Act, 2004 (Act No. 28 of 2004), and that the Company is a Company ~~limited by guarantee/*~~ *and is incorporated under section 21 of that Act.*

*Delete if not applicable

Signed and sealed at WINDHOEK this 22 day of September of the year 2022

Registrar of Companies

Seal of BIPA Companies Registration Office

This certificate is not valid unless sealed by the seal of BIPA Companies Registration Office.

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NOTARIAL CERTIFICATE OF COLLATION

I, the undersigned

CHRISTIAAN JOHAN GOUWS

of Windhoek, in the Republic of Namibia, Notary Public by lawful authority, duly admitted and sworn, do hereby certify and attest unto all whom it may concern that I have this day collated and compared with the originals the copies hereto annexed, being the

CERTIFICATE OF INCORPORATION AND MEMORANDUM AND ARTICLES OF ASSOCIATION

of

SOUTHERN AFRICAN ALCOHOL POLICY ALLIANCE NAMIBIA (NON-PROFIT ASSOCIATION UNDER SECTION 21)

AND I, the said Notary, do further certify and attest that the same are true and faithful copies of the originals, and agree therewith in every respect:

AN act whereof being required, I have granted these presents under my Notarial Form and Seal to serve and avail as occasion shall or may require.

THUS DONE and PASSED at **WINDHOEK** aforesaid on this **22nd** day of **AUGUST (TWO THOUSAND AND TWENTY TWO)**.

NOTARY PUBLIC

CHRISTIAAN JOHAN GOUWS NOTARY PUBLIC REPUBLIC OF NAMIBIA

Form CM 4
Part A

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

2. DESCRIBING THE MAIN BUSINESS OF THE COMPANY*

The main purpose of the Company is to carry on:

TO GIVE FREE TRAINING TO NURSERY SCHOOL TEACHERS.

*(*This is for purposes of the Registrar and not for purposes of the powers, capacity or objects of the company)*

3. OBJECT(S), IF ANY (section 38)

The object(s) of the Company is/are:

TO DEVELOP THE CAPACITY OF NURSERY TEACHERS THAT WILL LEAD TO QUALITY EDUCATION FOR THE CHILDREN.

4. ANCILLARY OBJECTS EXCLUDED

The specific ancillary objects, if any, referred to in section 39(1) of the Act, which are excluded from the unlimited ancillary objects of the Company:

MONITORING & EDUCATING NURSERY TEACHERS

5. POWERS

(a) The specific powers or part of any powers of the Company, if any, which are excluded from the plenary powers or the powers set out in Schedule 2 of the Act (if any):

N/A

(b) The specific powers or part of any specific powers of the Company set out in Schedule 2 of the Act, if any, which are qualified under section 39(2) of the Act (if any)

N/A

6. CONDITIONS

The income and property of the association however derived must be applied solely towards the promotion of its object, and no portion must be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise, to the members of the association or to its holding company or subsidiary, but nothing contained in the memorandum prevents the payment in good faith of reasonable remuneration to any officer or employee of the association or to any member in return for any services actually rendered to the association;

(b) on its winding-up, deregistration or dissolution the assets of the association remaining after the satisfaction of all its liabilities must be given or transferred to some other association or institution or associations or institutions having objects similar to its object, to be determined by the members of the association at or before the time of its dissolution or, failing that determination, by the Court.

CHRISTIAAN JOHAN GOUWS
NOTARY
PUBLIC
PUBLIC OF NAMIBIA

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

7. PRE-INCORPORATION CONTRACTS (if any)

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8. GUARANTEE

(a) The liability of members is limited to the amount referred to in paragraph (b).

(b) Each member undertakes to contribute to the assets of the Company in the event of its being wound up, while being a member or within one year afterwards, for payment of the debts and liabilities of the Company contracted before such member ceases to be a member, and of the costs, charges and expenses of the winding up, and for the adjustment of the rights of the contributories among themselves an amount of N$ 1.00 (ONE NAMIBIAN DOLLAR)

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CHRISTIAAN JOHAN GOUWS
NOTARY
PUBLIC
REPUBLIC OF NAMIBIA

continuation of Form CM 4
Part B

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

ASSOCIATION CLAUSE

We, the several persons whose full names, occupations, residential, business and postal addresses are subscribed are desirous of being formed into a company in pursuance of this Memorandum of Association and we respectively agree to become members of the company.

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
1. Full names HILENI NDAPEWA NELAO TJIVIKUA Occupation MANAGING DIRECTOR Residential address 156 FINKENSTEIN, WINDHOEK, NAMIBIA Business address 143 SAM NUJOMA AVENUE, WINDHOEK, NAMIBIA Postal address PO BOX 61, WINDHOEK, NAMIBIA Email address hileni@aa-namibia.com	19/08/2022	1. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022
2. Full names ROMANZO ARMANDO PADRAO STEENKAMP Occupation PUBLIC RELATIONS OFFICER Residential address 3863 MAX EICHAB STREET, KATUTURA, WINDHOEK, NAMIBIA Business address 3863 MAX EICHAB STREET, KATUTURA, WINDHOEK, NAMIBIA Postal address PO BOX 3675, REHOBOTH, NAMIBIA Email address namgogga@gmail.com	19/08/2022	2. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022

CHRISTIAAN JOHAN GOUWS NOTARY PUBLIC REPUBLIC OF NAMIBIA

Copyright: Business and Intellectual Property Authority, Namibia

Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
3. Full names RENE ADRIANA ADAMS Occupation SOCIAL WORKER Residential address ERF 953 CRUX STREET, WINDHOEK, NAMIBIA Business address HARVEY STREET WINDHOEK, NAMIBIA Postal address PO BOX 80583, OLYMPIA, WINDHOEK, NAMIBIA Email address Rene.Adams@mhss.gov.na	19/08/2022	3. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022
4. Full names EFRAIM HAMUKOTO Occupation FACILITATOR Residential address EKULO ERF 853, OMUTHIYA, NAMIBIA Business address EHENYE ERF 746, OSHAKATI, NAMIBIA Postal address PO BOX 1673, OSHAKATI, NAMIBIA Email address hamukotoefraim@gmail.com	19/08/2022	4. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022
5. Full names BERNACE KENAIHE Occupation SAAPA DEPUTY SECRETARY Residential address HAVANA, WINDHOEK, NAMIBIA Business address 4644 WILLIAMS ROAD, KHOMASDAL, WINDHOEK, NAMIBIA Postal address PO BOX 84, BACHBRECHT, WINDHOEK, NAMIBIA Email address Bernacekenaihe85@gmail.com	19/08/2022	5. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022

CHRISTIAAN JOHAN GOUWS
NOTARY
PUBLIC
REPUBLIC OF NAMIBIA

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Particulars of subscriber	Date and signature of subscriber	Particulars of witness	Date and signature of witness
6. Full names ALDENE ANGELIQUE SULENE GILBERT Occupation SOCIAL WORKER Residential address 1321 ATMAABLAGTE, MARIENTAL, NAMIBIA Business address 1321 ATMAABLAGTE, MARIENTAL, NAMIBIA Postal address PO BOX 24055, WINDHOEK, NAMIBIA Email address gilbertaldene@gmail.com	19/08/2022	6. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022
7. Full names CECILIE VETAMUNISA HUKURA Occupation BUSINESSWOMAN Residential address 1971 REYKOVIC STREET, WINDHOEK, NAMIBIA Business address 1971 REYKOVIC STREET, WINDHOEK, NAMIBIA Postal address PO BOX 23028, WINDHOEK, NAMIBIA Email address kinderkarongee@gmail.com	19/08/2022	7. Full names RICHARDEAN FAITH VAN ROOI Occupation COMPANY SECRETARY Residential address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Business address 43 DR THEO-BEN GURIRAB STREET, WINDHOEK, NAMIBIA Postal address PO BOX 37, WINDHOEK, NAMIBIA Email address richardean@fgp.com.na	19/08/2022

CHRISTIAAN JOHAN GOUWS
NOTARY
PUBLIC
REPUBLIC OF NAMIBIA

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Form CM 2
Part C

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

ASSOCIATION CLAUSE

(a) Where more than one person signs the memorandum

We the several persons whose full names, occupations, residential, business and postal addresses are subscribed, are desirous of being formed into a company in pursuance of this Memorandum of Association and we respectively agree to take up the number of shares in the capital of the Company, as set our opposite our respective names. We also agree to pay for the par value shares of the Company as determined by this Memorandum and to pay for the number of no par value shares of the Company, that amount determined by the Company when the shares are issued.

Particulars of subscriber	Number in words and type of shares taken	Date and signature of subscriber	Particulars of witness	Date and signature of witness
1. Full names **CHARINE GLEN-SPYRON** Occupation **CHIEF EXECUTIVE OFFICER** Residential address **ERF 21 ANNA STREET, LUDWIGSDORF WINDHOEK, NAMIBIA** Business address **CORNER OF MOSE TJENDERO AND HENDRY KALTENBRUN STREET, OLYMPIA WINDHOEK, NAMIBIA** Postal address **P O BOX 11054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA** Email address charine@belesprit.com.na	Two Thousand Ordinary Shares	**15 JULY 2020**	1. Full names **HELMUTH WOLFGANG FISCHER** Occupation **BUSINESS MAN** Residential address **ERF 558, TIPTOL STREET, KHOMASDAL, WINDHOEK, NAMIBIA** Business address **WERNER LIST STREET, BUFFALOO SIGNS BUILDING OFFICE NO. 3, WINDHOEK, NAMIBIA** Postal address **P O BOX 20921, WINDHOEK, NAMIBIA** Email address helmuthfischer405@gmail.com	**15 JULY 2020**
2. Full names **VERONA ZEPHORA ZULEIKA DE PREEZ** Occupation **OCCUPATIONAL DIRECTOR** Residential address **ERF NO. 15 FALCON COURT, ERASMUS STREET, PIONEERSPARK, WINDHOEK, NAMIBIA** Business address **CORNER OF MOSE TJENDERO AND HENDRY KALTENBRUN STREET, OLYMPIA WINDHOEK, NAMIBIA** Postal address **P O BOX 10888, PIONIERSPARK WINDHOEK, NAMIBIA** Email address verona@belesprit.com.na	Two Thousand Ordinary Shares	**15 JULY 2020**	2. Full names **HELMUTH WOLFGANG FISCHER** Occupation **BUSINESS MAN** Residential address **ERF 558, TIPTOL STREET, KHOMASDAL, WINDHOEK, NAMIBIA** Business address **WERNER LIST STREET, BUFFALOO SIGNS BUILDING OFFICE NO. 3, WINDHOEK, NAMIBIA** Postal address **P O BOX 20921, WINDHOEK, NAMIBIA** Email address helmuthfischer405@gmail.com	**15 JULY 2020**

TOTAL SHARES TAKEN: FOUR THOUSAND ORDINARY SHARES

NAMIBIAN POLICE FORCE WINDHOEK 23 JUL 2024 WHK FIS CERTIFYING

I certify that this document is a true and correct copy of the original which was examined by me and that from my observations, it has not been altered in any manner.

Signature

ULONGA OTSEAANTUYOYE NAKAMHELA NOTARY PUBLIC REPUBLIC OF NAMIBIA

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REPUBLIC OF NAMIBIA

MINISTRY OF INDUSTRIALISATION, TRADE AND SSME DEVELOPMENT

CERTIFICATE OF REGISTRATION AS A MSME

This is to certify that the business has been registered as a MSME and qualifies for the incentives and benefits designated for the Micro, Small and Medium Enterprises as defined in the National policy on Micro, Small and Medium Enterprises in Namibia adopted by cabinet in 2016.

Registration Number: 2020/0648
Name of Company: UNI-HEALTH CONSULTING AND MANAGMENT (PROPRIETARY) LIMITED
Nationality (Percentage Shares): NAMIBIAN (100%)
PhysicalAddress: ERF 2020 ANANA STREET, KLEIN WINDHOEK, WINDHOEK, NAM, 9000
PostalAddress: P.O BOX 111054, KLEIN WINDHOEK, WINDHOEK, NAM, 900
Business Location/Constituency/Region: URBAN AREA/WINDHOEK EAST/KHOMAS

Company Information

Core Business Principle: TO REGISTER AN APP FOR DATA COLLECTION ON HEALTH AND PATIENT MANAGMENT, ACCESS TO HEALTH SERVICES EASIER, FASTER AND COST EFFECTIVE, PROVIDE TO HEALTH SERVICES EASIER, FACILITATE PROFFESSIONAL BUSINESS .
Capital Employed: N$ 1000000.00
Labour Force: 5
Last Year Turnover: N$ 300,001 - 3,000,000

Issued By:

Industrial Development Directorate

Certificate Number: SME0341216/

29-07-2022
Date

Valid from: 29-07-2022 to 28-07-2024.

MICRO, SMALL & MEDIUM ENTERPRISES

NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2024
W. P/S CERTIFYING

This document is a true reproduction of the original document examined by me and is not valid for any other purpose or in any manner

GROWTH AT HOME

Form CM 2

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 61(1)) (Regulation 17(1) and 17(2))

MEMORANDUM OF ASSOCIATION

OF A COMPANY HAVING A SHARE CAPITAL

Registration Number of Company
20200648

N$ 150,00 fee payable in terms of the Act and as set out in the regulations plus annual duty under 182 & 183

NAMIBIAN POLICE FORCE WINDHOEK 22 MAY 2023 WHK F/S CERTIFYING

1. **NAME OF COMPANY**

(a) The name of the Company is:

UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

(b) The shortened form of the name of the Company is:

.....

TULONGA OTSEAANTUYOYE NAKAMHELA NOTARY PUBLIC REPUBLIC OF NAMIBIA

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Form CM 22

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 178) (Regulation 37)

(To be lodged in duplicate upon incorporation and prior to change of addresses)

NOTICE OF REGISTERED OFFICE AND POSTAL ADDRESS OF COMPANY

Registration Number of Company - 2021/0648

24 AUG 2020
N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name of Company UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

(a) The situation of the registered office and the postal address of the above mentioned company are as follows:

(i) Registered address ERF 2020 ANNA STREET, KLEIN WINDHOEK , WINDHOEK, NAMIBIA

(ii) Postal address P O BOX 111054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA

Email address: charine@belesprit.com.na Telephone number: 081 629 2293

(b) The date of the intended changes in the addresses is DATE OF INCORPORATION

(Both addresses must be furnished at all times)

Date 15 JULY 2020 Signature CHARINE GLEN-SPYRON

The changes take effect on

23.07.2020
DATE

Registrar of Companies

OFFICE USE

Data processing

(1) Recorded

Date and initials

Correction

Date and initials

Date stamp of BIPA Companies Registration Office

Name of Company UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

Postal address P O BOX 11054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA

Email address: charine@belesprit.com.na

EACH YEAR FINANCIAL YEAR END LAST DAY OF February

NAMIBIAN POLICE FORCE WINDHOEK

23 JUL 2024

Copyright Business and Intellectual Property Authority, Namibia

CERTIFYING

Form CM 29

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

(Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))

CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS

Business and Intellectual Property Authority - BIPA
Companies Registration office
PO Box 185
WINDHOEK
NAMIBIA
Tel: +264 61 2994400
Email: info@bipa.na

Registration Number of Company
- 2020/0648

N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name and postal address of Company **UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED**

P O BOX 11054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA

Return of particulars as at **DATE OF INCORPORATION**

I, **CHARINE GLEN-SPYRON**
(name of director of officer)

state that, the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed form CM 27, the directors or officers are not disqualified under section 225.

Signed X

Date **15 JULY 2020**

A. Directors

KEY TO PERSONAL PARTICULARS REQUIRED	PERSONAL PARTICULARS
1. Surname	GLEN-SPYRON
2. Full forenames	CHARINE
3. Former surname and forenames	
4. Identity number or, if not, available, date of birth and Passport number	Year 79 Month 05 Day 05 — 11449
5. (a) Date of appointment	DATE OF INCORPORATION
(b) Designation	DIRECTOR
6. Residential address	ERF NO. 21 ANNA STREET, LUDWIGSDORF, WINDHOEK, NAMIBIA
7. Business address	CORNER OF MOSE TJENDERO AND HENRY KALTENBRUN STREET, OLYMPIA, WINDHOEK, NAMIBIA
8. Postal address	P O BOX 11054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA
9. Email address	charine@belesprit.com.na
10. Contact number	085 829 2293
11. Nationality (If not Namibian)	NAMIBIAN
12. Occupation	CHIEF EXECUTIVE OFFICER
13. Resident in Namibia (Yes or No)	YES
14. Nature of change in 1 to 5 above and date	

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NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2024
P/S CERTIFYING

Form CM 31

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

(Sections 180(3)(d), 277(1), 279(2), 281, 284, 285, 286, 288, 328(1)(c) and 331)) (Regulation 47(1))

NOTICE OF, CONSENT TO APPOINTMENT, CHANGE OF NAME, OR RESIGNATION BY AUDITOR OR REMOVAL OF AUDITOR

Registration Number of Company: 2021/0648

N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name of company: Uni-Health Consulting and Management (Pty) Ltd

Part I (To be completed by the auditor concerned and to be sent to the company for completion of Part III and lodgement with Registrar)

[ ] *A APPOINTMENT

I, EGS Consulting consent to my appointment as auditor of the abovementioned company as from 30 June 2020, and declare that I am not disqualified in terms of section 283 of the Companies Act, 2004 for the appointment

[ ] *B CHANGE OF NAME

The firm ..... has with effect from ..... changed its name and will in future be known as .....

Date 15/07/2020 Signature (A/M) Auditor

EGS Consulting CA(NAM)
P.O. Box 11054
Klein Windhoek
Windhoek
Tel: 081 203 4014

Situation of office: Central Park Office Suite Unit 8, No 14 Gen.Murtala Muhammed Street, Eros, Windhoek

Postal address: PO Box 11054, Klein Windhoek, Windhoek

Part II (To be completed by the auditor concerned and original to be lodged with Registrar and duplicate to be sent to the company for completion of Part III and lodgement with Registrar)

[ ] *C RESIGNATION

I, resign as auditor of the abovementioned company and declare that -

(a) as at the date if this notice I have no reason to believe that in the conduct of the affairs of the company a material irregularity has taken place, or is taking place which has cause or is likely to cause financial loss to the company or to any of its members or creditors.

(b) I reported a material irregularity to the Public Accountants' and Auditors' Board on _____ in terms of the Public Accountants' and Auditors" Act, 1951

(Note : This resignation becomes effective on the receipt by the Registrar of this written notification in terms of section 288(3) and (4) of the Companies Act, 2004)

Date _____ Signature _____ Auditor

Part III (To be completed by company concerned and lodged with Registrar)

[ ] *D STATEMENT

The auditor of the abovementioned company was removed/not reappointed in terms of section 285/286 of the Companies Act, 2004 on _____. The vacation of the office/particulars pertaining to the matters reflected in Part I/II have been entered in the register in compliance with section 223 of the Companies Act, 2004.

(Note : This resignation becomes effective on the receipt by the Registrar of this written notification in terms of section 288(3) and (4) of the Companies Act, 2004)

Date _____ Signature _____ Director/Officer

Perforated (To be completed by the auditor or company concerned and lodged with the Registrar)

NOTICE RELATING TO A CHANGE IN RESPECT OF AN AUDITOR DATED _____

Name of auditor/ company	EGS Consulting Appointed Auditor	Return received
Postal address	Box 11054 Windhoek	Date stamp of BIPA Companies Registration Office
Email address	elise@thriveba.com	

NAMIBIAN POLICE FORCE WINDHOEK 23 JUL 2021 P/S CERTIFYING

Not valid unless stamped by BIPA Registrar of Companies

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Form CM 47

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

(Section 180(3)) (Regulation 38 (1)(b))

STATEMENT BY EACH DIRECTOR REGARDING ADEQUACY OF CAPITAL OF COMPANY

N$ 50,00 fee payable in terms of the Act and as set out in the regulations

Registration Number of Company - 20200648

Name of Company: UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

Date of Registration: DATE OF INCORPORATION

I, VERONA ZEPHORA ZULEIKA DU PREEZ of FALCON COURT NO. 15, ERASMUS STREET, PIONIERSPARK, WINDHOEK, NAMIBIA

(provide residential address above)

declare that:

1. I have consented to be and I am a director of the above mentioned company.
2.* The capital of the Company is adequate for the purposes of the company and its business.
3.* ~~The capital of the company is inadequate for the purposes of the company and its business for the following reasons:~~

4.* ~~Having regard to my statement in paragraph 3, the company is to be financed in the following manner and from the following sources:~~

Signed at **WINDHOEK** this **15TH** day of **JULY** of the year **2020** in the presence of the witness whose signature appears below.

Director

Witness

Signature

Full Names: HELMUTH WOLFGANG FISCHER

Occupation: BUSINESS MAN

Residential Address: ERF 558 TIPTOL STREET, KHOMASDAL, WINDHOEK, NAMIBIA

Business Address: WERNER LIST STREET, BUFFALOO SIGNS BUILDING OFFICE NO. 3, WINDHOEK

Email address: helmuthfischer405@gmail.com

Delete whichever is not applicable

NAMIBIAN POLICE FORCE WINDHOEK 23 JUL 2024 P/S CERTIFYING

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Form CM 22

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 178) (Regulation 37)

(To be lodged in duplicate upon incorporation and prior to change of addresses)

NOTICE OF REGISTERED OFFICE AND POSTAL ADDRESS OF COMPANY

Registration Number of Company 2021/0648

24 AUG 2020
N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name of Company UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

(a) The situation of the registered office and the postal address of the above-mentioned company are as follows:

(i) Registered address ERF 2020 ANNA STREET, KLEIN WINDHOEK , WINDHOEK, NAMIBIA

(ii) Postal address P O BOX 111054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA

Email address: charine@belesprit.com.na Telephone number: 081 829 2293

(b) The date of the intended changes in the addresses is DATE OF INCORPORATION

(Both addresses must be furnished at all times)

Date 15 JULY 2020 Signature CHARINE GLEN-SPYRON

The changes take effect on

23.07.2020
DATE

Registrar of Companies

OFFICE USE

Data processing

(1) Recorded

Date and initials

(2) Correction

Date and initials

Date stamp of BIPA Companies Registration Office

Name of Company UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

Postal address P O BOX 11054, KLEIN WINDHOEK, WINDHOEK, NAMIBIA

Email address: charine@belesprit.com.na

NAMIBIAN POLICE FORCE
WINDHOEK

Copyright Business and Intellectual Property Authority, Namibia

23 JUL 2021

P/S CERTIFYING

C. Officers and Local Managers

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

Registration Number of Company 20200648

1. Surname	NAMSTANCE BUSINESS CONSULTING AND SECRETARIAL SERVICES
2. Full forenames	
3. Former surname and forenames	
4. Identity number or, if not, available, date of birth and Passport number	Year / Month / Day
5. (a) Date of appointment	DATE OF INCORPORATION
(b) Designation	COMPANY SECRETARY
6. Address of registered office, and registration number if officer is a corporate body	WERNER LIST STREET, BUFFALLO SIGNS BUILDING, OFFICE NO. 3, WINDHOEK, NAMIBIA
7. Residential address	ERF 558 TIPTOL STREET, KHOMASDAL, WINDHOEK, NAMIBIA
8. Business address	WERNER LIST STREET, BUFFALLO SIGNS BUILDING, OFFICE NO. 3, WINDHOEK, NAMIBIA
9. Postal address	P O BOX 20921, WINDHOEK, NAMIBIA
10. Email address	helmuthfischer405@gmail.com
11. Contact number	0812876762
12. Nationality (If not Namibian)	NAMIBIAN
13. Occupation	BUSINESS CONSULTANT
14. Resident in Namibia (Yes or No)	YES
15. Nature of change in 1 to 6 above and date	

FOR KEY TO PARTICULARS, SEE ABOVE

1.	1.
2.	2.
3.	3.
4 Year / Month / Day	4 Year / Month / Day
5.(a)	5.(a)
(b)	(b)
6.:	6.
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11.	11.
12.	12.
13.	13.

NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2024
P/S CERTIFYING

Copyright: Business and Intellectual Property Authority, Namibia

FOR KEY TO PARTICULARS, SEE PAGE 1

Registration Number of Company
2021/0648

1.	DU PREEZ
2.	VERONA ZEPHORA ZULEIKA
3.	
4.	Year 70 Month 07 Day 29 00 20 20
5.(a)	DATE OF INCORPORATION
(b)	DIRECTOR
6.	FALCON COURT NO. 15 ERASMUS STREET, PIONIERSPARK, WINDHOEK, NAMIBIA
7.	CORNER OF MOSE TJENDERO AND HENRY KALTENBRUN STREET, OLYMPIA, WINDHOEK, NAMIBIA
8.	P O BOX 10888 WINDHOEK, NAMIBIA
9.	verona@belsprit.com.na
10.	081 3547571
11.	NAMIBIAN
12.	OCCUPATIONAL DIRECTOR
13.	YES
14.	

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NAMIBIAN POLICE FORCE
WINDHOEK
27 SEP 2021
P/S CERTIFYING

NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2021
P/S CERTIFYING

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Form CM 1

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 70) (Regulation 17 (1))

CERTIFICATE OF INCORPORATION

OF A COMPANY HAVING A SHARE CAPITAL

Registration Number of Company
2021/0648

This is to certify that:

UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

was this day incorporated under the Companies Act, 2004, (Act No. 28 of 2004), and that the Company is a Company having a share capital.

Signed and sealed at WINDHOEK this 23 day of September of the year 2020

REPUBLIC OF NAMIBIA BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY bipa BR-02 OFFICE OF THE REGISTRAR

Registrar of Companies

Seal of BIPA Companies Registration Office

NAMIBIAN POLICE FORCE WINDHOEK

This certificate is not valid unless sealed by the seal of BIPA Companies Registration Office

NAMIBIAN POLICE FORCE WINDHOEK 23 JUL 2024 P/S CERTIFYING

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Form CM 1

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 70) (Regulation 17 (1))

CERTIFICATE OF INCORPORATION

OF A COMPANY HAVING A SHARE CAPITAL

Registration Number of Company
2021/0648

This is to certify that:

UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

was this day incorporated under the Companies Act, 2004, (Act No. 28 of 2004), and that the Company is a Company having a share capital.

Signed and sealed at WINDHOEK this 23 day of September of the year 2020

REPUBLIC OF NAMIBIA BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY bipa BR-02 OFFICE OF THE REGISTRAR

Registrar of Companies

Seal of BIPA Companies Registration Office

NAMIBIAN POLICE FORCE WINDHOEK

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NAMIBIAN POLICE FORCE WINDHOEK 23 JUL 2024 P/S CERTIFYING

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Form CM 31

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Sections 180(3)(d), 277(1), 279(2), 281, 284, 285, 286, 288, 328(1)(c) and 331)) (Regulation 47(1))

NOTICE OF, CONSENT TO APPOINTMENT, CHANGE OF NAME, OR RESIGNATION BY AUDITOR OR REMOVAL OF AUDITOR

Registration Number of Company
2021/0648

N$ 20,00 fee payable in terms of the Act and as set out in the regulations

Name of company: Uni-Health Consulting and Management (Pty) Ltd

Part I (To be completed by the auditor concerned and to be sent to the company for completion of Part III and lodgement with Registrar)

☐ *A APPOINTMENT

I, EGS Consulting consent to my appointment as auditor of the abovementioned company as from 30 June 2020, and declare that I am not disqualified in terms of section 283 of the Companies Act, 2004 for the appointment

☐ *B CHANGE OF NAME

The firm ..... has with effect from ..... changed its name and will in future be known as .....

Date 15/07/2020 Signature (RAM) Auditor

EGS Consulting CC
P.O. Box 11054
Klein Windhoek
Windhoek
Tel: 081 203 4014

Situation of office: Central Park Office Suite Unit 8, No 14 Gen.Murtala Muhammed Street, Eros, Windhoek

Postal address: PO Box 11054, Klein Windhoek, Windhoek

Part II (To be completed by the auditor concerned and original to be lodged with Registrar and duplicate to be sent to the company for completion of Part III and lodgement with Registrar)

☐ *C RESIGNATION

I, resign as auditor of the abovementioned company and declare that -
(a) as at the date if this notice I have no reason to believe that in the conduct of the affairs of the company a material irregularity has taken place, or is taking place which has cause or is likely to cause financial loss to the company or to any of its members or creditors.
(b) I reported a material irregularity to the Public Accountants' and Auditors' Board on _____ in terms of the Public Accountants' and Auditors" Act, 1951
(Note : This resignation becomes effective on the receipt by the Registrar of this written notification in terms of section 288(3) and (4) of the Companies Act, 2004)

Date _____ Signature _____ Auditor

Part III (To be completed by company concerned and lodged with Registrar)

☐ *D STATEMENT

The auditor of the abovementioned company was removed/not reappointed in terms of section 245/286 of the Companies Act, 2004 on _____. The vacation of the office/particulars pertaining to the matters reflected in Part I/II have been entered in the register in compliance with section 223 of the Companies Act, 2004

(Note : This resignation becomes effective on the receipt by the Registrar of this written notification in terms of section 288(3) and (4) of the Companies Act, 2004)

Date _____ Signature _____ Director/Officer

Perforated (To be completed by the auditor or company concerned and lodged with the Registrar)

NOTICE RELATING TO A CHANGE IN RESPECT OF AN AUDITOR DATED _____

Name of auditor/ company: EGS Consulting Appointed Auditor

Postal address: Box 11054, Windhoek

Email address: elise@thriveba.com

Return received

Date stamp of BIPA Companies Registration Office

NAMIBIAN POLICE FORCE WINDHOEK
23 JUL 2024
W P/S CERTIFYING

Not valid unless stamped by BIPA Registrar of Companies

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Form CM 1

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Section 70) (Regulation 17 (1))

CERTIFICATE OF INCORPORATION

OF A COMPANY HAVING A SHARE CAPITAL

Registration Number of Company
20200648

This is to certify that:

UNI-HEALTH CONSULTING AND MANAGEMENT (PROPRIETARY) LIMITED

was this day incorporated under the Companies Act, 2004, (Act No. 28 of 2004), and that the Company is a Company having a share capital.

Signed and sealed at WINDHOEK this 23 day of September of the year 2020

REPUBLIC OF NAMIBIA BUSINESS & INTELLECTUAL PROPERTY AUTHORITY bipa OFFICE OF THE REGISTRAR BR-02

Registrar of Companies

NAMIBIAN POLICE FORCE WINDHOEK 23 JUL 2024

Seal of BIPA Companies Registration Office

This certificate is not valid unless sealed by the seal of BIPA Companies Registration Office

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I certify that this document is a true reproduction copy of the original which was examined by me and that from my observations the original has not been altered in any manner.

Signature

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD

No. 700729 0020 2

SURNAME
DU PREEZ
FIRST NAME(S)
VERONA ZEPHORA ZULEIKA

1970-07-29 CITIZEN
WINDHOEK
FEMALE 1,59 BROWN
2008-07-31
K28286

700729000202

LAW FORCE
2024 -07- 05
OFFICE

REPUBLIC OF NAMIBIA

EEC

Employment Equity Commission

Private Bag 19003, Khomasdal | Tel: +264-61-379150 | Fax: +264-61-258267

Office of The Employment Equity Commissioner

Ref: 01-778
Enquiries: ELT Mukotola **Email:** emukotola@eec.gov.na

Tuesday, 23 January 2024

UNI-HEALTH CONSULTING & MANAGEMENT (PTY) LTD

PO BOX 11054

WINDHOEK

NAMIBIA

Dear Sir/Madam

CONFIRMATION OF NON-RELEVANT EMPLOYER STATUS

1. This is to inform that **UNI-HEALTH CONSULTING & MANAGEMENT (PTY) LTD** notified the Employment Equity Commission that it employs less than 10 employees and is, therefore, not a relevant employer in terms of the Affirmative Action (Employment) Act, Act 29 of 1998.

2. The Minister of Labour, in terms of section 20 of the Act, identified in the Government Gazette, No. 275 of 15 September 2022, as a relevant employer for the purposes of the Affirmative Action (Employment) Act, an employer who or which employs 10 or more employees.

3. In terms of the provisions referred to in the paragraph above, this employer is not a relevant employer for the purpose of the Affirmative Action (Employment) Act, Act 29 of 1998, and is thus not obliged to implement affirmative action and Section 42 of the Act is consequently not applicable to it.

4. This confirmation is **valid for 12 month**, effective from the date of issue, provided that the staff complement does not exceed 9 during the period in question.

Yours sincerely

I certify that this document is a true reproduction copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

O. Podewiltz

Signature

Employment Equity Commissioner

EMPLOYMENT EQUITY COMMISSIONER REPUBLIC OF NAMIBIA EEC

WARPOLICE SQUARE WINDHOEK 23 JUL 2024 VERIFYING

GS02240503-0282

NamRA

TAX GOOD STANDING CERTIFICATE

NAME AND ADDRESS OF TAXPAYER

Uni-health Consulting And Management (pty) Ltd
P.O. Box 11054
Klein Windhoek
Windhoek
Namibia

TAX TYPE DETAILS

TIN	TAX TYPE
12263581-011	Income Tax
12263581-014	Employee Tax
12263581-015	Value Added Tax
12263581-016	Value Added Tax Import Account

It is herewith confirmed that the above mentioned taxpayer is in good standing with the Namibia Revenue Agency regarding all tax obligation in Namibia (i.e. rendering of returns, payment and other tax related issues).

NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2024
CERTIFYING

ISSUED BY
Namibia Revenue Agency

COMMISSIONER

Niccodemus Aishe Andima
NAME OF ISSUING OFFICER

03-05-2024
DATE OF ISSUE

I certify that this document is a true reproduction/ copy of the original which was examined by me and that from my observation the original has not been altered in any manner.

1.This certificate is not transferable.
2.Validity period: **03-05-2024 to 31-08-2024.**
3.This certificate is issued free of charge.

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD

790505 1144 9

SURNAME
GLEN-SPYRON

FIRST NAME(S)
CHARINE

DATE OF BIRTH
1979-05-05

NATIONALITY
CITIZEN

PLACE OF BIRTH
WINDHOEK

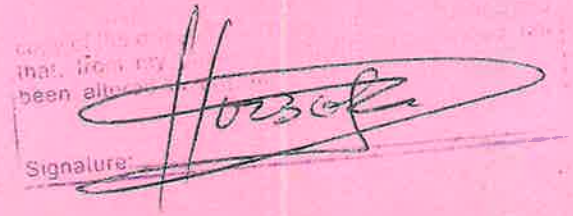
GENDER
FEMALE

HEIGHT
1.68

EYE COLOUR
BROWN

DATE OF ISSUE
2016-03-04

ID NO
Q61473



Form CM 2
Part A

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

2. DESCRIBING THE MAIN BUSINESS OF THE COMPANY*

The main purpose of the Company is to carry on: **TO REGISTER AN APP FOR DATA COLLECTION ON HEALTH AND PATIENT MANAGEMENT. ACCESS TO HEALTH SERVICES EASIER, FASTER AND COST EFFECTIVE. PROVIDE TO HELATH DATA TO STAKEHOLDERS. TO FACILITATE PROFESSIONAL BUSINESSES**

*(*This is for purposes of the Registrar and not for purposes of the powers, capacity or objects of the company)*

3. OBJECT(S), IF ANY (section 38)

The object(s) of the Company is/are: **TO REGISTER AN APP FOR DATA COLLECTION ON HEALTH AND PATIENT MANAGEMENT. ACCESS TO HEALTH SERVICES EASIER, FASTER AND COST EFFECTIVE. PROVIDE TO HELATH DATA TO STAKEHOLDERS. TO FACILITATE PROFESSIONAL BUSINESSES**

4. ANCILLARY OBJECTS EXCLUDED

The specific ancillary objects, if any, referred to in section 39(1) of the Act, which are excluded from the unlimited ancillary objects of the Company

NONE

NAMIBIAN POLICE FORCE
WINDHOEK
22 MAY 2023
VERIFYING

5. POWERS

The specific powers or part of any powers of the Company, if any, which are excluded from the plenary powers or the powers set out in Schedule 2 of the Act (if any):

NONE

The specific powers or part of any specific powers of the Company set out in Schedule 2 of the Act, if any, which are qualified under section 39(2) of the Act (if any):

NONE

6. CONDITIONS

Any special conditions which apply to the Company and the requirements, if any, additional to those prescribed in the Act for their alteration:

NONE

NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2024

TULONGA OTSEAANTUYOYE NAKAMHELA
NOTARY PUBLIC
REPUBLIC OF NAMIBIA

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Form CM 2

Part B

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

7. PRE-INCORPORATION CONTRACTS (If any)

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8. CAPITAL

The share capital of the Company **4000** Namibian Dollar divided into:

(a) Par Value:

(i) **4000 (FOUR THOUSAND)** ordinary par value shares of **1** Namibian Dollar/cent each

(ii) **NIL** preference par value shares of **NIL** Namibian Dollar/cent each.

(iii) **NIL** redeemable preference par value shares of **NIL** Namibian Dollar/cent each

(b) No Par Value:

(i) The number of no par value shares is .....**NIL**.....

(ii) The number of no par value preference shares is ..... **NIL**.....

(iii) The number of redeemable no par value preference shares is ..... **NIL**.....

TULONGA OTSEAANTWYOYE NAKAMHE
NOTARY PUBLIC
REPUBLIC OF NAMIBIA

Copyright: Business and Intellectual Property Authority, Namibia

NAMIBIAN POLICE FORCE
WINDHOEK
23 JUL 2024
CERTIFYING

The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation within [insert number] days, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be resolved by binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

8. ENTIRE AGREEMENT.

This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

9. SEVERABILITY.

If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

10. AMENDMENT.

This Contract may be modified or amended in writing by mutual agreement between the parties if the writing is signed by the party obligated under the amendment.

11. GOVERNING LAW.

This Contract shall be construed in accordance with the laws of Namibia.

12. NOTICE.

Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

13. WAIVER OF CONTRACTUAL RIGHT.

The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

14. ATTORNEY'S FEES TO PREVAILING PARTY.

In any action arising hereunder or any separate action pertaining to the validity of this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

15. CONSTRUCTION AND INTERPRETATION.

The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

16. ASSIGNMENT.

Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Service Recipient: _____

By: _____ Date: 30/07/2024

Service Provider: Vrai Pheen

By: _____ Date: 30/07/2024

Uni health

UNIHEALTH

In partnership with Unicorn foundation Reg. No. 2120210236

UNI-HEALTH

Management and Consulting Company Reg. No. 20200648

Uni health

Contents

Uni health

Mental Health Services

1. Introduction

Unihealth Pty Ltd has demonstrated proficiency in setting up and managing companies, non-governmental organizations, and practices for the delivering of mental health services.

In addition, Unihealth has managed grants and conducted research and has set up corporate wellness programmes and counselling services in the private sector.

Unihealth has a network of professionals including social workers, psychologists, medical doctors and nurses.

2. Mental Health Service, Corporate Wellness and Counselling Services

This additional facet of Unihealth' portfolio further underscores its robust management capabilities and commitment to holistic well-being. By successfully overseeing mental health initiatives in collaboration with corporate entities. Unihealth demonstrates its versatility and effectiveness by providing mental health services and nationwide.

Uni-Health is a 100% Namibian female owned company founded in 2020.Uni-Health provides decentralized Mental Health services to clients across Namibia.

Uni-health has a network of healthcare professionals including psychiatrists, clinical psychologists, psychological counsellors, general practitioners, nurses and social workers and a life coaches.

Uni Health

SECTION ONE: UNI-HEALTH SERVICES

Uni Health

Unihealth in collaboration with our partners consists of a multi-disciplinary team providing medical, mental health and corporate wellness services

Services

Mental Health

- Psychotherapy
- Psychological Counselling
- Social Work
- Group Therapy
- Play Therapy
- Career Counselling
- Pastoral Counselling
- Couples Counselling
- Parenting Plans
- Divorce Mediation
- Sexual Health

Corporate

- Corporate Wellness
- Business Coaching
- Life Coaching
- Psychometric Testing
- Corporate Assessments
- Clifton Strengths Training
- Burnout Debriefing
- Stress Management Training
- Anxiety Screening
- Depression Screening

Medical

- General Practitioner
- Nursing
- Orthopedic
- Phlebotomy - Blood Tests
- Woundcare
- Basic Health Screening
- Occupational Health

Contact us

WINDHOEK

Heliodoor Street, Baobab Center
Eros, Windhoek
+264833376140/49
+264813434433
admin@unihealth.com.na
www.unihealth.com.na

ORANJEMUND

Oryx Rest Therapeutic Centre
E-44, 7th Avenue
Oranjemund, Namibia
+26463234298
+264812542862
oryxrest@unihealth.com.na

3. Unihealth Counselling Services:

3.1. Psychological services (Clinical Psychologist/Psychological Counsellor/Social Worker)

3.1.1 Individual, face-to-face counselling, telephonic and/or online (via the LYNX-HCF), face-to-face counselling (for workforce located outside Windhoek or within) and solution-focused therapy is provided to address a broad range of personal or behavioural problems.

3.1.2. Wellness psychoeducation is also available to clients to act as a preventative measure. This includes (but is not limited to): substance abuse, anxiety and stress, depression, suicide and burnout.

3.1.3. UNH further offer staff expertise who utilises diagnostic evaluations and assessments, detect psycho-social needs and substance abuse related cases.

3.2. Social work and legal assistance (Social Workers)

3.2.1. UNH offers Social Workers to assist and/or provide advice regarding mediation, family matters, and counselling services including substance abuse and mental health.

3.3. Nursing (Nurses)

3.3.1. Registered nurses to provide onsite primary health care services including physical check-up and managing of vital data. UNH offers nursing staff who can provide basic health screenings which include: (1) blood pressure, (2) cholesterol levels, (3) glucose levels, (4) BPM

– heart beats per minute, (5) temperature, and (6) BMI – body mass index. Voluntary HIV/Aids testing is also available as well as female and male wellness screening.

3.3.2. Healthy lifestyles and to be compliant with their prescribed chronic medication is advocated. In addition, assist to prevent or manage communicable and non-communicable diseases with clients.

3.4. Psychiatric services (Psychiatrist)

3.4.1. The psychiatrist focusses on the diagnosis and treatment of all mental disorders. UNH renders services on all mental health conditions including substance abuse, over the counter medicine and pharmaceutical drugs as well as treating any other addictions (gambling, technology, pornography and sex).

3.5. Long-term Rehabilitation and Reintegration

3.5.1. Rehabilitation and aftercare are one pillar which is fundamental for out-patient services and continuum of care.

3.5.2. Spiritual counselling can be offered to employees who would benefit from non-traditional counselling methods.

3.5.3. Support groups mental substance.

3.6. Occupational Health Services (General Practitioner)

3.6.1. UNH offers the services of an Occupational Health Services provided by a Medical Doctor who does assessments, diagnosis and advised intervention planning on occupational injuries and diseases including burn out. Can also provide an expert opinion on possible placements of employees depending on their health and well-being. The Medical Doctor will work closely with the relevant Psychologist on the diagnosis and treatment plan of the employee as well as provide feedback to the employee.

3.7. Corporate wellness (Life coach & Industrial Psychologist/Psychometrist)

3.7.1. UNH offers coaching to employees on all corporate levels. Coaching can address issues such as work performance, motivation, work/life balance, assertiveness in the workplace, emotional intelligence, personal problems, goal setting, coping with change, etc.

3.7.2 UNH can also offer various psychometric assessments to address certain workplace dynamics or to be utilised during recruitment and selection, talent management and succession planning.

3.8. GRITability

3.8.1. We need to develop GRIT, but not the old kind of GRIT. A new GRIT which we refer to as GRITability. In order to do this we need to develop our GRITability in three phases namely the repair Phase, the growing phase and the sustaining phase. These four capabilities are Physical GRITability, Mental GRITability, Spiritual GRITability and Emotional GRITability.

3.9. Clifton'strengths

3.9.1. Unihealth provides strength training via Gallup's Cliftonstrengths coaching for individuals, managers, and teams. Cliftonstrengths provides employees with the opportunity to learn what they naturally do best. The strengths-based approach is essential to empowering employees to be productive, grow, and succeed. Furthermore, it will increase engagement, improves wellbeing fosters greater productive achievement and create an exceptional work culture.

3.10. Wellness days

3.10.1. UNH offer wellness days which include mental health assessments, physical and medical components for a holistic approach to wellness.

3.11. Legal Assistance

3.11.1. Unihealth has a network of legal experts who deal with basic legal matters including GBV, adoptions, foster care, custody and control and related societal issues.

3.12. Pro-bono services and Stigma on mental health

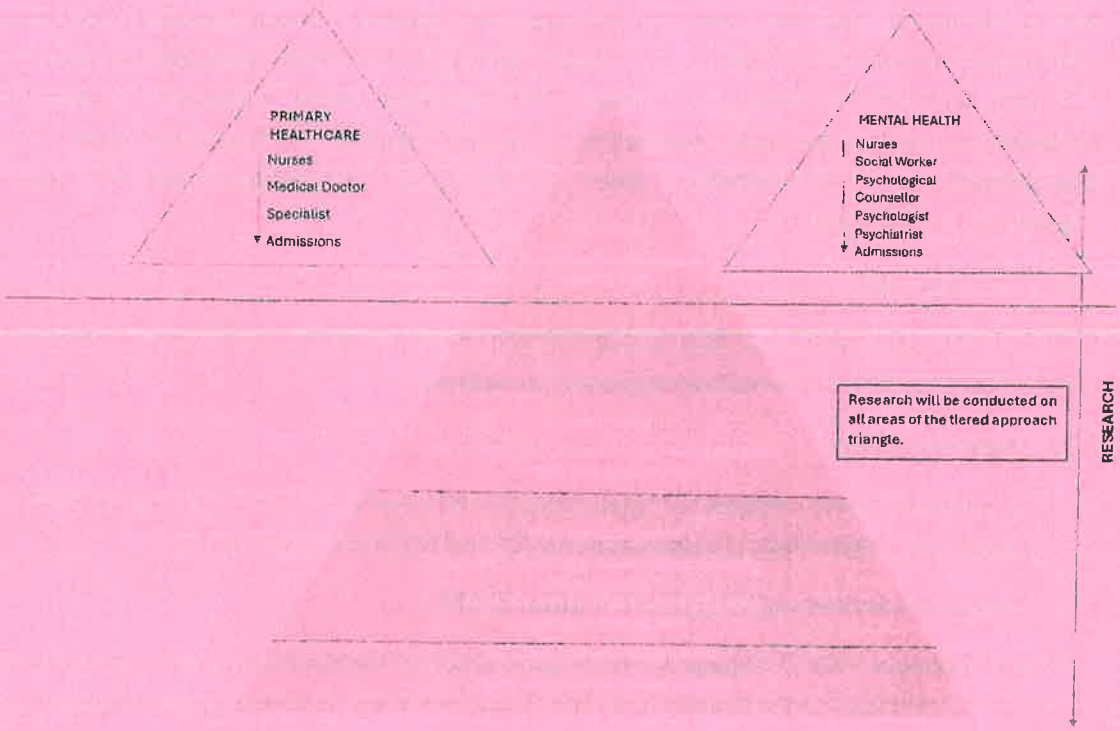
Unihealth believes that in engaging in pro bono work in mental health settings is crucial for as it allows individuals who may not have the financial means to access mental health services to receive the support they need. This helps in promoting mental well-being and reducing barriers to care for vulnerable populations. Furthermore, offering pro bono services in mental health settings contributes to the overall improvement of mental health outcomes in communities. By providing free counselling or therapy sessions, professionals can reach a wider range of individuals who may be struggling with mental health issues but are unable to afford treatment.

3.12.1. Addressing Stigma of Mental Health

Pro-bono work in mental health settings helps to address the stigma surrounding mental health. By offering services free of charge, it sends a message that mental health support is a fundamental right and should be accessible to all, regardless of financial status. Overall, engaging in pro bono work in mental health settings not only benefits individuals in need but also contributes to creating a more inclusive and supportive society where mental health is prioritized and accessible to all. Unihealth delivered a comprehensive range of professional counselling services on a pro-bono basis to the King's Daughters, CDC, Walvisbay Corridor Group, AB-May Cancer Centre, and Namibia Oncology Centre to the amount of N$5.4 million Namibian dollars in terms of counselling services.

Uni health

4. Mode of Service Is Delivered Through A Tiered Approach



Other competencies of Unihealth

5. Research Coordination

In the realm of research coordination, Unihealth has played a pivotal role in facilitating research projects related to cancer, alcohol research, and mental health. By leveraging its expertise in project management and research methodologies, Unihealth has contributed to the advancement of knowledge in these critical areas. This involvement includes coordinating research activities, managing data collection and analysis, and disseminating research findings to relevant stakeholders, needs assessment.

Current research ongoing alcohol density and GBV study an intercountry study in SADC. Studies conducted includes: "A social work perspective on treatment models for substance abuse in Namibia" IBSS Research Survey MOHSS, Survey on Substance Abuse Among Youth in Namibia (ASPAD) With Blue Cross Finland, Namibian Government and Blue Cross Namibia (2015), Psychological Association of Namibia Research – APA sponsored grant decentralizing psychological services in Namibia, including raising awareness of mental health and substance abuse issues in the South of Namibia. Audit: "to describe drinking pattens among participants in Katutura". Smoking among youth (WHO). Feasibility study on mental health centre within MOHSS.

6. Management of the Grants

Moreover, Unhealth's impactful contributions have been recognized on a larger scale, with the U.S. Government generously awarding the RTC EQUIP project with US$5.2 million (USD) in Emergency Response Funds. This funding is aimed at aiding the Namibian Government, particularly the Ministry of Health and Social Services (MOHSS), in their ongoing efforts to combat the impact of COVID-19. In collaboration with USAID in Namibia, MOHSS will work closely with the EQUIP project Technical Team to provide essential technical support. As a sub-recipient, Unihealth Pty Ltd played a pivotal role in facilitating access to medical oxygen in health facilities, further solidifying its commitment to enhancing healthcare services.

Right To Care Equip Project Launch, 2021

With the Honourable Minister Of health and Social Services, Dr. Kalumbi Shangula.

7. **Managing of grants/funding/donors**

7.1. Coalition on responsible drinking PEPFAR

7.2. King's Daughters Organization KDO SFH/USAID Key Population Project Sub-

7.3. Agreement: 674-A-00-11-00017-0-KDO

7.4. Right to Care Equip Grant

7.5. ILO Substance Abuse Prevention Grant

7.6. #BEFREE Victims of Sexual Violence One Economy – victim support

7.7. The Kings Daughters Organization (KDO) was a sub-recipient of the Society for Family Health (SFH) Key Population Project 674-A-00-11-00017-0-KDO.

8. **Setting up of Vertice Medtech in Namibia**

Furthermore, Unihealth's collaboration with Vertice Medtech has yielded significant achievements, including the successful establishment of a Vertice Medtech office in Namibia and the oversight of projects such as the company's launch in 2021 and the introduction of a cutting-edge Pacemaker in 2022. This collaborative partnership has not only fostered trust but has also paved the way for additional groundbreaking initiatives.

Launches such as the inauguration of LTE Medical Solution, a transformative endeavour that includes the launch of the LTE Mobile X-Ray Clinic focusing on TB, HIV, and Lung Health Screening, as well as the introduction of innovative eyecare products.

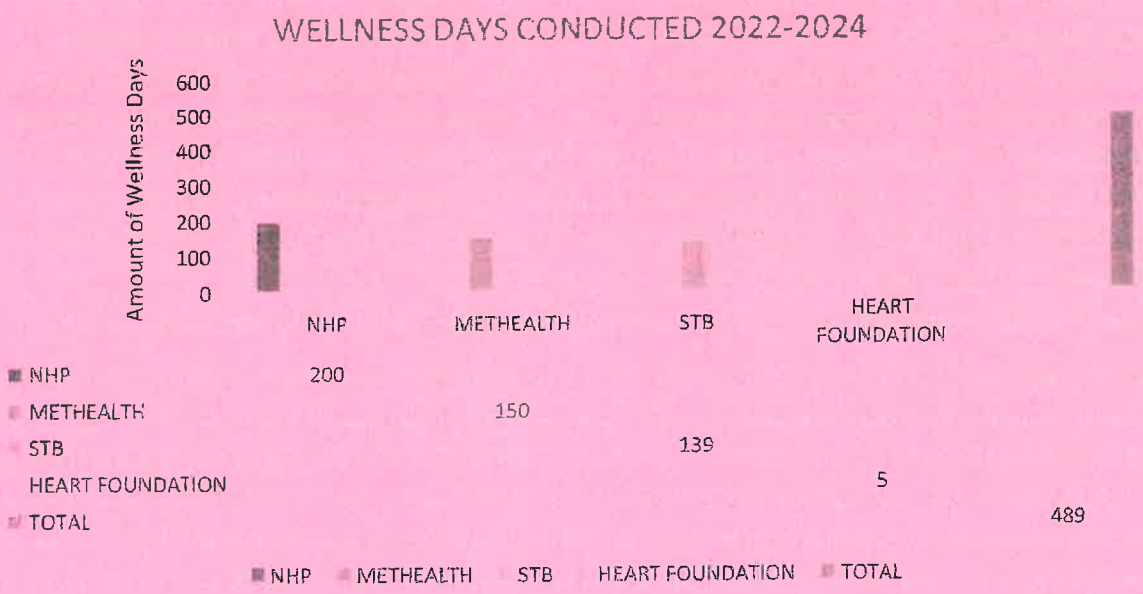
LTE mobile clinic launch 2023

Eyecare division Launch, 2023

Vertice Namibia opening, 2022

LTE launch with the Deputy Honourable Minster of Health Social Services, Dr Ester Muinjangue.

9. WELLNESS AND PRESENTATIONS FOR CORPORATE COMPANIES.



SECTION TWO: DEVELOPMENT OF WELLNESS PROGRAM

Unihealth has the competence in promoting holistic wellness by recognizing the significance of mental health alongside physical well-being. Our strategic wellness program is tailored to address organizational needs and will be implemented in phases to achieve the outlined objectives. The first block of the program includes elements such as comprehensive wellness assessments, personalized fitness plans, mental health support services, nutritional guidance, stress management techniques, and access to resources for overall well-being. Health is a fundamental component of well-being and mental health is equally as important as physical health.

Presentations, workshops, and training Presentations and activities centred around personalities in the workplace, stress management, crisis management, burnout, financial wellbeing, and more. Wellness resources: Information blogs, emalls, sessions. Provide educational resources or sessions on specific topics requested by the different divisions.

SECTION THREE: POLICY DEVELOPMENT

1. MENTAL HEALTH POLICY

The importance of mental health cannot be overstated, as it significantly impacts individuals' overall well-being and quality of life. In Namibia, the prevalence of mental illnesses is estimated to be at 25.6%, with projections indicating a potential doubling by 2025. Factors such as abuse of illicit drugs and alcohol, chronic infections, and socio-economic issues contribute to the high rates of mental disorders in the country. The African Region has the highest suicide rate in the world, estimated at 11.2 per 100,000 population in 2019, compared to a global average of 9.0 per 100,000 according to the Integrated African Health Observatory fact sheet on suicide in the African Region. Similarly, the suicide rate for men is the highest at 18 per 100,000 population in the Region compared to 12.4 per 100,000 population globally.

WHO estimates Namibia suicide rate to be 9.7 in a 100,000 population. This is the fourth highest compared to neighbouring South Africa (23.5), Botswana (16.10) and Zimbabwe (14.1). 'Mental health is intrinsic and instrumental to the lives of all people. It influences how we think, feel and act. It underpins our ability to make decisions, build relationships and shape the world we live in. Mental health is also a basic human right. And it is crucial to personal, community and socio-economic development. It is a part of us, all the time, even when we are not thinking about it' WHO AFRO 2022.

Speaking at the opening ceremony of the seminar, Dr Ester Muinjangue, Deputy Minister of Health and Social Services said that the upsurge in mental health conditions is a crisis leading to increase in suicide rates. Between January 2020 and June 2021, Namibia reported 745 suicides while 1172 people attempted or thought of taking their own life. The Ministry of Health and Social Services reported 679 suicides (559 men, 91 women and 29 children). The children who committed suicide include 18 boys and 11 girls.

At least 256 486 patients with mental illness have been seen by professionals in Namibia between 2019 and 2021. The Ministry of Health and Social Services told The Namibian the highest number of mental health patients were reported in 2020. "In 2019, a total of 82 225 patients were seen. In 2020, this number increased to 88 491," ministry spokesperson Walters Kamaya said.

It is crucial to address the lack of facilities and resources to accommodate individuals with mental health issues in Namibia. The burden of mental illnesses is particularly high in low and middle-income countries like Namibia, where access to mental health services is limited. Integrating mental health care into primary health care systems has been identified as a key intervention to reduce this burden globally and in Namibia.

However, challenges such as a shortage of mental health professionals, including psychiatrists and mental health nurses, hinder equitable access to mental health services in these countries. Despite these obstacles, efforts to provide universal access to mental health care services, such as pharmacotherapy, psychotherapy, and psychosocial rehabilitation, have shown significant improvements in the quality of care for individuals with mental illnesses in Namibia.

For many businesses, addressing mental health problems at the workplace will begin with the development of a policy. A mental health policy for the workplace helps to define the vision for improving the mental health of the workforce and to establish a model for action. When well formulated, such a policy will also identify and facilitate the agreements needed among the different stakeholders in the workplace. Without policy direction, lack of coordination and fragmentation will reduce the impact of any workplace mental health strategy.

SECTION FOUR: SUBTANCE ABUSE PREVENTION AND TREATMENT SERVICES

1. **Development of Outpatient program**

   Unihealth is a comprehensive healthcare facility that offers a range of services to clients dealing with substance abuse and dual diagnosis. With a focus on both outpatient and inpatient care, Unihealth provides tailored treatment plans to address the unique needs of each individual. The outpatient services offer flexibility for clients to receive treatment while maintaining their daily routines, while the inpatient services provide a more intensive and structured environment for those requiring round-the-clock care. Unihealth's dedicated team of professionals work collaboratively to support clients in their recovery journey, offering a holistic approach that addresses both substance abuse and co-occurring mental health disorders. An outpatient program can offer a safe and supportive environment for individuals to receive care without judgment. Relapse prevention and long-term recovery: developing an outpatient program that focuses on relapse prevention strategies.

1.1. Broad Problem analysis and the proposed priority areas (Maximum 300 words)

1.1.1. Alcohol abuse

According to the World Health Organization (WHO), Namibia has been identified as one of the countries with the highest per capita alcohol dependence rates in the African region. It has been reported that over half of Namibian adults consume an average of 10 litres of alcohol per day. This high level of alcohol consumption is increasingly becoming a social issue among adolescents and youth in Namibia, with studies indicating that 53.5% of individuals aged 13-30 engage in alcohol use (Barth and Hubbard, 2009).

The prevalence of alcohol consumption in Namibia is associated with various social problems, including increased HIV risk-taking behaviours, conflicts, encounters with law enforcement, and violence among school-going youth. Namibia ranks 6th globally in terms of alcohol consumption, surpassing South Africa. The latest global status report on alcohol and health by the World Health Organization highlights that Namibia, along with Afghanistan, the Maldives, and Eswatini, have higher average daily alcohol intake rates compared to South Africa, with Tunisia leading the list. Furthermore, the global prevalence of alcohol dependence stands at 2.4 percent, with an average legal drinking age of 18 years worldwide.

1.1.2. Drug abuse.

Honourable Kalumbi Shangula, Minister of Health and Social Services of Namibia, highlighted at the 64th session of the Commission on Narcotic Drugs in Vienna, Austria in April 2021, Namibia's commitment to the International Drug Control Conventions and the 2009 Political Declaration and Plan of Action. Namibia has seen a rise in illicit drug use, particularly with cannabis, cocaine, and synthetic stimulants, leading to increased drug trafficking activities. The country has implemented various strategies, including law enforcement efforts and awareness campaigns targeting youth, to combat this issue. In 2020, Namibia seized significant quantities of illicit substances, amounting to approximately N$11 million. The country aims to address demand and supply reduction, promote international cooperation, and develop policies to combat illicit substance usage.

Unihealth will offer individual counselling sessions to address underlying issues contributing to substance abuse. Additionally, provide group therapy sessions to foster peer support and community engagement. In addition, provide psychoeducation on substance abuse, coping mechanisms, and relapse prevention strategies. Offer skill-building workshops to enhance life skills and promote healthy behaviours. Engage family members in the treatment process to provide support and improve communication within the family unit. Assign case managers to coordinate care, connect individuals with community resources, and monitor progress throughout the treatment program.

Unihealth has proudly opened the premier Specialized Psychiatric Hospital in Namibia, and also Etegameno, a comprehensive facility catering to adults, children, and the wider community. Our overarching goal is to offer unwavering support to individuals grappling with dual diagnosis mental health conditions.

2. Bel Esprit Specialized Psychiatric Hospital

Unihealth Executive Directors founded and managed the first specialized Psychiatric hospital in Namibia. The hospital opened its doors in June 2018. Bel Esprit was a 69-bed facility housing over 40 patients a day with a staff component of 57 including care-workers, psychologist, psychology interns, nurses, doctors, psychiatrists, and social workers. Bel Esprit management and team worked closely with the Ministry of Health and Social Services as well as hospitals and private practices.

Bel Esprit Hospital 2018

3. Etegameno Rehabilitation Centre (Brakwater)

Etegameno Rehabilitation and Resource Centre (ERRC) is an inpatient Centre at Brakwater in Windhoek. The centre followed a holistic approach with The centre is the only government institution to rehabilitate alcohol and drug addicts which was inaugurated in 2002. Admission of substance abuse clients only started in 2004.

The ERRC community centre was set up for the rehabilitation of people suffering of addiction, diagnosed with other chronic diseases and for people with disabilities. The Kings daughters' Organization received the Trafficking in Person's Award in 2011 in Namibia (TIP) and is running their operations from ERRC Community Centre in Katutura Windhoek.

In addition, ERRC-Children Centre was built as phase one to admit children who is using substances, which includes a strong component of skills training.

Unit health

Etegameno Rehabilitation and Resource Centre

4. Goal and objectives of Inpatient treatment for substance use

The goals and objectives of an inpatient treatment program for substance use are multifaceted and aimed at providing comprehensive care and support to individuals struggling with addiction. Some key goals and objectives includes: detoxification, stabilization, education, therapy and counselling, relapse prevention and aftercare services.

5. Stakeholder relationship

Various stakeholders play crucial roles in compiling an outpatient program in Namibia. Other non-profit organizations such as Southern African Alcohol Policy Alliance and Swakopmund Against Alcohol and Drug Abuse, as well as treatment centres who provides treatment and support services for individuals struggling with addiction.

Public entities contribute resources and funding for the program's implementation. Psychological organization offer expertise in mental health and addiction treatment. The government plays a key role in providing data, regulations, and support for the program. By collaborating with these stakeholders, the outpatient program can benefit from a comprehensive approach that addresses the needs of synthetic drug users effectively. Referrals will be from Governmental institutions, agencies, NGO's, private sector, churches, and individual families.

5.1. Governmental institutions play a crucial role in developing and implementing policies, regulations, and funding for substance abuse prevention and treatment programs.

5.2. **Non-governmental organizations (NGOs)** play a vital role in providing direct services, advocacy, and community outreach in the field of substance abuse prevention and treatment. They often fill gaps in services, provide support to underserved populations, and raise awareness about substance abuse issues.

5.3. **The private sector,** including healthcare providers, treatment facilities, and pharmaceutical companies, plays a significant role in delivering substance abuse treatment services. They may offer specialized treatment programs, medication-assisted treatment, and innovative approaches to care. Churches and religious organizations may provide support, counselling, and community resources to individuals struggling with substance abuse.

5.4. **The Unicorn Foundation** with the multi-disciplinary team under will conduct comprehensive assessments to understand the individual's substance abuse history, physical, mental health needs, and treatment goals. Thereafter, develop personalized treatment plans based on these assessments. Partnership will be accessing MOHSS clinics/health facilities, hospitals pharmaceuticals, medical doctors, and nurses for mental health services.

5.5. **SAAPA** support the Unicorn Foundation by providing aftercare plans to support individuals especially those with poly-drug use transitioning back to their daily lives post treatment. This may include ongoing therapy, support groups, and relapse prevention strategies.

SECTION FIVE: DATA MANAGEMENT SERVICE

1. ***Uni-Health Electronic Platforms***

   Unihealth utilizes the Uni-health electronic medical record system (EMR) based on Qode's globally certified LYNX-HCF framework to support service provision. Unihealth and Qode collaborated to adapt LYNX-HCF to meet Unihealth's service delivery standards. the EMR, a Microsoft azure cloud-based mobile and web application, manages wellness workflows, medical records, clinical data, consultations, and comprehensive reporting.

1.2. Online and on-site counselling consultations throughout Namibia.

Online Counselling is 7 days a week available

On-site Clinics: Face to face
Windhoek
Walvis bay
Swakopmund
Oranjemund
Katima Mulilo
Ongwediva
Oshakati
Rundu

3. Training

Workshops /training	(Psychoeducation topics for the overall well-being of the employees can be offered during these workshops)
GRITability (building resilience	60 minutes - per session
Psychometric assessments	Per Namaf Tariffs – available on request
Wellness Days	Half day or full day
Cliftonstrengths Module	Team Building half day/full Day,

SECTION SIX: OUR STAKEHOLDERS

	STAKEHOLDER	ENTITY	RELATIONSHIP	CONTACT PERSON
1	Khomas Regional Council	PUBLIC	Uni-Health provided psycho education workshops to their employees. It mainly focused on burn out and stress management amongst the student s.	Mr Clement M. Mafwila Director +264 292 4300
2	Dawid Bezuidenhoudt High School	PUBLIC	Uni-Health provide psycho education to the learners with regards to their body and self-esteem.	Ms. Bernadette Hess Teacher +264 81 28 30898

Uni-Health

3	Ministry of Education: DATS Centre	PUBLIC	Assisting with testing of learners across Namibia.	Carike Viljoen Educational Psychologist +264 81 263 1789
4	Windhoek Katutura Hospital – CDC centre	PUBLIC	Uni-Health interns train in pre and post HIV and AIDS counselling and assist with pre and post testing counselling.	Fransina M. Rijaitua Registered Nurse +264 61 203 2589
5	Windhoek Central Hospital	PUBLIC	Uni-Health provided counselling to patients before and after heart surgery during the Vertice Heart Camp.	Delaine Social Worker +264 81 431 7222
6	Bank of Namibia	PUBLIC	Uni-Health support Bank of Namibia in which they offer corporate wellness programmes and individual counselling to their employees.	Shirene Bampton Deputy Director +264 61 283 5066
7	FIRST LADY'S OFFICE OF NAMBIA	PUBLIC	Provide counselling to vulnerable or abused women Working with NAMPOL and the legal fraternity.	Dr. Veronica Theron +264 81 1599 260
8	Ministry of Education: DATS Centre	PUBLIC	Assisting with testing of learners across Namibia.	Carike Viljoen Educational Psychologist +264 81 263 1789
9	SACU	PUBLIC	Wellness services.	Themba Tladi Themba.Tladi@sacu.int
10	Ministry of Agriculture	PUBLIC	Uni-health is part of a consortium with project Uni-FDR, working to improve food security as well as providing education with regards to agriculture. Education entities sustainability for key populations.	Penda Ithindi penda.ithindi@mawlr.gov.na Ben Verhoef (CEO) ben@crescogroup.africa
11	Windhoek Central	PUBLIC	Medical services partnership	Dr. Ujama Nujoma Senior Medical Officer, Windhoek Central Hospital, Mental Health
12	Ministry of Health and Social Services	PUBLIC	Referral services	Rene Adams, Control Social Worker, MOHSS

13	Ministry of Safety and Security (Correctional Services)	PUBLIC	Mental Health Initiatives	Dep. Commissioner Evy January Ministry of Safety and Security (Correctional Services).
14	Ministry of Agriculture, Water & Forestry	PUBLIC	Mental Health Initiatives	Anna Shiweda Deputy Minister of Agriculture, Water & Forestry
15	Ministry of Health and Social Services	PUBLIC	Mental Health Initiatives	Petronella Masabane , Director MOHSS: Deputy Executive Director
16	Ministry of Health and Social Services	PUBLIC	Mental Health Initiatives	Thomas Mbeeli ,Director: MOHSS, Facilities
17	USAID	PUBLIC	Grant support.	Abeje Zegeye azegeye@usaid.gov
18	Namibia Oncology	PUBLIC	Counselling Services	Angelique Kotzee AngeliqueK@namoncology.com
19	Office of the First Lady	PUBLIC	#BEFREE movement assisting sexual abuse victims with counselling and support.	Dr. Veronica Theron, Office Of the First Lady, TechnicalAdvisor.OFL@op.gov.na
20	Positive Vibes	NGO	The Uni-Health team is in the process of offering potential phyco-social support to KP beneficiaries.	Andre Kloppers Monitoring, Evaluation, Accountability and Learning Officer andre@positivevibes.org

Uni-Health

21	Roundtable	NGO	Uni-Health will be assisting Roundtable with a Mental Health Programme. Whereby psychoeducation and counselling services will be provided to various schools.	Amize Adams Chair person amizeadams@yahoo.com
22	GLOBAL PEER MENTAL HEALTH NETWORK	NGO	We assist with building capacity among people with lived experience of a mental health condition through empowerment, mentorship and support. It assist with the inclusion of the mental health of key populations.	Charlene Sunkel CEO Charlene.sunkel@gmhpn.org +27 79 896 6963
23	Namibian Cancer Association	NGO	Uni-Health Clinical Psychology Interns worked in the cancer unit at the State hospital, providing counselling to the patients and families.	Rolf Hansen (CEO) +264 61 237 740
24	Southern African Alcohol Policy Alliance	NGO	Uni-Health assists with SAAPA with developing alcohol polices across Namibia. It aims to promote the harmonization and acceleration of evidence-based alcohol policy development and implementation in the region. Ms Du Preez and Ms Glen-Spyron are board members.	Adeliah Diedricks namibiasaapa@gmail.com

25	King's Daughters'	NGO	Uni-Health provided individual and group therapy to help reintegrate and rehabilitate sex workers into the community.	Esme Kisting (CEO) +264 306 8575
26	Psychology Association of Namibia	NGO	Uni-Health assists PAN with the broad goal of advancing psychology as a science, a profession. It plays a leading role in promoting and supporting professional and ethical standards, research and scientific application of psychology, and increasing access to and utilization of psychological services by the public as well as advocating for effective training and development of psychologists.	Ronel Bosch ronelbosch@yahoo.co.uk
27	PROJECT HOPE	NGO	Mental Health Wellness.	Haitembu, Anna AHaitembu@projecthope.org
28	SODA	NGO	Donated equipment for events and stakeholder presentations.	Sidney Boois sidney.boois@law-school.de

29	Right to Care	NGO	Setting up of office, grants management.	Thapelo Maotoe Thapelo.Maotoe@righttocare.org Team Leader
30	Debmarine – Project Power	PRIVATE	Uni-Health interns participate in community projects providing psycho education to learners on various topics. This may include topic that create awareness on HIV and AIDS.	Elsabe Grotzinger Human resource Manager +264 81 129 5906
31	Oryx Rest Therapeutic Centre	PRIVATE	Uni-health has a mental health Practice in Oranjemund.	Annastasia Siteketa Clinical Psychologist oryx.psychology@unihealth.com.na
32	Walvis Bay Corridor Group	PRIVATE	Uni-Health and WBGC are wellness and counselling services partners.	Edward Shivute Project Manager: WBCG Wellness Services. edward@wbcg.com.na
33	Hollard	PRIVATE	Mental Health wellness services	Willien Meiring HR Business Partner WMeiring@hollardnam.com
34	Standard Bank	PRIVATE	Uni-Health provides individual and group counselling to the employees of Standard Bank across Namibia. In addition, we too offer wellness days to the numerous branches.	Cicile Fouche Wellness Officer Cicile.Fouche@standardbank.com.na

Uni health

35	University of Namibia	PRIVATE	Alongside the Clinical Psychology Students at the University of Namibia, a call centre was established to provide immediate assistance during the COVID-19 pandemic. In addition, assisting UNAM with conducting research pertaining to mental health in Africa.	Dr Ananias +264 81 2885 344
36	SWANIB PTY LTD	PRIVATE	The professionals at Uni-Health provide psychometric testing to the employees at SWANIB.	Chantel Pentz (CFO) +264 61 226 218
37	ENA Smart Health Care Services	PRIVATE	A Memorandum of Understanding between Uni-Health and ENA Smart Health Care Services allows for us offer occupational health as well.	Dr Erkana +264 81 124 8102
38	Pupkewitz	PRIVATE	Mental Health Wellness	Joseph Khaiseb Human Resources (Motors Division WHK) hrmotors@pupkewitz.com
39	NAMCOL	PRIVATE	Mental Health Wellness	Venessa Uiras Karises@namcol.edu.na
40	JHK ENTERPRISES	PRIVATE	Counselling and wellness services partnership.	John Kamati CEO- JHK ENTERPRISES Chairperson Namibia Heart Foundation
41	AIMS Educational School	PRIVATE	Mental Health Initiatives	Rustane Mogane Unihealth Director/AIMS Educational School

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42	Change Creator	PRIVATE	Wellness initiatives	Stanley Beckett, Change Creator South Africa
43	Mediclinic	PRIVATE	Wellness Initiatives for Patients.	Dezne Colmer, Patient Manager Medi Clinic, Dezne.Colmer@Mediclinic.co.za
44	Biocollect	PRIVATE	Cancer Research	Krzysztof Godlewski krzysztof.godlewski@biocollect.pl
45	Lexna	PRIVATE	Mental Health services.	Benestus Herunga CEO bherunga@lexna.com.na

*****END OF PROPOSAL*****

Uni health

27-07-2021

Prof. Ian Sanne
Chief Executive Officer
Right to Care
5th Floor On the Lake
1006 Lenchen Avenue North
Centurion, Pretoria,
South Africa 0163

Subject: Letter of Commitment
USAID Solicitation No. 72067421R00027
Program Title: *USAID/Southern Africa's Accelerating Development Against Pandemic Threats (ADAPT) Activity*

Dear Prof. Sanne,

This letter is to confirm the intention of UniHealth to collaborate with Right to Care NPC and be included as part of the team for the above referenced solicitation.

Uni-Health is a diversified international private healthcare services group, founded in Namibia in 2020, with divisions in South Africa. Uni-Health is focused on providing specialist-orientated, multi-disciplinary services across the continuum of care in such a way that the Group will be regarded as the most respected and trusted provider of healthcare services which includes virtual health care by patients, medical practitioners, funders, and regulators of healthcare in each of its markets. At Uni-Health, it is understood that change is not always easy and therefore a team of experts are ready to help develop strategies for not only surviving but thriving in the future. UniHealth takes a sustainable, long-term approach to business, putting patients at the heart of its operations and consistently delivering high-quality healthcare services.

Under this project, the Right to Care NPC and UniHealth will work in collaboration and ensure the Southern Africa-led response to developing sustainable and resilient health systems for new and emerging pandemic threats. UniHealth will act as a resource partner and the specific scope of work will be confirmed. Right to Care NPC will lead as the Prime and Uni-Health will operate as the subcontractor, utilizing their network of experts to improve health outcomes in Southern Africa.

We look forward to collaborating on this exciting initiative.

Sincerely,

Ms. Verona Z.Z. Du Preez
Executive Director
Uni-Health

PROPOSAL PROGRAM: EMERGENCY SHELTER RENOVATION AND MANAGEMENT

Uone health

TABLE CONTENT

UNIHEALTH PTY LTD

Mission- Unihealth Pty Ltd is dedicated to enhancing mental health and well-being by providing comprehensive mental health services, managing companies and non-governmental organizations, and setting up corporate wellness programs and counselling services.

Vision -Unihealth envisions a society where mental health services are accessible to all, promoting overall well-being and resilience within communities through effective management and innovative health solutions.

GOALS & EXPERIENCES

- To provide high-quality mental health services across various sectors.
- To manage and support companies and NGOs in delivering mental health and wellness programs.
- To foster holistic well-being through the implementation of corporate wellness programs and counselling services.

Experience in Emergency Response

Unihealth has demonstrated proficiency in establishing and managing organizations and practices for delivering mental health services. The company has extensive experience in managing grants, conducting research, and providing corporate wellness programs and counselling services. Unihealth's network includes professionals such as social workers, psychologists, medical doctors, and nurses, making it well-equipped to respond to emergencies and provide comprehensive support. Unihealth's impactful contributions have been recognized on a larger scale, with the U.S. Government generously awarding the RTC EQUIP project with US$5.2 million in Emergency Response Funds. This funding is aimed at aiding the Namibian Government, particularly the Ministry of Health and Social Services (MOHSS), in their ongoing efforts to combat the impact of COVID-19. In collaboration with USAID in Namibia, MOHSS will work closely with the EQUIP project Technical Team to provide essential technical support. As a sub-recipient, Unihealth Pty Ltd played a pivotal role in facilitating access to medical oxygen in health facilities, further solidifying its commitment to enhancing healthcare services. King's Daughter: Uni-Health provided individual and group therapy to help reintegrate and rehabilitate sex workers into the community.

RELEVANT EXPERTISE UNHEALTH'S EXPERTISE LIES IN:

- Setting up and managing mental health services for companies and NGOs.
- Delivering corporate wellness programs and counselling services.
- Managing grants and conducting research to improve mental health services.
- Utilizing a network of professionals to provide holistic health and wellness support.

SOUTHERN AFRICAN ALCOHOL POLICY ALLIANCE (SAAPA) NAMIBIA

Mission SAAPA Namibia aims to create platforms for coordination, sharing, and reflection among CBOs, NGOs, and other civil society entities to address alcohol-related harms. The mission is to unite in action and influence evidence-based alcohol policy development and implementation in Namibia and the Southern African region.

Vision SAAPA Namibia envisions a society where alcohol-related harms are minimized through effective legislation and community engagement, promoting a healthy nation, economic prosperity, and citizen empowerment.

Goals

- To reduce alcohol-related harm through evidence-based legislation.
- To empower civil society to play an influential role in alcohol policy regulation.
- To ensure public health, safety, and well-being by monitoring and advocating for effective alcohol regulation.

EXPERIENCE IN EMERGENCY RESPONSE

Experience in Emergency Response

SAAPA Namibia has a deep understanding of the impact of alcohol-related harms and works to create platforms for civil society to address these issues. The organization advocates for policies that protect public health and safety, making it a key player in responding to crises exacerbated by alcohol-related issues.

Relevant Expertise SAAPA Namibia's expertise includes:

- Coordinating efforts among civil society to address alcohol-related harms.
- Influencing policy development and implementation to reduce alcohol-related harm.
- Promoting public health and collective action to ensure community well-being.
- Advocating for evidence-based legislation to minimize the human and financial costs of alcohol misuse.

ROLES OF UNIHEALTH

Unihealth Pty Ltd, with its extensive experience and expertise, will play a crucial role in the setup and management of the Emergency Shelter. The responsibilities of Unihealth will include:

- **Facility Setup and Management**: Leveraging their proficiency in setting up and managing companies, NGOs, and practices for delivering mental health services, Unihealth will oversee the renovation and operational setup of the shelter.
- **Grant Management and Research**: Unihealth will manage any grants associated with the project and conduct relevant research to ensure the shelter operates effectively and meets the needs of the victims.
- **Corporate Wellness Programs and Counselling Services**: Unihealth will implement wellness programs and provide counselling services to the shelter residents, ensuring their mental and emotional well-being.
- **Professional Network Utilization**: Unhealth's network of professionals, including social workers, psychologists, medical doctors, and nurses, will be mobilized to offer comprehensive support to the shelter residents.

ROLE OF THE SOUTHERN AFRICAN ALCOHOL POLICY ALLIANCE (SAAPA) NAMIBIA

SAAPA Namibia, a member of the SAAPA Regional, will contribute by:

- **Creating Coordinating Platforms**: Establishing platforms for community-based organizations (CBOs), NGOs, and other civil society entities to coordinate efforts and share resources.
- **Policy Development and Implementation**: Influencing governance and advocating for evidence-based policy development to address alcohol-related harms, which often exacerbate the impact of disasters on individuals and families.
- **Public Health Advocacy**: Promoting public health principles and collective action to reduce alcohol-related harm, supporting the well-being of the shelter residents.
- **Community Engagement and Empowerment**: Fostering citizen empowerment and accountability, ensuring that the shelter services are responsive to the needs of the community and contribute to economic prosperity and diversity.

COLLABORATION AND IMPLEMENTATION PLAN

- **Assessment and Planning**: Conduct a thorough assessment of the current structure on erf 610 Tamariskia and develop a detailed renovation plan.
- **Renovation and Setup**: Execute the renovation plan to transform the structure into a functional Emergency Shelter, ensuring it meets safety and accessibility standards.
- **Staffing and Training**: Recruit and train staff, including social workers, psychologists, medical doctors, and nurses, to provide comprehensive support to the shelter residents.
- **Service Provision**: Implement emergency care interventions programs, counselling services, and other support services to ensure the mental, emotional, and physical well-being of the residents.
- **Monitoring and Evaluation**: Establish a monitoring and evaluation framework to assess the effectiveness of the shelter services and make necessary adjustments.

Implementation

EXPECTED OUTCOMES

- **Accommodation**: Provide safe accommodation to individuals and families affected by disasters upon completion of renovations and availability of funding.
- **Comprehensive Support:** Ensure the provision of mental health, medical, and social support services to the shelter residents.
- **Reduced Alcohol-Related Harm**: Through SAAPA Namibia's advocacy and public health initiatives, reduce the impact of alcohol-related harms on the community.
- **Enhanced Community Resilience**: Strengthen community resilience and empower citizens to better respond to and recover from disasters.

FINANCIAL AND TECHNICAL PROPOSAL: EMERGENCY SHELTER RENOVATION AND MANAGEMENT

The following financial and technical proposal outlines the budget, resource allocation, and technical requirements for renovating the structure on erf 610 Tamariskia into an Emergency Shelter. This proposal includes cost estimates, funding sources, and a detailed plan for the technical setup and operation of the shelter.

Item	Cost Estimate (NAD)
Renovation and Construction	1,200,000
Furnishings and Equipment	300,000
Staff Salaries (Annual)	2,490,000
Wellness and Counselling Services (Annual)	450,000
Utilities and Maintenance (Annual)	1, 924,000
Contingency Fund (10%)	636,4,00
Total	**6,364, 000**

DETAILED BREAKDOWN

Renovation and Construction	
Structural repairs and modifications	NAD 800,000
Safety installations (fire alarms, emergency exits)	NAD 200,000
Accessibility improvements (ramps)	NAD 200,000
Furnishings and Equipment	
Beds, mattresses, and bedding	NAD 150,000
Kitchen appliances and supplies	NAD 50,000
Medical equipment and supplies	NAD 100,000
Staff Salaries (Annual)	
Shelter Administration staff (3) Reception, General, Finance	NAD 500,000
Social workers (2)	NAD 500,000
Psychologists / Psychological counsellor (2)	NAD 750,000
Medical doctors (1) MacQ	NAD 400,000
Nurses (1)	NAD 240 000
Care Workers (2)	NAD 100,000

DETAILED BREAKDOWN (CONTINUES)

Wellness and Counseling Services	
Mental health programs (Annually)	NAD 200,000
Corporate wellness programs (Annually)	NAD 100,000
Counselling services (Annually) - Community and Training	NAD 150,000
Supplies, Utilities and Maintenance (Annual)	
Meals (3 per day)	NAD 1 674 000
Electricity and water	NAD 150,000
General maintenance	NAD 100,000
Contingency Fund	
10% of total budget for unforeseen expenses	NAD 636,400

C. Funding Sources

- Municipality of Swakopmund: 50% of water consumption, rates and taxes.
- Unihealth Pty Ltd: NAD 1,000,000
- Grants and Donations: NAD 6,500,000
- SAAPA Namibia: NAD 500,000

TECHNICAL PROPOSAL

A. Facility Setup and Renovation

Assessment and Planning

Conduct a detailed structural assessment of the existing building.

Develop architectural and engineering plans for renovations.

Renovation Activities

Structural repairs and safety installations.

Accessibility improvements (ramps, elevators).

Interior modifications to create living spaces, common areas, and service areas.

Furnishing and Equipping the Facility

Procure and install necessary furnishings and equipment.

Set up medical and counselling rooms with required equipment and supplies.

TECHNICAL PROPOSAL (CONTINUES)

B. Staffing and Training

Recruitment

- Hire qualified professionals for managing and operating the shelter.
- Ensure a mix of social workers, psychologists, medical doctors, and nurses.

Training Programs

- Conduct training sessions for staff on shelter management, disaster response, and providing mental health support.
- Regularly update training to adapt to new challenges and best practices.

TECHNICAL PROPOSAL (CONTINUES)

C. Service Provision

1. **Wellness Programs**
   - Implement mental health and wellness programs for residents.
   - Provide group and individual counselling sessions.
2. **Medical Services**
   - Ensure 24/7 availability of medical support.
   - Conduct regular health check-ups and emergency medical care.
3. **Support Services**
   - Offer social support services to assist residents with accessing resources and rebuilding their lives.
   - Provide educational and recreational activities to promote community well-being.

TECHNICAL PROPOSAL (CONTINUES)

D. Monitoring and Evaluation

1. Establishing a Framework

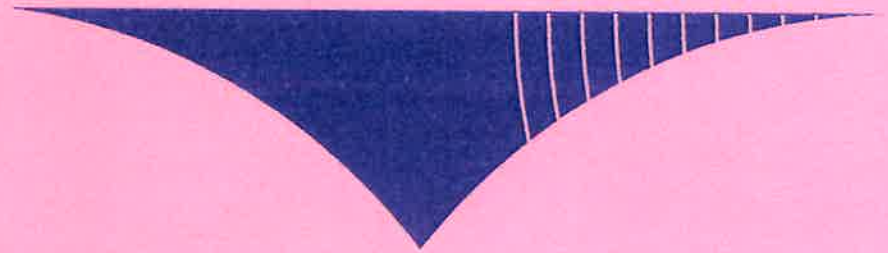
- Develop key performance indicators (KPIs) to measure the effectiveness of the shelter services.
- Set up a monitoring and evaluation team to regularly assess service delivery.

2. Continuous Improvement

- Use feedback from residents and staff to make necessary adjustments.
- Implement best practices and learnings from other emergency shelters.

CONCLUSION

- This financial and technical proposal outlines a comprehensive plan for transforming the structure on erf 610 Tamariskia into an Emergency Shelter.
- By leveraging the expertise and resources of Unihealth Pty Ltd and SAAPA Namibia, the project aims to provide critical support to disaster-affected individuals and families, ensuring their safety, well-being, and resilience during times of crisis.
- The successful implementation of this project will contribute significantly to the community's ability to respond to and recover from disasters.



THANK YOU

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