



NAMIBIAN PORTS AUTHORITY

EXPRESSION OF INTEREST (EOI)

NAMPORT PROPERTY EOI-2022-01

WALVIS BAY WATERFRONT DEVELOPMENT

**THE DEVELOPMENT AND OPERATION
OF A MODERN WATERFRONT AT THE
PORT OF WALVIS BAY SOUTH PORT**

Invitation to submit an EOI to participate in this project development

Closing date: Monday 16 January 2023 at 12h00 noon

SECTIONS

PART A - The Scope of Invitation

PART B - Project Overview

PART C - Evaluation Criteria

PART D - General Conditions for EOI

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10 October 2022

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PART A - The Scope of Invitation:

- 1. The Opportunity: Namport plans to make available a portion of land and water area to a private developer for the development of the Walvis Bay Waterfront development.

The main objective associated with this development is to, in accordance with international best practices, establish an environmentally friendly world class waterfront accessible to all citizens of Namibia and the tourists visiting Namibia from all over the world.

This project proposes a development to incorporate a waterfront for boating, retail, commercial, hotel, luxury housing and recreational development among other uses.

The development will be based on a long term leasehold agreement between Namport and the developer.

Respondents are invited to provide Namport with all supporting information including duly completed forms (attached to this EOI) which Namport will use to arrive at a shortlist of potential partners in this venture.

Note: *This invitation is specifically aimed at establishing contact with potential partners with the necessary financial capacity, experience and ability to become partners in a project of this nature. Respondents are not required at this stage to submit detailed proposals for the actual project development.*

- 2. Brief Overview of the Planned Development: Please see attached drawing no WBH-EOI-2022-01/1 R1, for the proposed land earmarked for the Walvis Bay Waterfront. The portion of land to be made available will be based on a lease agreement (duration of lease will depend on the amount of investment) with the respondent that meet specific criteria.

The project development may be implemented in phases, however Namport would like as much of this project to be developed from day one, and not in phases over too long a time.

The location/spatial layout and the sizes of the various facilities is not fixed, but the general theme is preferred in that this must not be a congested shopping mall development. A terraced development with high rise buildings at the back and low-rise buildings next to the water side is required. a building set-back line from the waters edge must be maintained so as to enable the

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public to freely walk along the waters edge as a continuation of the municipal esplanade walkway.

Finally, Namport prefers a holistic development which sees this development complementing that of the adjacent Walvis Bay Marina Development.

The following facilities may be included in this development, amongst others:

- Hotel(s), offices, limited number of apartments, shops (retail), conference center, restaurants, health center, spa, medical center and various other recreational, leisure, tourism and hospitality establishments.

3. Contact Person at Namport: All queries to be addressed to:

Manager Procurement: Ms Justina Iiyambo, Manager: Property

Email: j.iyambo@namport.com.na

And copied to:

Port Engineer (Elzevir Gelderbloem)

Email: elzevir@namport.com.na

4. Eligible Criteria:
- 4.1 This invitation to submit an EOI is open to all single entities or members of a consortium / joint venture, meeting the following requirements:
- a) Must have registered as an EOI respondent on or before 7 November 2022. To register as an EOI respondent requires 1. Returning the completed EOI Respondent Registration Form attached to this EOI, and 2. Submit proof of payment of A non-refundable EOI levy of NAD 2000.00 incl. VAT, into Namport's bank account, banking details of which may be obtained from the Manager Property via email.
 - b) The respondent is eligible under Namibian Law.
 - c) A written commitment and strategy on Social Responsibility in Namibia must be submitted with respondents tender form.

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- 4.2 Respondents shall provide such evidence of their continued eligibility satisfactory to Namport as Namport shall reasonably request.

- 5. Qualification of Respondent: Respondents shall, as part of the EOI Dossier submission, submit the following information;

 - 5.1 Written power of attorney authorizing the signatory of the EOI Dossier to commit the Respondent,
 - 5.2 Completed and signed questionnaires as supplied as part of the EOI Dossier pro-forma;
 - 5.3 EOI Dossiers submitted by a consortium / joint venture of two or more firms as Members one of the Members shall be nominated as being in charge, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the Members;
 - 5.4 In cases where foreign entities join forces with Namibian entities by way of a joint venture, it is compulsory that the Namibian entities must submit, as an attachment to the EOI Dossier, all the compulsory documentation required and stipulated as per the attached Preferential Procurement Questionnaire for preference claimed by domestic.

- 6. Form of EOI Dossier Submission: Based on the EOI Dossier Pro-Forma, the Respondent must compile one document marked as "Original Document". One soft copy in pdf format, on a CD or memory stick, must be enclosed within the hard copy. No submission by facsimile or email will be considered.

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7. Sealing and Marking of EOI Dossier:

The Respondent shall seal the original EOI Dossier, including the CD/memory stick in an envelope, duly marked as “Original EOI Document”. This envelope shall then be sealed in an outer envelope. Both the inner and outer envelopes must be addressed to the Manager Property and inscribed with the following:

NAMPORT PROPERTY-EOI-2022-01

**Expression of interest for
WALVIS BAY WATERFRONT DEVELOPMENT**

(Not to be opened before “Date & Time”)

In addition, the sealed inner envelope shall indicate the name and address, including the email address for notify receipt, of the Respondent in order to be returned unopened EOI Dossier in case it is declared a “late submission” as per the General Conditions for EOI. If the outer envelope is not sealed and marked as above, Namport will assume no responsibility for the misplacement or premature opening of the document. If the outer envelope discloses the Respondent’s identity, Namport will not guarantee the anonymity of the submission, but this shall not constitute grounds for rejection of the tender.

8. Submission of EOI Dossier:

Completed and sealed EOI Dossier, addressed to Namport’s Manager Property, must be deposited at:

Venue: Tender Box at Reception’s Deck
Namport Head Office Reception’s Deck
No. 17 Rikumbi Kandanga Road
Walvis Bay, Namibia.

Closing date and time for submissions:

Monday 16 January 2023 at 12h00 noon

9. Extension to Date & Time for Submission of EOI Dossier:

Namport may at its discretion, extend the date and for submission of EOI Dossier by issuing an Addendum in accordance with the General Conditions (EOI) in which case all rights and obligations of the Namport and the Respondent previously subject to the original deadline will thereafter be subject to the deadline as extended.

10. One EOI Dossier Submission by Respondent

Each Respondent shall submit only one EOI either by himself, or as a partner in a consortium / joint venture. A respondent who submits or participate in more than one EOI will be disqualified.

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- 11. Late Submissions:** Any EOI Dossier received by the Namport after the deadline for submission of tenders will not be opened and will be returned to the respondent as stipulated in the General Conditions (EOI).
- 12. Receipt of EOI Dossier:** Namport will, via email, notify each individual Respondent on receipt of their EOI Dossier.
- 13. Modification, Substitution of EOI Dossier:** No modifications, substitutions to or replacement of EOI Dossier, received from respondent will be considered by Namport.
- 14. Withdrawal of EOI Dossier:** If the Respondent wish to withdraw their submission they can do so by providing a written notice to Namport Manager Property after which the Respondent's submission will be return to the address provided in the EOI Dossier.
- 15. Evaluation EOI Dossiers:** Namport will only evaluate the EOI Dossiers determined to be substantially responsive as per requirements set in the General Conditions for EOI.
- 16. Result from Selection Process:** An all-inclusive selection process will be used to compile the final shortlist of potential partners whom will then be invited to submit a detailed Request for Proposal (RFP) for the development of the proposed waterfront.
- 17. Cost associated with compiling EOI Dossier:** The Respondent shall bear all cost associated with preparation and submission of the EOI documentation.
- 18. Acceptance of EOI** Namport is not bound to accept any Expression of Interest without assigning any reason thereto.

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PART B. Project Overview:

- 1. Namport: A Brief Overview:

The Namibia Ports Authority (Namport), is a state-owned enterprise established by the Namibian Ports Authority Act, 1994 (Act No.2 of 1994). Namport owns and manages the operation of both the Port of Walvis Bay and the Port of Lüderitz.

The port of Walvis Bay has a capacity to handle 8 million tons of general cargo including dry bulk, 10 million tons of liquid bulk and about 750,000 containers (TEU's) per annum. The port is linked to Namibia's air, rail and road network, making it well situated to service landlocked countries in SADC. The harbour consists of three sections: the south port, the fishing harbour and the north port. The port offers a range of cargo handling facilities and is therefore a "mixed-use" port. Namport operates as a landlord port authority for the most part, where land leases are issued to private terminal operators. Some operations are exceptions to the landlord model, however, where Namport carries out operations by itself.

The development of a Waterfront was identified as a project through which Namport wants to better combine sea port activities with recreational and tourism activities, albeit through a secure physical barrier between the two.

 - 2. Proposed Namport Waterfront Development:

 - 2.1 Background & Present Situation:

The existing Walvis Bay Waterfront that is located in the extreme southern corner of the Port of Walvis Bay South Port was driven and developed by local entrepreneurs, providing a unique interface between the town and the sea. Short term leases were granted to various entities such as tour operators and restaurant owners with the understanding that Namport plan to establish a Waterfront in this area in the future. This area now has a very specific charm and is very popular with local Walvis Bay inhabitants, national and international tourists.

 - 2.2 Vision:

Namport, as the land owner, is committed to facilitate the development of a waterfront at the present
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waterfront area, which on completion could become one of the main attractions in Walvis Bay. Together with the Namport Marina Development, the Waterfront Development should offer ample public spaces and leisure facilities to the public. The planned interface by way of a dedicated shuttle bus service between the waterfront and the cruise liner berth in the port will further enhance the opportunities to expand the retail and tourism sector in this area.

2.3 Objective:

Together with Namport’s other project: The Walvis Bay Marina Development that is already at 50% implementation stage, the two projects aims to create a cluster of hospitality, tourism, recreational-boating and pleasure-craft related businesses that will soften but also complement the adjacent heavy industrial activities within the Port of Walvis Bay and in turn give the general public a unique port waterfront and marina experience and become the main attraction for residents and visitors to Walvis Bay.

3. Initial Feasibility Study on Waterfront & Marina Proposal:

In 2014/15 Namport appointed Royal Haskoning DVH as main consultant, with Macintosh & Lautenbach Architects, Jordaan Oosthuysen Nagolo Quantity Surveyors, DENCI Consulting Engineers (DCE) and CONENPRO INC Consulting engineers in support, to conduct a feasibility study on the proposed waterfront and marina development. See attached final report of this feasibility study, to serve as background information only.

The study mainly focused on gathering all relevant information in order to advise Namport on the environmental, social, technical, financial and economic feasibility of a waterfront and marina development in the area currently known as the Walvis Bay waterfront. The report required that the above should be based on a conceptual land use plan.

This feasibility study however did not include a market study to assess the actual demand for the project. It was decided to leave this component for the private developers to conduct.

Due to various factors, Namport have decided to follow a different approach from that as recommended in the abovementioned feasibility study. The new approach divides

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the project into two, 1. The Walvis Bay Waterfront Development (This project), and 2. The Walvis Bay Marina Development. Whereas the Walvis Bay Waterfront Development will be a project that is developed, managed and operated entirely by a private developer, the Walvis Bay Marina Development is being developed by Namport itself. The Walvis Bay Marina Development project is already at 50% implementation stage, with the following progress to date:

- Construction of small boat marina consisting of rubble mound breakwater and floating breakwater/reinforced concrete jetty and small boat slipway, completed in 2019.
- Detailed design of plan layout completed in 2021.
- Subdivision of marina development area into smaller plots, completed in 2022.
- Detailed design of water, electricity and sewer networks completed in 2022. Tender for all services issued in 2022 with expected completion/installation of services in early 2023.
- Allocation of small plots on short to medium term leases at the Marina area is expected to commence in first quarter 2023.

Through the Walvis Bay Marina Development project, Namport wishes to retain the existing waterfront tenants by encouraging them to apply for plots at the new Marina area and to relocate their businesses to this new area before the Waterfront Developer commences with construction activities which will require the demolition/relocation/removal of all current waterfront structures. The new Marina area is large enough to accommodate not just the existing waterfront tenants but also new tenants.

4. Envisaged Development:

4.1 Namport Contribution

Namport will provide the following as its contribution to the project:

1. All land and water areas required, via long term leases or other legal relationship yet to be determined. At this stage it is not foreseen that Namport will sell/alienate any land but this option is not foreclosed yet.
2. These land areas will be availed “as-is”, meaning in their current condition. The area in question currently have several permanent and temporary

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structures on it, and these will need to be demolished by the developer. Note that the current waterfront tenants will have the right to remove their temporary structures.

3. Security fencing to separate the waterfront and marina from the port area.

4.2 Existing Tenants/leases

Various short and longer term lease tenants are currently occupying part of the land and water area within the envisaged Waterfront Development area. Once the waterfront development commences, all existing leases (6 to 12 month terms) on the relevant land and water area will be allowed to expire without renewal.

4.3 Form of Business:

The business model still needs to be established based on the institutional, financial, social-economical and legal framework agreed upon during final negotiations.

PART C. Evaluation Criteria:

1. General: A pro-forma of the “EOI Dossier” forms part of this invitation, which after duly completed and with all the relevant attachments needs to be submitted to Namport for the evaluation process. The evaluation process will focus on organisational and financial capability and capacity as well as the qualifications and experience of key personnel to deliver a development project of this nature.
2. Respondent's Details Forms 1-5 in the EOI Dossier Section I – Namport Questionnaires requires specific information from the Respondent. *Any specific information, other than financial, considered important by the Respondent but not requested by Namport must be attached to this the specific form it relates to.*

Specific attention should be given to:

- Contact details of the individual from the Respondent with whom Namport will principally communicate in its dealings with the Respondent, including name and title, email address, office, mobile and facsimile numbers, and office and postal addresses
- Disclosure of all Related Parties of a Consortium Member that may be a Consortium Member of another Respondent. Also provide details of:
 - the relationship between the Related Parties and a summary of previous working relationships on similar projects
 - any internal governance arrangements and other procedures which the Respondent has or will put in place to address and resolve any authenticity and competitiveness issues
 - the manner by which compliance with these internal governance arrangements and other procedures will be certified
- A brief overview of the Respondent and each Participant including background information and details of their operations
- If the Respondent is a Consortium details of the roles of each of the members

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- A description of the management and governance structure of the Respondent and details of decision-making processes including resolution of authenticity and competitiveness issues
- The identity of any company that has become insolvent with which any director of the Respondent or a Participant has been associated
- The identity and nature of all known Related Companies for the Respondent (or who may in the future be involved).

3. Financial and Commercial:

Forms 6-8 in the EOI Dossier Section I – Namport Questionnaire requires financial information from the Respondent. *Any specific related financial information considered important by the Respondent but not requested by Namport must be attached to this the specific form it relates to.*

The Respondent needs to demonstrated financial viability, strength and financial capacity to successfully fulfil all of the obligations, responsibilities and liabilities associated with delivering a property development project of the magnitude and scope, demonstrating funding capacity and any proposed project funding strategy.

Respondents should provide sufficient evidence to allow Namport to assess the financial viability, strength and capacity to fulfil the obligations, responsibilities and liabilities expected to be associated with delivery of development as described in the Scope of Invitation.

This specifically relates to the party (or parties) that would be contracting with Namport to establish a partnership (Contracting Party) and any parties that will be providing credit support to the Contracting Party (Supporting Party).

3.1 Respondents should provide a **'Statement of Financial Strength' for the Respondent, the Contracting Parties and the Supporting Parties** (collectively the Financial Parties). The Statement of Financial Strength should contain the following information:

- a) A table summarising the key financial information contained in annual reports and, where applicable, interim reports etc. if available.
- b) How the Respondent intends to raise funding in the development project. This includes outlining whether the capital (in part or whole) has been secured and any material conditions around the capital being available and any documentation that confirms the availability of the capital.
- c) What credit support will be provided by Supporting Parties

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and any limitations on the credit support?

- d) Description of the level and type of any parent support (e.g. parent company guarantees) expected to be provided to the Financial Parties including a confirmation letter from the parent company.
- e) Provide evidence of the Financial Parties experience arranging funding for projects with **construction costs in excess of NAD 50 million at least.**

3.2 A statement concerning current and planned financial commitments to other projects, and an assessment of the extent to which these commitments may affect the Financial Parties ability to raise the necessary finance for the Project.

4. Legislation Related Matter:

The Respondent to demonstrate a thorough understanding of all the relevant Namibian legislation governing developments of this nature, given the fact that Namport will remain the landowner.

This will become an important consideration when Namport extend and Request for Proposal (RFP) to the shortlisted respondents in the next phase.

5. Experience & Capacity:

In the EOI Dossier Section II – Listing of Respondents Development Projects the Respondents must list at least three projects *with project construction costs for projects in excess of NAD 50 million each.* (See project data sheet in the EOI Dossier pro-forma) The Respondents, by attaching a condensed résumé to each of the projects listed, must motivate why Namport should consider them as potential partners. These motivations must specifically:

5.1 Demonstrate the capability and capacity of the Respondent or consortia to deliver high quality mixed use and commercial and/or property developments of a size and design intent similar to the envisaged development as per the Scope of Invitation.

5.2 Respondents must demonstrate their qualifications and experience in the development the listed by providing sufficient information to Namport in order to adequately assess the respondents experience and capability in relation to:

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- The design of mixed use developments;
 - Projects of acclaimed architectural and urban design quality as demonstrated through peer recognition;
 - Projects incorporating sustainable design principles within the design, construction and operation of comparable mixed use and commercial projects; and
 - Projects with complexities similar to that which may be experienced in developing the Walvis Bay Waterfront.
- 5.3 Provide details of the organisational capability and capacity of the Proponent or consortium members to deliver mixed use and commercial developments including:
- a) outlining your project team for delivering the project
 - b) the capability and capacity of the proposed project team
 - c) names and employers of the Proponent's key personnel who will potentially be engaged on the project including at a minimum the project director, senior professional team members – one page CVs are to be provided for the proponent's key personnel
 - d) identify the key personnel still employed by you who were involved in the referenced projects in 1 including the nature of their involvement
- 5.4 Provide details of the experience of key personnel, project manager and architect, and other consultants involved in design and construction of similar projects.
- 5.5 Respondent must demonstrate their qualifications and experience to quickly mobilize and deliver, while still managing normal project risk, cost effectiveness, all within scope and quality considerations and in time and on budget. The Respondent to provide to adequately assess the experience and capability in relation to:
- high level overview of methods used to expedite projects yet manage risk and quality
 - Confirmation of project completion timeframe relative to targeted completion date
6. Expertise Requirements: Project Manager with suitable Qualifications and at least 15 years' experience in implementing real estate development projects of similar size and complexity (may be any one of the below staff members);

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- Namibian architect registered with the Namibian architectural council and have at least 10 years relevant experience;
- International architect with experience in waterfront and marina development projects with at least 10 years relevant experience;
- Chartered accountant in Namibia with at least 10 years' experience in real estate projects and financial modelling and project finance;
- Namibian legal expert, fully qualified and with at least 10 years' experience;
- Civil Engineer with a Pr. Eng. in Namibia, 10 years' experience.
- Structural Engineer with a Pr. Eng. in Namibia, 10 years' experience.
- Mechanical Engineer with a Pr. Eng. in Namibia, 10 years' experience
- Electrical Engineer with a Pr. Eng. in Namibia, 10 years' experience

7. Evaluation Process

Only EOI Dossiers that are considered responsive to the EOI will be evaluated. Those submissions which are considered to be non-responsive will not be evaluated, but will be disqualified. Failure to submit one or more of the key required information as requested for in this EOI may be seen as non-responsive.

Namport will use the following evaluation criteria, with the corresponding weightings, to **create a shortlist of respondents** to participate in the subsequent request for proposal (RFP) process.

- **Completeness of EOI Dossier (5%):** This criteria will focus on the level of completeness or responsiveness of the EOI Dossier. This include;
 - The completeness and relevance of information supplied in Forms 1-9 as part of the EOI dossier (1%)
 - If documents as requested in Part C (Evaluation Criteria) of this document been inserted in Section III as provided for in the EOI Dossier (2%)
 - Completeness and relevance of projects listed in project data sheets as provided for in the EOI Dossier (2%)
- **Financial, Commercial and implementation capacity: (60%):** This must be financial information over and above information requested in Forms 1, 2, 3, 6, 7, 8 and 9 in the EOI Dossier
 - The completeness and relevance of information supplied in Section III as provided for in the EOI Dossier to

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- determine the respondent's financial viability, strength and financial capacity to meet Namport's requirements. Letter(s) of credit/ letters of comfort from financial institutions (20%)
- Brief high level business case for the proposed development must accompany each submission (20%)
 - Project implementation methodology fully explained with implementation schedule starting with signing of the lease agreement in July 2024 (20%) as an estimated base date.
- **Experience and Concept: (35%)** With reference to para. 6 above this must be information over and above information requested in Forms 2, 3, 4, and 5 in EOI Dossier and must demonstrate the capability and capacity of the Respondent or consortia to deliver high quality mixed use and commercial and/or property developments.
 - The respondents must demonstrate their qualifications and experience in the development the listed by providing sufficient information to Namport in order to adequately assess the respondents access to and control over expertise required to in implementing projects of similar type and complexity, at least one projects in the last 5 years (experience may lie with one or more members of a responding entity) (30%)
 - A 3D architectural concept must be submitted with the EOI submissions to demonstrate a rough understanding of the final outcome. This 3D concept is not fixed and it will not govern the respondent's scheme going forward, it is purely a measure to assess the respondent's ability to quickly come up with a theme at this stage. The detailed work on proposed concepts and architectural renderings will only be required in the subsequent RFP stage. For this reason this 3D concept only has a weighting of 5% in this evaluation; 2D drawings may or may not be submitted to support the assessment of this 3D concept. (5%)

Form 4 as supplied in the EOI Dossier must be duly completed and submitted with the EOI Dossier, reflecting the minimum qualifications of key professional staff employed for this project:

PART D: General Conditions for Express of Interest (EOI)

1. General: These General Conditions for EOI will guide all the processes associated with the preparation, submission and opening of the Expression of Interest requested by Namport.

2. Definitions: Throughout this document, the terms Respondent or any derivatives thereof means the entity/entities that expressed their interest to be considered as a potential partner and/or supplier, subject to a specific set of evaluation criteria to supply a product, provide a service or to become a partner to Namport in a business venture, without any prejudice.

Express of Interest (EOI) or any derivatives thereof mean the processes and documentation associated with the interest express by the Respondent on an invitation by Namport.

Request for Proposal (RFP) or any derivatives thereof mean the process were by Namport will issue a formal document, supported by a Term of Reference inviting Respondents to put forward their proposal based on the Term of Reference.

The Project or any derivatives thereof will mean the purpose for which this Invitation for Submission of the EOI was established.

EOI Dossier will mean the document submitted by the Respondent, reflecting all the information required by Namport as well as the information considered necessary by the Respondent to substantial his/her interest.

3. The Process: The EOI process does not constitute an offer or an invitation to make an offer in relation to participation in the Project and does not indicate an intention by Namport to enter into any form of legal relations with any party receiving it.

This EOI process is the first step in establishing an association with potential investors and/or developers whom wish to join forces with Namport in this venture. Namport will then, through an evaluation process based on a set of evaluation criteria, identify and establishing a shortlist of potential partners.

In the next step Namport will invite one or more Requests for Proposal (RFP), based on a Term of Reference. Namport, will on

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receiving these proposals commence with evaluation, clarification and refinement of proposals received respondents.

Only after assessing all business aspects of the proposals received and due diligence confirmation, may Namport enter into negotiations with preferred and qualifying respondent(s) in order to develop binding documents required for establishing the partnerships based on specific agreed project deliverables.

4. Language: The language in all correspondence, documents related to the Project will be in English.
5. Authorised Signature: The 'Respondent' of the EOI is defined as the person who signs the attached EOI forms. The respondent should be the duly Authorised Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorised Representative. Every sheet and all forms complete in all respects shall be signed by the person/persons duly authorised to sign on behalf of the respondent.
6. No Legal Relationship: This Invitation to submit an EOI has been compiled to serve as guidance to organisations and/or consortia interested in participating in an invitation by Namport and does not indicate an intention by the Namport to enter into any form of legal relations with any party receiving the invitation.
7. Reservation of Rights: Without limiting its rights, Namport reserves the right, in its absolute discretion and at any time, to:

 - change the structure, procedures and timing of the EOI Process or overall competitive process for the Project
 - vary or amend its Evaluation Criteria without notification
 - take into account any information from its own and other sources in evaluating an EOI
 - give preference to any one or more of the Evaluation Criteria over other criteria and consider relative trade-offs between criteria
 - alter the terms of participation in the EOI Process or overall competitive process for the Project
 - question any Proponent, including to invite presentations from Proponents if necessary, in order to clarify any matter relating to the Proponent's EOI
 - conduct due diligence investigations

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- draw on outside expertise as required
- invite presentations from Proponents if considered necessary
- request additional information from any Proponent or any participant of a consortium (Participant)
- terminate further participation in the EOI Process by any organisation or consortia
- refuse entry to a particular organisations or consortia at any time during the EOI Process
- allow further organisations or consortia to participate in the EOI Process or overall competitive process for the Project at any time (whether or not they have submitted an EOI)
- terminate or reinstate the EOI Process
- not proceed with the Project
- not proceed with the Project in the manner outlined in this EOI invitation
- amend the scope of the Project
- allow the withdrawal or addition of Participants to a Proponent
- accept an EOI which does comply with the requirements of this EOI Invitation
- reject any EOI or all EOI at any time for any reason
- publish the names of Proponents and Shortlisted Proponents
- request Proponents provide a bid bond
- not provide Proponents with any reason for any actions or decisions it may take, including in respect of the exercise by the State of any or all of the abovementioned rights
- take such other action as it considers in its absolute discretion appropriate in relation to the EOI Process or overall competitive process for the Project

8. Confidentiality and Privacy

The contents in this Invitation are being made available to Respondent only and may not be disclosed or used other than for the purposes of the Respondent preparing an EOI.

Namport reserves the right to publish the names of Respondents including the shortlisted Respondents

9. No Guarantees:

Namport does not make any guarantee or representation (express or implied), as to the currency, accuracy, adequacy, suitability, reliability or completeness of the information contained in this Invitation or any information which may be provided in association with it.

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Namport will not accept any responsibility or liability, whether arising from negligence or otherwise, for any reliance placed on the contents of this Invitation by the respondents or for any representations (whether express or implied) or information (including forecasts) contained in, or any omissions from, this Invitation or any written or oral communications transmitted to a respondent in the course of evaluating the EOIs received from respondents.

There may also be other information or documents in the knowledge or possession of Namport which are relevant to the Project but are not disclosed in this invitation.

This Invitation and all statements and information made in it in relation to it, reflects Namport's current intention only. The information and intentions set out in this Invitation may change at any time without notice. The risk, responsibility and liability connected with this EOI is solely that of each Respondent.

10. Not All Inclusive: This Invitation and any information that accompanies it have been prepared to give potential Respondent background information in relation to the Project. This Invitation does not, and does not intend to, comprehensively describe the scope of the Project or contain all of the information that interested organisations or consortia and their advisers would desire or require in reaching decisions in relation to whether or not to submit an EOI.

Interested organisations or consortia must form their own views as to what information is relevant to such decisions.

11. Respondents: Respondents to this Invitation must not only rely on the information contained or referred to in this Invitation. Respondents to this Invitation acknowledge that they will make their own independent investigations of the information contained or referred to in this Invitation and their own appraisal of the opportunity to participate in the Project. Respondents must obtain their own independent legal, financial, tax and other advice in relation to information in this Invitation or otherwise made available to them during the EOI Process.

12. Changes in Status Quo: By receiving this Invitation, it shall not under any circumstances, be taken to create an implication that there has been or will be no material change in the affairs, the operations or status of Namport. Namport will not be responsible for any errors, inaccuracy in or omissions from this Invitation, nor will they have any responsibility

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to inform any recipient of this Invitation of any matter or information coming to their attention which may affect any other matter or information contained or referred to in this Invitation.

13. Diagrams & Plans This Invitation contains plans. These plans are only indicative in nature. Namport do not make any representation or warranty, express or implied, that such diagrams or plans are accurate.

14. Assumptions & Sources Certain information contained or referred to in this Invitation or any information which may be provided in association with it is based on a number of electronic and other assumptions, and must be interpreted in the context of those assumptions. Where information in this Invitation or any information which may be provided in association with it includes reference to another source, recipients of this Invitation should refer to, and interpret the information in the context of, that source.

15. Change to Participants Where a Respondent is a consortium, the Respondent will be evaluated and shortlisted on the basis of the Respondent identified in the submitted EOI documentation. If a Respondent submits its EOI without having identified all Participants, this may affect that Respondent's ability to meet the Evaluation Criteria and Namport reserves the right to eliminate that Respondent from further participation in the EOI Process.

Where Participants change after the closing date for submission of EOI specified Submission of EOI, Respondent must notify the Manager Property of this change. If Namport, in its sole discretion, determines that this change is material, Namport reserves the right to re-evaluate the EOI and to eliminate the Respondent from further participation in the EOI Process if deemed necessary by Namport.

A Respondent should (as a minimum) notify Namport of any change to any of the following entities or individuals:

- any entity that proposes to take a direct equity interest in the Respondent if successful;
- the ultimate parent entity of any entity that proposes to take a direct equity interest in the Respondent if successful;
- any other entity that is likely to be in a position to exercise control or influence (direct or indirect) over the future management and operation of the Respondent if successful; and;

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- any director, secretary or chief executive officer of any entity falling within the above paragraphs and any proposed new directors, secretary or chief executive officer.

16. Change in Circumstance Respondents must inform the Manager Property promptly in writing of any material change to any information contained in their EOI, and of any material change in circumstances which may affect the truth, completeness or accuracy of any information provided in, or in connection with the EOI.

17. Canvassing: Respondents must not contact any members, or employees or officers of Namport, the Project Team (other than the Manager Property), members of the Namport board of director, members of local authorities, governments officials or government agencies, or advisers with a view to providing or obtaining information in respect of any part of the Project, the EOI Process or their EOI, or attempting to support or enhance their prospect of being selected and shortlisted other than as expressly permitted by this EOI Invitation. At the sole discretion of Namport, any unauthorised communication or attempted approach by a Respondent may lead to the Respondent's exclusion from the EOI Process, or any related processes.

18. Collusion: Respondents, participants, and their respective officers, employees, agents and advisers must not engage in any collusive activities, anti-competitive conduct or any other similar conduct with any other Respondent or any other person in relation to the preparation or submission an EOI. Evidence of such conduct may lead to the rejection of the EOI of all Respondents and participants involved.

19. Conflict of Interest: Respondents are responsible for advising Namport as to any conflict of interest or a potential conflict of interest during the EOI Process or in relation to their potential involvement in the Project. Respondents must undertake to inform Namport of any actual or potential conflicts that may arise after submission of the EOI.

Namport reserves the right, in its absolute discretion, at any stage to undertake investigations to satisfy itself that there are no conflicts of interest or potential conflicts of interest which may preclude a Respondent from being included in the shortlisting of potential respondents.

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- 20. Return or Destruction of Information:** Namport reserves the right, in its absolute discretion, at any stage, to require that material and other information provided to Respondent (and copies or reproductions of such information) be either destroyed by Respondent or returned to Namport unless otherwise required by law.
- Namport may require that Respondents provide evidence (in a form satisfactory to Namport) that any of its requirements in this respect have been fully met.
- 21. Right to Information:** All or part of the Invitation to submit an EOI may be disclosed to third parties if there is a requirement to do so under the provisions of the prevailing relevant legislation.
- 22. No Appeal:** Respondents will not have a right to appeal to Namport against any decisions arising from the processes involved in this Project, whether during the EOI Process or in later processes or transaction stages of this Project.
- 23. Acceptance of Conditions:** By Submitting the EOI Dossier in accordance with this Invitation to submit an EOI, Respondents acknowledge their acceptance of the terms and General Conditions for EOI.
- 24. Submission of EOI Dossier:** The Respondent to, based on the EOI Pro-Forma in this document, submit one "Original" document, in hard copy and one soft copy, in pdf format, on a CD enclosed in the hard copy. In the event of discrepancy between them, the "original" will prevail
- 25. Ownership of EOI Dossier:** Subject to the paragraph below, all EOI become the property of Namport on submission to Namport, and will not be returned to Respondent.
- Any intellectual property rights that may exist in an EOI will remain the property of the Respondent. Any element of an EOI considered to be carrying any intellectual property rights should be clearly identified by the Respondent. Where Namport, in its sole discretion, determines that such elements are subject to such a right, Namport will treat that element as protected.
- By submitting an EOI, the Respondent grants the Namport a non-exclusive, fully paid up and royalty free, perpetual, assignable licence to copy, adapt, modify, disclose or do anything else necessary at the Namport's sole discretion, to all material (including material that contains any intellectual property rights of the Respondent or any other person) contained in an EOI, for the

**NAMPORT WATERFRONT DEVELOPMENT
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purposes of evaluating and clarifying that EOI and do all things necessary associated with finalisation of commercial arrangements for the Project.

An EOI will, to the extent that it contains information that is not already in the public domain, be held as commercial-in-confidence.

26. Accuracy of Information in submitted EOI:

By submitting an EOI, the Respondent:

- guarantee Namport that the information contained in its EOI is accurate and complete as at the date on which it is submitted, and may be relied on by Namport in determining whether or not to shortlist the Respondent;
- undertakes to promptly advise Namport if it becomes aware of any change in circumstances which causes the information contained in its EOI to become inaccurate or incomplete in a material respect;
- acknowledges that Namport will rely on the above warranty and undertaking when evaluating the EOI;
- and acknowledges that Namport may suffer loss or damage if the Respondent breaches the warranty and undertaking

27. Variations to the Invitation:

Namport reserves the right, in its absolute discretion and at any time, to cancel, add to or amend the information, terms, procedures and protocols or any aspect of this Project set out in this EOI Invitation without giving reasons. No organisation or consortium will have any claim against Namport or any of its authorities or agencies, or their respective officers, employees, agents or advisers with respect to the exercise, or failure to exercise, any such right.

Further, Namport reserves the right to alter the proposed process including suspending or terminating the procurement process or adding additional stages.

28. Correspondence with Respondent after receiving and opening of EOI Dossier:

Namport will not correspond with any Respondent after opening of the EOI Dossier and all information provided by Respondent to Namport shall be considered correct and will be treated as confidential.

Any effort by a Respondent to influence Namport's evaluation process and shortlist compilation will be result in disqualification.

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- 29.** Comparison of EOI Dossiers: The purpose of the evaluation process is to identify the Respondents most likely to enable Namport to achieve its objectives as reflected in the Scope of the Invitation.

- 30.** Corrupt or Fraudulent Practices Namport requires that Respondents observe the highest standard of ethics in compiling and presenting requested and additional information in the EOI Dossier.

DRAWINGS, SKETCHES, PRESENTATIONS AND REPORTS

A wealth of information is provided as attachments to this EOI document in the form of drawings, sketches, presentations and reports, but these serve only as preliminary information at this stage in the project and must not be considered as final or exhaustive.

More detailed up to date information in this regard will be issued to shortlisted respondents during the subsequent RFP stage of the project.

NAMPORT WATERFRONT DEVELOPMENT EXPRESSION OF INTEREST

PART E: EOI DOSSIER

The Respondent shall, based on the EOI Dossier pro-forma provided in this document, prepare one document clearly marked "Original". The original and all copies in the EOI Dossier shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be initialised by the person or persons duly authorized to sign on behalf of the Respondent. The EOI Dossier Pro-Forma consists of and includes:

- Section I - Namport Questionnaires:
 - These questionnaires serve as input into and the bases of the evaluation process evaluation
 - Form 1 General Information – Respondent
 - Form 2 Data on Consortium / Joint Ventures
 - Form 3 Project Organisational Chart
 - Form 4 Key Personnel
 - Form 5 Professionals: CVs & Experience
 - Form 6 Financial Data
 - Form 7 Bank Data
 - Form 8 Litigation History
 - Form 9 Company profile and Preferential Procurement Questionnaire for preference claimed by domestic Respondents (If not applicable, mark accordingly)

- Section II - Listing of Respondent's Developments Projects:
 - This section consist of Project Data Sheets for collecting project data on developments projects in progress or completed by the respondent, of similar nature and magnitude to the proposed Namport Waterfront development.
 - Respondents are encouraged to, based on the PART C: - Evaluation Criteria, attached a condensed résumé to each project sheet to highlight exposure/experience to motivate why Namport should consider them as potential partners in this development project.

- Section III – Reports & Support Documents by Respondent as requested in Part C
 - Any documents and reports submitted by the respondents must form part of the EOI Dossier and must be included in Section C under one of the following three sub-divisions:
 - Respondent's Details
 - Financial & Commercial
 - Experience & Capacity

Additional Notice to Respondent

1. All questions contained in the forms must be answered by the Respondent.
2. Additional sheets may be attached as necessary.
3. If a question does not apply to the Respondent “not applicable” should be entered alongside with a brief explanation of why.
4. Every single page of each form must be numbered consecutively in the bottom right-hand corner.
5. Attached documentation/certificates must always be accompanied by a relevant translation in the English language.
6. The person signing this questionnaire guarantees the truthfulness and accuracy of all the statements made.
7. The accuracy of the answers to the questionnaire, their completeness and the attached documentation will be taken into account in the tender evaluation. The absence of some data may be considered as non-compliance by Namport.

EOI DOSSIER
(EXPRESSION OF INTEREST)

**NAMPORT PROPERTY EOI-2022-01 TO PARTICIPATE IN THE
WALVIS BAY WATERFRONT DEVELOPMENT IN THE PORT OF
WALVIS BAY**

SUBMITTED TO:

Manager Property
NAMIBIAN PORTS AUTHORITY
No. 17 Rikumbi Kandanga Road
PO Box 361, Walvis Bay, Namibia

SUBMITTED BY: (Name and Address of Respondent)

We have studied this documentation, including the General Conditions applicable to our submission and understood that our respond to this invitation does not constitute an offer, or an invitation to make an offer, in relation to participation in this Project and does not indicate an intention by Namport to enter into any form of legal relations with any party receiving it.

We undertake to, as per the General Conditions applicable, to not disclose the information in this document for any other use than preparing the EOI. Furfure more we undertake to advice the Manager property of any changes in circumstances as per clause 14 of the General Conditions as applicable and the undersigned are the duly authorised representative for the Respondent.

Signature:in the capacity of

Duly authorised to sign EOI submission on behalf of

Address:

Date:

Date..... Signature(s).....

**NAMPORT WATERFRONT DEVELOPMENT
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SECTION I - NAMPORT QUESTIONNAIRES

**NAMPORT WATERFRONT DEVELOPMENT
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Form 2: Data on Consortia / Joint Ventures:

1. Name:
2. Managing board's address:
.....
Telex:
Telephone:Fax:E-mail:
3. Agency in the state of the Employer, if any (in the case of a joint venture/consortium with a foreign lead partner)
Office address:
.....
Telex:
Telephone:Fax:E-mail:
4. Names of partners:
i)
ii)
etc.
5. Name of lead partner:
.....
.....
6. Agreement governing the formation of the joint venture/consortium
i) Date of signature:
ii) Place:
iii) Enclosure - joint venture/consortium agreement
7. Proposed proportion of responsibilities between partners (in %) with indication of the type of the works to be performed by each
.....
.....
.....

Signature:

(a person or persons authorised to sign on behalf of the Respondent)

Date:

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Form 3: Project Organisation Chart:

Current Organisational Structure:

The Respondent to provide to provide an organisation chart based on current operations depicting designations and functions of key personnel.

Proposed Organisational Structure:

The Respondent to provide the proposed organisation chart depicting designations and functions of key personnel in order to facilitate and implement project palling and implementation.

Signature:
(a person or persons authorised to sign on behalf of the Respondent)

Date.....

**NAMPORT WATERFRONT DEVELOPMENT
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Form 4: Key Personnel:

For specific positions, essential to planning and development of a project of this nature the Respondent shall provide the names of person(s) responsible for the functions depicted in the Project Organisational Chart (Form 6) Separate sheets, reflecting a curriculum vitae and summary of experience for each appointment must be attached to this form. Failure to provide this complete list of key personnel with accompanying CV's for each will result in disqualification.

List of Key Personnel:

Designation	Name	Period with Current Appointment (years)

Signature:
(a person or persons authorised to sign on behalf of the Respondent)

Date:

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Form 5: Professional: CVs & Experience of Key Personnel:

(Maximum 3 pages per person)

Proposed position in the contract :

1. Company name :

2. Surname :

3. Name :

4. Date and place of birth :

5. Nationality :

6. Civil status :

7. Address (phone/fax/e-mail) :

8. Education:

<i>Institutions:</i>	
<i>Date:</i>	
<i>From (month/year)</i>	
<i>To (month/year)</i>	
<i>Degree:</i>	

9. Language skills: (On a scale of 1 to 5, with 5 being the highest):

<i>Language</i>	<i>Level</i>	<i>Passive</i>	<i>Spoken</i>	<i>Written</i>
	<i>Mother tongue</i>			

10. Membership of professional bodies:

.....

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11. Other skills (e.g. computer literacy, etc.):

.....

.....

.....

.....

12. Present position:

13. Years of professional experience:

14. Key qualifications:

15. Specific experience in non-industrialised countries:

<i>Country</i>	<i>Date: from (month/year) to (month/year)</i>	<i>Name and brief description of the project</i>

16. Professional experience:

<i>Date: from (month/year) to (month/year)</i>	
Place	
Company/organisation	
Position	
Job description	

17. Others:

.....

.....

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18. Publications and seminars:

.....
.....

19. References:

.....
.....

Date:

Signature of staff member:

Full name of staff member:

Signature of authorised representative of firm:

Full name of authorised representative:

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Form 6: Financial Information:

- a. Summarise actual assets and liabilities in NAD equivalent (at the rates of exchange current at the end of each year) for the previous three years on basis of the audited financial statement. A copy of the audited balance sheet for each of the last three years must be attached. All such financial performance characteristics or documents shall reflect the financial situation of the Respondent or partner of the Respondent, and shall not include sister or parent companies.
- b. In case of a Respondent consisting of two or more firms, the financial information data shall additionally be summarised in a separate sheet, being the sum of the individual values of each firm.

Financial Information	Previous three years [in Million NAD]		
	2019	2020	2021
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			
7. Net worth (= 1-3)			
8. Working Capital (= 2-4)			
9. Return on Equity (= 5 / 7 of prior year)			

- c. Annual Turnover Data: The information supplied should be the annual turnover of the Respondent (or each partner of an Respondent, the specialist), in terms of the amounts billed to clients for each year for work in progress or completed, converted to NAD at the rate of exchange at the end of the period reported. Moreover, in case of a Respondent consisting of two or more firms, the annual turnover data shall be provided in a separate sheet, being the sum of the individual values of each firm.

Annual turnover data for the last three years		
Year	Total turnover [in NAD]	Project work turnover [in NAD]
2011		
2012		
2013		

Signature: (a duly registered accountant)

Date:

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Form 7: Bank Details:

- a. The Respondent and each partner of a Respondent must provide financial information. If necessary, use separate sheets to provide complete banker information. Documents should be attached to demonstrate availability of line of credit, overdraft facilities, or other proof of financial capability. All such financial performance characteristics or documents shall reflect the financial situation of the Respondent or partners to the Respondent
- b. and shall not include sister or parent companies.
- c. Financial Data form must be signed by a duly registered accountant; a copy of registration certificate is to be appended to the tender.

Banker	Name of banker	
	Address of banker	
	Telephone:	Contact name and title:
	Fax:	Telex:
	Total Amount of Credit Line:	

We hereby agree and authorize NAMPORT to obtain confirmation of our financial data from our banker as stated above.

Signature:
(a person or persons authorised to sign on behalf of the Respondent)

Date:

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Form 8: Litigation History:

Please provide information on any history of litigation or arbitration resulting from development projects executed during the last 5 years or currently under execution.

A separate sheet should be used for each member of a Respondent consisting of two or more firms as well as specialists.

Year	Award FOR or AGAINST Respondent	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value in NAD)	Pending (P) / Settled (S)

Signature:

(a person or persons authorised to sign on behalf of the Respondent)

Date:

**NAMPORT WATERFRONT DEVELOPMENT
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Form 9: Namibianisation Questionnaire

**FAILURE TO COMPLETE THIS QUESTIONNAIRE
WILL LEAD TO DISQUALIFICATION**

1. GENERAL INFORMATION:

- a. Name of Company: _____
- b. Does the Company qualify as a Small and Medium Enterprise: YES/ NO
- c. Does the Company qualify as a Black Empowering Enterprise: YES/NO
- d. Type: (Pty Ltd/ CC/Sole Proprietor) _____

(Proof of Registration/Trade Licence to be attached)

e. Nationality: _____

f. Owners/Shareholders:

Owners	% Shares	Nationality

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g. Top Management: Please indicate the names of the top management personnel):

CEO/MD: _____

Senior Executive Management:

2. FINANCIAL INFORMATION:

a. Total Equity Capital: N\$ _____, consisting of:

Capital owned by Namibians / Namibian Company:

N\$ _____ %

Capital owned by foreigners / foreign Company:

N\$ _____ %

b. Nature of main activity / activities:

c. Is the Tenderer located in communal areas / underdeveloped areas notified by the Ministry of Trade and Industry (Yes/No?) If yes, give details and furnish documentary proof.

d. Particular of affirmative action programmes / activities such as promoting advancement of disadvantaged Namibian citizens, emerging Namibian entrepreneurship, women and handicapped persons; achieving a balance structure of managerial cadre, etc. (*Attach documentary proof*)

3. ORGANISATIONAL STRUCTURE: DIRECT EMPOWERMENT

3.1 OWNERSHIP/SHAREHOLDING

	INDICATORS	PERCENTAGE OF OWNED
<i>Previously Disadvantage Namibian ownership</i>	Previously Disadvantage Namibian (PDN) ownership	
<i>Affirmative ownership</i>	Disabled	
	Women	

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3.2 EMPLOYMENT EQUITY OF PREVIOUSLY DISADVANTAGE NAMIBIAN (PDN) IN MANAGEMENT *(Only to be completed if the Tenderer is Namibian registered)*

INDICATOR	PERCENTAGE OF PDN'S IN MANAGEMENT
Employment equity (previously disadvantage Namibians in management)	%

3.3 GOODS AND SERVICES PRODUCED IN NAMIBIA

	PERCENTAGE OF GOODS/SERVICE PRODUCE IN NAMIBIA
Goods and Services produced/manufactured in Namibia	%

3.4 SUB-CONTRACTOR/VENDOR/SUPPLIER INVOLVED IN THE PERFORMANCE OF THIS AGREEMENT (YES/NO)

Please state percentage of the total tender amount being performed by means of sub-contracting, etc.	%
--	---

<p>Please state full particulars of the sub-contractor / vendor / supplier concerned, including physical address or addresses.</p> <p>.....</p> <p>.....</p> <p>.....</p>

3.5 SHREQ PARAMETERS (Documentary proof is required)

Does the tendering company or product have a ISO 9001 (quality management systems) rating or similar (Yes / No)	
Does the tendering company or product have a ISO 14001 (environmental management system) rating or similar (Yes / No)	
Does the tendering company have a Safety Management system (Yes / No)	
Does the tendering company have (NOSA, OHSAS 18001 or similar) (Yes / No)	

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4. OPERATIONAL INFORMATION:

4.1 OPERATIONAL PLANT AND EQUIPMENT:

DESCRIPTION (COMPLETE LIST TO BE ATTACHED)	MODEL	CAPACITY

4.1 SIMILAR PROJECTS/SERVICES UNDERTAKEN:

DESCRIPTION (COMPLETE LIST TO BE ATTACHED)	WORK PERFORMED FOR:	DATE COMPLETED	AMOUNT	NAME OF CONTACT PERSON & NUMBER
1.				
2.				
3.				
4.				
5.				

5. DOCUMENTS TO BE ATTACHED:

<i>Copy of Registration Certificate / Trade License</i>	<i>Compulsory</i>
<i>Copy of Good standing certificate with the social security Commission</i>	<i>Compulsory</i>
<i>Copy of Good standing certificate with the Ministry of Finance (Tax Purposes)</i>	<i>Compulsory</i>
<i>Information regarding Sub-Contractor/vendor/supplier</i>	
<i>Copy of SME Certificate issued by Ministry of Trade and Industry (if SME)</i>	
<i>Copy of Certificate / Document to substantiate any claim regarding location in communal areas /underdevelopment areas</i>	
<i>Documentary proof regarding training programmes, apprenticeship courses, affirmative action programmes or activities, or other programmes or activities benefiting disadvantaged or handicapped Namibian citizens</i>	
<i>SHREQ PARAMETERS (Documentary proof is required)</i>	

Notes:

1. Namport reserves the right to verify the information provided by all Tenderers.
2. Tenderers must provide certificates/documentary proof to substantiate their claim.
3. Tenderers not submitting compulsory documents will be disqualified.

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DEFINITIONS

DEFINITION OF (SME) SMALL BUSINESSES

The following terms shall have the meanings assigned to Small and Medium Enterprise as defined by the Ministry of Trade and Industry of Namibia

The new definitions of SME's will be based solely on full time employment as follows:

New Definition of Micro Enterprise and SME's

- Micro Enterprises: 0-5 employees
- Small Enterprises: 6-30 employees
- Medium Enterprises: 31-100 employees
- Large Enterprises: >100 employees

DEFINITION OF (BEE) Black Empowering Enterprise

Racially disadvantaged

Racial or ethnic group which were or are, directly or indirectly, disadvantaged as a consequence of social, economic, or educational imbalances arising out of racially discriminatory laws or practices before the independence of Namibia.

Previously disadvantaged

Designated group as defined in the AA Act;

AA Act

Affirmative Action (Employment) Act, 1998 (Act 29 of 1998)

Disability

Any persistent physical or mental limitation, which restricts a person's preparation for, entry into or participation or advancement in, employment or occupation.

**SECTION II - LISTING OF RESPONDENT'S DEVELOPMENT
PROJECTS**

Respondents must *list at least three projects*. Respondents, to attach a condensed résumé to each of the projects listed, displaying the Respondent's organisational and financial capability and capacity as well as the qualifications and experience of key personnel to deliver a development project as presented in the Scope of Invitation.

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Project Data Sheets

Project: 1

Project Name: _____ Location: _____

Client: _____

Role played by Respondent: _____
(E.g. consortia member, prime contractor, contractor, sub-contractor, financial adviser, debt/equity provider etc.)

Date Started: _____ Date finished: _____ On time? (Y/N): _____

Contract Type: _____ Project Value (NAD) _____

Contract value of works conducted by Respondents company/consortia (\$NAD): _____

Project Description: _____

Proponents/major sub-contractors engaged by company/consortia during the Project: _____

Nominated key personnel involvement: _____

Client Project/Contract Manager/Management: _____

Contact detail of Client Project/Contract Manager/Management: _____

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Project Data Sheets

Project: 2

Project Name: _____ Location: _____

Client: _____

Role played by Respondent: _____
(E.g. consortia member, prime contractor, contractor, sub-contractor, financial adviser, debt/equity provider etc.)

Date Started: _____ Date finished: _____ On time? (Y/N): _____

Contract Type: _____ Project Value (NAD) _____

Contract value of works conducted by Respondents company/consortia (\$NAD): _____

Project Description: _____

Proponents/major sub-contractors engaged by company/consortia during the Project: _____

Nominated key personnel involvement: _____

Client Project/Contract Manager/Management: _____

Contact detail of Client Project/Contract Manager/Management: _____

**NAMPORT WATERFRONT DEVELOPMENT
EXPRESSION OF INTEREST**

Project Data Sheets

Project: 3

Project Name: _____ Location: _____

Client: _____

Role played by Respondent: _____
(E.g. consortia member, prime contractor, contractor, sub-contractor, financial adviser, debt/equity provider etc.)

Date Started: _____ Date finished: _____ On time? (Y/N): _____

Contract Type: _____ Project Value (NAD) _____

Contract value of works conducted by Respondents company/consortia (\$NAD): _____

Project Description: _____

Proponents/major sub-contractors engaged by company/consortia during the Project: _____

Nominated key personnel involvement: _____

Client Project/Contract Manager/Management: _____

Contact detail of Client Project/Contract Manager/Management: _____

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**SECTION III - REPORTS & DOCUMENTS SUBMITTED BY
RESPONDENT**

Any documents and reports submitted by the respondents must be included in this appropriate subdivision in this section.

Respondent's Details

Financial & Commercial

Experience & Capacity