



WALVIS BAY MARINA DEVELOPMENT PROJECT, PROPERTY LEASE APPLICATION FORM FOR LAND AND WATER AREAS, V1

(This application form can and will be updated and replaced by later versions, without prior notice. Applications submitted on older outdated applicant forms will be rejected)

The Namibian Ports Authority (Namport), hereby invites applications for the lease of land and water areas at the newly developed Walvis Bay Marina Development, at the Port of Walvis Bay South Port, just behind the New Container Terminal (NCT). The area in question is located adjacent to the current informal Waterfront in Walvis Bay.

Interested parties are referred to the Namport website for the relevant drawings and application form. The applicable drawings associated with this application form are:

- PWB_MARINA_JETTIES_APP-WBH-602-A-3128-2-R4
- PWB_MARINALAND PLOTS_APP-WBH-602-A-3128-1-R14

Brief Project Description:

The Walvis Bay Marina Development (although complimentary, but should not to be confused with the Walvis Bay Waterfront development) consists of a prime waterside land area of approximately 30m wide x 1.5km long that is located at the back of Namport's New Container Terminal in the Port of Walvis Bay South Port. This land area is currently completely undeveloped and is subdivided into plots that are available for lease directly from Namport. The Marina Development is supplemented with an existing small boat marina and slipway that provides easy access into the water as well as safe and calm berth and mooring space for pleasure and other recreational craft. Some of the salient features of the Walvis bay Marina are:

1. Continuation of the public esplanade walkway by 2.5km
2. Restaurants and tour operator businesses, wooden or brick (similar to the current waterfront);
3. Recreational and Sports Club houses;
4. Arts and Crafts, Curios, informal and street vendors;
5. Fresh fish market;
6. Fish landing and cleaning facilities;
7. Take-Aways;
8. Water sports;
9. Small boat jetties and Yachting activities;
10. Small boat repair facilities;
11. Public beaches and parks;
12. Open markets;
13. Helicopter pad for air tours etc.;
14. Garages for small boats and trailers, etc.

On offer are both land and water area plots. The water area plots are specifically for lease to entities that want to erect their own private jetties within the Marina, for either own use, sub-lease or to be operated as multi-user jetties. The land area plots may be used for any of the abovementioned activities, amongst others. Prospective new tenants of the Marina Development are encouraged to apply. The existing Namport tenants at the current informal Waterfront are encouraged to apply for these plots and relocate their businesses before the appointment of the Walvis Bay Waterfront Developer.

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 drawings of the available land applied for.

LAND AND WATER PLOTS SIZES AND LOCATION:

For Land plots: Whilst the Namport layouts shows proposed land plots at the marina development, these are conceptual only and thus not final. Applicants must indicate the land plot size required (only plot length may be amended, plot width are fixed), as well as the preferred location at the Marina development with clear substantiation as to why that location is preferred. Namport will consider the location preference of each applicant but reserves the right to decide where to locate each successful applicant, based on various factors which are aligned to our internal land-use planning principles.

For Water plots for developing private jetties: Applicants must indicate which of the indicated water plots is preferred. Water plot sizes are fixed as shown and may not be amended.

The applicant shall submit scaled drawings showing plan and elevation layouts to illustrate in concept the envisaged layout of the improvements to be made and thus substantiate the land size required. An applicant that simply indicates a size of land required without detailed substantiation will be rejected outright.

Applications for water areas for developing a private jetty, concept engineering sketches are required showing structural details in concept.

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

Lease period required? This needs to be substantiated with proposed investments made in improvements. Any lease period of more than 9 years and 11 months will require very thorough motivation and will receive additional scrutiny and require a lengthier consideration and approval process.

Rental rates applicable for the land and water areas, non-negotiable.

- In the case of the land at the Marina development the appropriate rate per square meter per month is **NAD 22.40**,
- for the water areas for the jetties, the rate is **NAD 7.47** per square meter per month, all escalated with NCPI every 12 calendar months.

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

- 2.1 Attach a cover letter to describe the overall purpose of the application in detail. This cover letter must summarize the details of the application.

3. Land plots description and Activities

- 3.1 Land plot area required (length only, since width is fixed as shown on the APP)
- 3.2 Activities proposed for the business in question.
- 3.3 Lease period/tenure required.
- 3.4 Total investment proposed over the lease period, and specifically in the first 4 years.

4. Water area for Jetty use, description, and Activities

- 4.1 Activities proposed for the jetty/business in question.
- 4.2 How will private boat owners be accommodated at the jetty?

- 4.3 Will the applicant want to give short, medium or long term (limited to the lease period) rights to private owners or operate the jetty as a common user jetty etc.? explain in detail how the jetty will be operated and under what conditions.
- 4.4 Lease period/tenure required.
- 4.5 Total investment proposed over the lease period, and specifically in the first 4 years.

5. Project execution and operations/Technical Proposal

- 5.1 Project plan indicating key deliverables and milestones;
- 5.2 Concept drawing and lay-out. These drawings must be scaled drawings drawn up by a draughtsman or architect and/or engineer and needs to meet a certain quality standard.
- 5.3 Project execution team, contractors, and experts/professionals.
- 5.4 Experience in execution and running of similar projects/operations. Indicate sites and years of experience;
- 5.5 Describe infrastructure and equipment to be constructed and/or deployed to make the facility functional.

6. Services and Utilities required

- 6.1 Indicate municipal services required such as water flow rate, sewer flow rate, etc.
- 6.2 Electricity consumption required, peak current required (in kVA) and average power (in kWh);
- 6.3 Telecommunication services such as fiber optic connections to 3rd party service providers for internet connection etc.

7. 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.

8. Regulatory Compliance

- i) Attached any required permits/licenses, as applicable. (for example, liquor license 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. 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) 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 Iiyambo

Manager Property

Namibian Ports Authority

P.O. Box 361, Walvis Bay

No. 17 Rikumbi Kandanga Road, Walvis Bay

Email: j.iiyambo@namport.com.na

Cc: elzevir@namport.com.na

H. ENQUIRIES

For enquiries contact:

Justina Iiyambo @ +264 64 208 2337, email: j.iiyambo@namport.com.na &

Rosa Isaaks @ +264 64 208 2274, rosa@namport.com.na

Cc: elzevir@namport.com.na

RETURNABLE SCHEDULES (non-exhaustive):

1) 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)	%
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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) A	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	A x B
1		%	%
2		%	%
3		%	%
4		%	%
5		%	%
	This column must add up to 1	TOTAL	%

2) 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)	%
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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) A	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	A x B
1		%	%
2		%	%
3		%	%
4		%	%
5		%	%
	This column must add up to 1	TOTAL	%

3) 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> <ol style="list-style-type: none"> 1. 2. 3. 	<p>NAD</p>
<p>Total investment amount in Year 2</p> <p>Provide full breakdown:</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>NAD</p>
<p>Total investment amount in Year 3</p> <p>Provide full breakdown:</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>NAD</p>
<p>Total investment amount in Year 4</p> <p>Provide full breakdown:</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>NAD</p>
<p>TOTAL FOR THE 4 YEARS</p>	<p>NAD</p>

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

4) 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.

5) 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

6) Milestone Deadlines

No	Milestone Description	Applicant proposed deadlines
1	Submit application to Namport	
2	Assuming a successful application, allow 3 to 6 months processing time	
3	Sign lease agreement	
4	Detailed Feasibility study and detailed designs completed	
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.

7) 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) Detailed description of proposed business/activities
- d) Operations Plan with Method Statements
- e) Capacity and Productivity of the facility. For example peak amount of persons that can be accommodated in the restaurant, etc., or amount of boats to be accommodated at the jetty.
- f) Construction schedule
- g) Investment schedule over entire lease period
- h) Costing of Works
- i) Any other relevant information.

8) Existing Waterfront Tenants

Existing waterfront tenants must attach their existing lease agreement to their application. Nampont reserves the right to give existing waterfront tenants preference in the awarding of plots at the Marina Development in order to make way for the future Waterfront Development Project.