

## Response/clarification on matters contained in the tender document KHC/WHK/01/2024-2025

---

1. ITT 21.1 and IT21.3 - Can the tender security be in the form of cash rather than a bank guarantee? If this security can be in cash, how will this need to be provided?

As per the Tender advert and the Tender document instructions, each tender will strictly be accompanied by an original tender security in form of a bank guarantee.

2. ITT 8.3 and ITT 8.4 - Where can these minutes be obtained, as we are unable to find these on the quoted website?

The Minutes may be obtained from our website [www.khcwindhoek.com](http://www.khcwindhoek.com)

3. ITT 22.3 – Are we able to provide a resolution signed by all directors of the company giving power to an individual to sign all tender documents on behalf of the company, or will only a sworn affidavit by the representative be accepted?

Only a sworn affidavit by Commissioner of oaths of the representative is required.

4. Terms of reference (page 34) point 3 – what licenses are referred to here that need to be registered?

These are operating licences that tenants may be required to run for their businesses in the House.

5. Terms of reference (page 34) point 6 – please clarify - budgets to be provided two months or four months prior to conclusion of each fiscal year?

Budgets to be provided two months prior to the conclusion of each fiscal year.

6. Terms of reference (page 34) point 9 – what property returns are referred to here that should be submitted to NAMRA monthly? Are these the bi-monthly VAT returns, or are these other required returns?

This refers to monthly returns upon payment to the NAMRA.

7. Terms of reference (page 34) point 10 – what returns are included in Tax Returns? Are these VAT returns or Income Tax Returns or both?

The returns will be both for VAT and Income Tax returns at the end of the fiscal year.

### lii) Price Schedule For Management And Letting Fee (Page 35)

- a. What is the expected average gross rental income per month for the property?
- b. What is the average rate per m<sup>2</sup> per month of the property?
- c. What is the current vacancy rate of the property?
- d. What is the expected monthly parking income?
- e. What is the average rental period (in years) of the current occupants of the property?
- f. Please clarify the difference between S/no. 3 and 4?

Since it is not possible to anticipate how much space will be occupied including parking spaces and the offers likely to be given, it will largely depend on the market rates.

**3. Letting commission (%) of a month rent (one-off) on each successful letting (placement of a tenant).**

*This refers to a successful placement of a tenant upon an agent being appointed on conclusion of the Tender.*

**4. Letting commission (%) of a month rent (one-off) where vacant place is let or upon vacation by existing tenant of the gross monthly rental per tenant on each successful letting.**

*This refers to a situation where a property manager having been appointed to manage the property a vacant space arises upon vacation by an existing tenant.*

**9. Page 37 – Tender evaluation point 4: Reference Letter from the Bank – we do not have credit facilities as we have a financially sound business, without the need for credit facilities, can we obtain a letter of good standing from the bank and will this suffice? What other reference letters will be acceptable in the absence of credit facilities?**

**Evidence of availability of credit lines from bank or other financial institutions will be required.**