



TERMS OF REFERENCE

Invitation of interested individuals/event organisers to submit proposals to lease the Independence Beach to host the Festive Season Lounge and Market from 19 December 2025 to 10 January 2026

BACKGROUND

The Municipality of Walvis Bay invites expressions of interest from interested parties or event organisers to lease the Independence Beach for hosting a Festive Season Beach Lounge for the period of 19 December 2025 to 10 January 2026.

The proposals should be comprehensive and unique with the intention of drawing more crowds and providing an unforgettable entertainment experience to the visitors and residents in Walvis Bay during the festive season, whilst providing a favourable environment for aspiring entrepreneurs to conduct commercial transactions. Proposals offering the following goods/services/experiences will be considered. Creative ideas over and above the list below will be an added advantage.

- a) DJ and Live music performances
- b) Food and Beverages (cultural, kapana, seafood, etc)
- c) Wine festivals /tasting
- d) VIP Bar services
- e) Vendors (sale of wood, fresh meat for braai, rental of chairs, etc)
- f) Sports games and entertainment (Seven side soccer, volleyball, etc)
- g) Wellness /Spa (massage services)
- h) Kiddies corner (ice-cream, confectionary foods, jumping castles, face painting, sale of toys, etc)
- i) Beach wear and Accessories

1. DATES AND TIMES OF OPERATION

- a). Dates: Independence Beach will be open for lease from 19 December 2025 to the 10 January 2026. Therefore, the applicant must submit a proposal for the entire period.
- b). Times: To ensure safety of the eventgoers, operations times will strictly be allowed as follows:
 - 08:00am – 22:00pm daily.
 - Christmas and New Year Day from 08:00am -24:00pm.



2. MAP OF THE AREA

The area highlighted in red on the map below indicates the space that is designated for lease for this purpose:



3. PROPOSAL COMPONENTS

- a) Interested individuals or event organizers must submit a detailed proposal outlining the following:
 - a) Event name (uniquely themed name)
 - b) Exact location for the event where the base station is located must be indicated in the form of a satellite image.
 - This will allow us to analyze the vehicle parking available in the area.
 - Vehicle movement so as not to create safety concerns such as J-walking which could endanger pedestrian safety.
 - c) Event objectives
 - d) Target Audience
 - e) Event floor plan/layout
 - f) Clearly stipulating the type of activities offered
 - g) Marketing/event promotion/sponsorship strategy



- h) Safety and security measures
- i) Waste management (How will the excess waste be managed during and after the event).
- j) Noise pollution management (Permission or acknowledgement from NAMPOL if audio boost devices such as microphones are used in the outdoor setting).
- k) Mandatory documents of the company / MSME/Individuals as follows (proposals without mandatory documents will be disqualified):

	Mandatory documents required
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by NAMRA .
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).
3	Certified copy of a valid Good Standing Certificate with the Social Security Commission , issued within 30 days before closing date of submission of bid.
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.
5	Certified copy of the Good Standing Certificate from BIPA.
6	All pages of the bidding document should be fully completed, initiated and principal business should be in line.
7	Attached an original or certified copy of proof of one (2) reference letter/ completion certificate of rendering similar services/delivering similar goods.

4. APPLICATION AND REGISTRATION PROCESS

- a) Applications/proposals should be submitted in a sealed envelope with the following inscription on the envelope "Lease of the Kuisebmond Beach to host a Festive Season Beach Lounge" and deposited in the Tender Box in the foyer of the Civic Centre, Nangolo Mbumba Drive on or before 11:00 on 7 November 2025. No applications would be entertained after this date.
- b) Documents will be opened at 11:05 on Friday, 7 November 2025 in the presence of those who submitted Expression (s) of Interest in the Dolphin Conference Room at the Civic Centre, Walvis Bay.
- c) Preference would be given to Small and medium-sized enterprises based in Walvis Bay and those with who submitted extraordinary ideas.
- d) Council reserves the right to accept/decline any proposal (s) under this Expression of Interest.
- e) Municipal employees and the Councilors are not allowed to participate in this Request for proposal.

5. APPROVAL WILL BE SUBJECTED TO THE FOLLOWNG CONDITIONS:



- a) Successful applicants should pay the following lease tariff per day as per Government gazetted tariffs for the approval:
 - Lease of site per day N\$979.52 (VAT Included). Total lease of site for 23 days is N\$22,528.96.
 - An additional refundable deposit of N\$1,200.00 is payable. The deposit will be refunded if there is no damage to the area/premises and on condition that the area is found in a clean state post the event.
- b) The applicant will be required to notify the affected residents/communities about the event through flyer distributions and local newspaper notification prior to the event. Should Council receive any objection from the affected community, the condition of the permission may be reviewed.
- c) The applicant will be required to ensure that the traders acquire the applicable temporary health and fitness certificate from the Municipality of Walvis Bay for trading purposes during the event.
- d) The applicant will be required to ensure that they obtain the necessary collective liquor license for the whole event from the respective authority.
- e) The applicant will be required to obtain the necessary filming/drone permits from the Namibia Film Commission and Namibia Civil Aviation, if you wish to document the event.
- f) The applicant must make provisions for car guards and parking layout for the event.
- g) The applicant must make provision for rental mobile ablution facilities (4 ablution blocks, total of 8toilets – 4 female and 4 Male).
- h) The applicant will be required to apply for the temporary electricity from ErongoRed for the duration of the trading period.
- i) The applicant must adhere to Covid-19 preventative and safety protocols.
- j) The applicant must make provision for lifeguards and paramedic/emergency services for the duration of the event.
- k) To encourage more footprint to the event, no entrance fees are to be charged to the public, in exception of the VIP Bar lounge and live performances.
- l) There will be a compulsory site meeting on the 31st of October 2025 at 10:00am.

6. EVALUATION CRITERIA

Preference will be given to the proposals that demonstrate and have satisfied the following:

- a) Creativity and innovative ideas.
- b) Have proof of successfully hosted similar events/activity.
- c) Submitted the mandatory documentation.
- d) Clear logistics and execution plan.
- e) Clearly defined event objectives.

7. ENQUIRIES

More information can be directed to following contact persons:



Municipality of Walvis Bay



1. Mr. J. Amapindi, 064 2013367 or 0811220820 jamapindi@walvisbaycc.org.na
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