



## PROPERTY LEASE APPLICATION FORM, version 3

(This application form can and will be updated and replaced by later versions, without prior notice. Applications submitted on older outdated applicant forms will be rejected)

Date of application:

### A. APPLICANT(S) INFORMATION

Company Name:

Company Registration no:

Country of incorporation:

Postal Address:

Physical address:

Email address:

Contact Person:

Contact number:

### B. LEASE DETAILS

Location of property being applied for (indicate town, port, plot no, APP):

Main Purpose of lease application

- i. Applicants must satisfy themselves with services available and conditions of land, buildings/ facilities and infrastructure, prior to submission of their application.
- ii. Applicants should include discussion drawings of the available land applied for.

Property/land size required (if applying for land within a bulk plot):

Detailed description of the purpose of the lease/Use of the Property:

Lease period required:

Proposed Rate per m<sup>2</sup> per month (only if rate is not given by Namport or already stated in the APP):

Signature by Authorized Person:

Date:

Name:

Position:

### C. OWNERSHIP SHAREHOLDING STRUCTURE

Preference will be given to Namibian owned company(s).

Indicators	Percentage owned
% owned by Namibians	
% owned by Previously Disadvantage Namibians	

### D. APPLICATION REQUIREMENTS AND LIST OF APPENDIXES TO BE ATTACHED

Only duly completed and responsive applications will be processed. In order to be considered responsive, an applicant must complete all applicable fields on this application form, as well as attached each and every document of information requested. All returnable schedules must be duly completed and submitted with the application.

The proposed operations must be in compliance with the Namport Land Use Plan for consideration. The applicants are requested to submit their applications for property lease in line with the requirements set-out below and in addition, to those as outlined in the rest of the application form and returnable schedules:

#### 1. The applicant

- 1.1 Full details of the applicant and country of incorporation;
- 1.2 Ownership structure, names, shareholding and nationality;
- 1.3 If joint venture, a joint venture agreement must be attach.

#### 2. Purpose of the application

#### 3. Commodity/cargo type and operations:

- 3.1 Commodity/cargo to be handled;
- 3.2 Proposed operations, handling and storing of cargo/commodity;
- 3.3 Lease period/tenure required;
- 3.4 Annual cargo throughput volumes;
- 3.5 Number of vessel calls per annum;
- 3.6 Size of vessels;
- 3.7 Permit(s) or license(s) to import/handle the cargo from relevant authority should be indicated.

#### **4. Project execution and operations/Technical Proposal**

- 4.1 Project plan indicating key deliverables and milestones;
- 4.2 Concept drawing and lay-out;
- 4.3 Project execution team, contractors and experts;
- 4.4 Experience in execution and running of similar projects/operations. Indicate sites and years of experience;
- 4.5 Describe infrastructure and equipment to be constructed and/or deployed to make the facility functional; and
- 4.6 In case of imports and/or exports, indicate through which berth the cargo will be imported/exported through and show evidence of having done upfront consultations and due diligence in this regards.

#### **5. Services and Utilities required**

- 5.1 Indicate municipal services required such as water flow rate, sewer etc.
- 5.2 Electricity (kva);
- 5.3 Telecommunication services.

#### **6. Business case**

- a) the introduction and background of the project,
- b) the expected business benefits,
- c) market demand analysis/study,
- d) return on investment,
- e) the expected costs of the project,
- f) financial viability,
- g) a gap analysis and the
- h) expected business risks with risk mitigation plan.

#### **7. Regulatory Compliance**

- i) Attached any required permits/licenses, as applicable. (for example, wholesale license for controlled petroleum products, etc.)

### **E. GENERAL CONDITIONS**

- 1) A specific property must be published on an APP on the Namport website for at least a month before applications for that specific property will then be considered and allocated;
- 2) Where one specific property receives more than one application, Namport will either apply a point scoring system, or start a competitive bidding process to select the best applicant either by closed or open advertised bidding.
- 3) All applications must be accompanied by sufficiently detailed business cases. Properties will not be allocated for speculation purposes;
- 4) No sub-leasing is allowed by default;
- 5) All Namport properties are zoned for a specific use, normally related to cargo handling activities. Applicants will be required to submit proposals in line with the zoning as indicated on the APPs. Namport reserves the right to amend the zoning for any property at any time.
- 6) Applicants that will generate new cargo throughput volumes through any of our two respective ports will receive preference in the allocation of land.
- 7) The APPs will be updated periodically and without advance notice as properties are allocated and as properties become available.

**Note:** Namport reserves the right not to allocate the property to any or to all applicants if convinced that the applicant (s) is/are not in a position to implement the project successfully and/or demonstrate that adequate business case was demonstrated.

## F. FINAL AWARD

Should an application be successful, a conditional award will be made which will be subject to the applicant meeting certain requirements within given timeframes, all of which will be communicated to the applicant in writing.

## G. SUBMISSION ADDRESS

Applications must be submitted either by hand to the following address, or by email in soft copy to the two email addresses given below.

Ms. Justina Evelinus

Manager Property

Namibian Ports Authority

P.O Box 361, Walvis Bay

No. 17 Rikumbi Kandanga Road, Walvis Bay

Email: [j.evelinus@namport.com.na](mailto:j.evelinus@namport.com.na)

Cc: [elzevir@namport.com.na](mailto:elzevir@namport.com.na)

## H. ENQUIRIES

### **For enquiries contact:**

Justina Evelinus @ +264 64 208 2337, email: [j.evelinus@namport.com.na](mailto:j.evelinus@namport.com.na) &

Rosa Isaaks @ +264 64 208 2274, [rosa@namport.com.na](mailto:rosa@namport.com.na)

Cc: [elzevir@namport.com.na](mailto:elzevir@namport.com.na)

# RETURNABLE SCHEDULES:

## 1. Schedules of Prices

Item no.	Description	Unit	Quantity	Rate	Amount
1	Proposed annual rental rate (to be invoiced monthly)	m <sup>2</sup>			
2	Proposed annual Base Tariff (to be invoiced monthly)	Tons or m <sup>3</sup>			
<b>TOTAL EXCL. VAT</b>					

### Important Notes regarding the Schedule of Prices:

- 1) All amounts are VAT exclusive.
- 2) All relevant port tariffs will apply as per the Namport tariff book. Where applicants insert rates that are below those in the tariff book, if applicable, they risk the application being rejected outright. The Namport Tariff book can be downloaded at: [https://www.namport.com.na/files/documents/674\\_Namport%20Tariff%20Booklet%202021.pdf](https://www.namport.com.na/files/documents/674_Namport%20Tariff%20Booklet%202021.pdf)
- 3) Namport have standard board approved rental rates for most land and water areas. Applicants must request for the latest applicable rates, which can then be filled in here.
- 4) Items 1 and 2 quoted in the table above will be adjusted upwards per annum with NCPI for the duration of the lease agreement.
- 5) For item no. 1, the total square meters to be leased must be inserted by the applicant. This size of land requested must be substantiated by way of a conceptual design drawing which shows how the entire site will be utilized over time.
- 6) For item no. 2, the quantity to be inserted here is the highest annual throughput volume that will be experienced during any of the first 4 years and based on the applicant's low case volume throughput scenario. As defined in the Namport Tariff book, The Base Tariff on cargo i.e. all commodities, articles, things or containers is levied where such cargo is handled within port jurisdiction.

**2) Namibian Ownership proof, substantiated with shareholding certificates etc.**

**In case the applicant is a single legal entity:**

Total Namibian citizens % shareholding in the bidding entity (attach shareholding certificates and proof of citizenship for all shareholders)	<b>%</b>
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**In case the applicant is a joint venture or consortium etc.:**

List of Companies or legal entities that make up the Joint Venture or Consortium	Total shareholding of each company in the Joint Venture or Consortium (attach the Joint venture agreement as proof)  (insert the percentage as a fraction, example 30% = 0.3)  <b>A</b>	Total Namibian citizens shareholding in the company (attach the shareholding certificates and proof of citizenship)  Insert the percentage as a whole number, example 50%)  <b>B</b>	<b>A x B</b>
1		%	%
2		%	%
3		%	%
4		%	%
5		%	%
	This column must add up to 1	<b>TOTAL</b>	<b>%</b>

**3) Previously Disadvantaged Namibians (PDN) Ownership proof. PDN as defined in the Affirmative Action (Employment) Act 29 of 1998. Substantiated with shareholding certificates etc.**

**In case the applicant is a single legal entity:**

Total PDNs % shareholding in the bidding entity (attach shareholding certificates and proof of PDN status)	<b>%</b>
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**In case the applicant is a joint venture or consortium etc.:**

List of Companies or legal entities that make up the Joint Venture or Consortium	Total PDN shareholding of each company in the Joint Venture or Consortium (attach the Joint venture agreement as proof)  (insert the percentage as a fraction, example 30% = 0.3)  <b>A</b>	Total PDNs with shareholding in the company (attach the shareholding certificates and proof of PDN status)  Insert the percentage as a whole number, example 50%)  <b>B</b>	<b>A x B</b>
1		%	%
2		%	%
3		%	%
4		%	%
5		%	%
	This column must add up to 1	<b>TOTAL</b>	<b>%</b>

**4) Proposed maximum cargo storage area to be created on the leased site, in tons or cubic meters (as applicable), within the first 4 years.**

Total cargo Storage created in year 1 (in tons or m <sup>3</sup> )	
Total cargo Storage created in year 2 (in tons or m <sup>3</sup> )	
Total cargo Storage created in year 3 (in tons or m <sup>3</sup> )	
Total cargo Storage created in year 4 (in tons or m <sup>3</sup> )	
<b>TOTAL</b>	

- Provide exact details of the proposed storage facilities in the **TECHNICAL PROPOSAL**

**5) Proposed minimum annual cargo volume throughput through the facility, low, medium and high case scenarios, projected from year 1 and through the full lease period. Clearly indicate how volumes will ramp up, if that is the case.**

<b>Total cargo throughput volume in year 1 to 25, only complete number of years as per lease duration applied for</b>	<b>Low Case Scenario</b> <small>(indicate in tons or cubic meters)</small>	<b>Medium Case Scenario</b> <small>(indicate in tons or cubic meters)</small>	<b>High Case Scenario</b> <small>(indicate in tons or cubic meters)</small>
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			



Year 9			
Year 10			
Year 11			
Year 12			
Year 13			
Year 14			
Year 15			
Year 16			
Year 17			
Year 18			
Year 19			
Year 20			
Year 21			
Year 22			
Year 23			
Year 24			
Year 25			

**Provide a full write up to substantiate the volumes indicated for all three scenarios.**

**6) Total initial investment amount within the first 4 years, inside the port.**

<p>Total investment amount in Year 1</p> <p>Provide full breakdown:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>NAD</p>
<p>Total investment amount in Year 2</p> <p>Provide full breakdown:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>NAD</p>
<p>Total investment amount in Year 3</p> <p>Provide full breakdown:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>NAD</p>
<p>Total investment amount in Year 4</p> <p>Provide full breakdown:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>NAD</p>
<p><b>TOTAL FOR THE 4 YEARS</b></p>	<p><b>NAD</b></p>

- All VAT exclusive
- Indicate exchange rates used, if applicable.

7) **Conditional Offtake agreements from customers with clear indication of volume offtake per customer per annum.**

No	Issuer of Offtake agreement (mine, trading house etc.)	Volume offtake commitment given - tons or m <sup>3</sup>	Conditions Yes/no
1			
2			
3			
4			
5			
<b>Total Offtake Volume Commitment</b>			

- Attach actual letters of conditional offtake volume commitments from each source.

**8) Business Case, information required as a minimum should be (attach the detailed business plan using applicants own format):**

- a. the introduction and background of the project,
- b. the expected business benefits,
- c. market demand analysis/study,
- d. return on investment,
- e. the expected costs of the project,
- f. financial viability,
- g. a gap analysis and the
- h. expected business risks with risk mitigation plan.

**9) Access to capital. A bank or financial institution must confirm through a letter that the applicant has access to funds/debt required to cover the proposed investment proposed.**

- Attach letters

**10) Milestone Deadlines**

No	Milestone Description	Applicant proposed deadlines
1	Feasibility study completed	
2	Submit lease application	
3	Allow three to six months for processing etc.	
4	Sign lease agreement	
5	Complete Environmental Impact Assessment study and obtain EIA clearance certificate from MET	
6	Commence Construction	
7	Commence Operations	

- Applicants may add additional deadlines to those listed above, if they so wish.

## **11) Technical Proposal**

Applicants are required to submit a detailed write up with heading "TECHNICAL PROPOSAL" for each of the below sections in order to demonstrate their technical proposal. This write up should be supplemented with diagrams, flow charts, drawings, illustrations, pictures of equipment, etc.

- a) Conceptual Design Drawings to an adequate level of detail
- b) Organization/organogram
- c) Process flow diagrams
- d) Operations Plan with Method Statements
- e) Capacity and Productivity of the facility
- f) Detailed description of import/export method, with a complete breakdown of the number of trucks that will enter and leave the port per day, if relevant.
- g) Maximum time the ship must stay alongside the berth during one call.
- h) Procurement and Mobilization Schedule of major plant and equipment
- i) Construction schedule
- j) Fire Fighting design philosophy
- k) Costing of Works
- l) High level risk assessment of the construction works and the operations, with mitigation plan
- m) High level Occupational Health and Safety policy
- n) High Level Environmental Management policy
- o) Any other relevant information.