



Your Health Is Our Priority

WELJ SERVICES COMPANY LIMITED



# COMPANY PROFILE

**HYGIENE SOLUTIONS  
STANDARD CLEANING  
SPECIALISED CLEANING**



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## Executive Summary

### Elevating Office Excellence and Sustainability

Welj Office Services and Supplies is a dynamic and innovative company with a comprehensive range of offerings, serving clients across Tanzania. Our commitment to excellence, sustainability, and customer satisfaction underpins every facet of our business operations.

### Our Services and Products:

1. **Office Cleaning Services:** We provide professional, eco-friendly cleaning services to maintain clean and healthy work environments.
2. **Office Stationery:** From basic supplies to furniture, we offer a wide array of office stationery products from reputable brands.
3. **Cleaning Materials:** Our selection includes top-quality cleaning materials, chemicals, and equipment to keep spaces immaculate.
4. **Fertilizers:** We supply high-quality fertilizers for agricultural needs, supporting healthy plant growth and higher yields.

### Why Choose Welj:

- **Quality Assurance:** We prioritize quality in every aspect of our offerings to ensure customer satisfaction.
- **Environmental Responsibility:** Eco-friendly products and sustainable practices reflect our commitment to a greener future.
- **Competitive Pricing:** Our cost-effective solutions cater to businesses of all sizes, enhancing cost-efficiency.
- **Customized Solutions:** Tailored services and products are designed to meet individual client needs.
- **Nationwide Reach:** Our broad network ensures that Welj is accessible to businesses throughout Tanzania.

# ABOUT US



Welj Office Services and Supplies, your trusted partner for all your office and cleaning needs in Tanzania. We are a dynamic and innovative company dedicated to providing top-notch office cleaning services, a wide range of office stationery, cleaning materials, and agricultural solutions. At Welj, we take pride in delivering exceptional quality, reliability, and sustainability to our valued customers.

## AS PART OF OUR SERVICE, WE WILL

- Place trained, experienced staff on site
- Maintain cleaning consumables and PPE
- Conduct weekly site inspections and attend meetings as and when requested.
- Tailor a cleaning plan according to your needs and create a cleaning schedule accordingly.

## OUR VISION

To be a leading cleaning and hygiene service provider with a solid footprint built on trust, quality and reliability.

## OUR APPROACH

The service is executed in accordance with a detailed schedule that is encapsulated in a service level agreement that stipulates the frequency and scope of services in great detail.

An intensive inspection and auditing approach is also followed and project managers, supervisor and cleaners need to complete checklists indicating that tasks and/or inspections have been completed.

In keeping with this approach, areas are allocated to specific cleaners that are then held responsible for the cleanliness and neatness thereof.

## OUR MISSION

To assist our clients in achieving a hygienic environment through cost-effective high-quality cleaning and hygiene services.



**T**eamwork



**R**espect



**I**ntegrity



**P**assion

As major supporters of the cleaning and property services sector and are extremely interested in the promotion of good environmental choices by our customers. We offer alternative product that has a beneficial impact on the environment, low Volatile Organic Compounds, recycled and recyclable products, equipment that is supplied with the view that it lowers energy consumption in the usage cycle, extensively filters particles released into the air, etc.

## OUR VALUES

- **Quality:** We are unwavering in our pursuit of delivering products and services of the highest quality to ensure your utmost satisfaction.
- **Sustainability:** Our commitment to environmental sustainability drives us to use eco-friendly products and practices, reducing our collective carbon footprint.
- **Affordability:** We offer competitive pricing and personalized solutions, making our services accessible to businesses of all sizes.
- **Customer-Centric Approach:** Our responsive and knowledgeable customer support team is always ready to assist with any inquiries or concerns.
- **National Reach:** We serve clients across all regions of Tanzania, ensuring that our services and products are accessible to businesses throughout the nation.

## Product Range

We stock over 6,000 line items across 5 distinct product groups.  
The groups are:

Materials	Chemicals	Paper
Cloths	Concentrates	Facial Tissue
Wipes	Hard & Soft Surface	Toilet Rolls
Brooms	Dispensers	Towels
Mops		Dispensers
Buckets		
Bin Liners		

Equipment	Sundries
Vacuum Cleaners	Brushware
Scrubbers	Accessories
Polishers	Parts
	Applicators.

## Office stationaries

Paper and Notepads	Desk Accessories	Folders and Binders
A4 and A3 paper	Staplers and staples	File folders
Legal pads	Paperclips and binders	Ring binders
Sticky notes	Tape dispensers	Presentation folders
Notebooks	Letter openers	Expanding files
Copy paper	Desk organizers	File dividers

Office Supplies	Calendars and Planners	Office Furniture
Scissors	Wall calendars	Office chairs
Rulers	Desk calendars	Desks and workstations
Erasers	Planners	Filing cabinets
Glue and adhesive products	Appointment books	Shelves and bookcases
Rubber bands	Organizational diaries	Office partitions

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Ink and Toner Cartridges	Presentation Supplies	Office Accessories
Inkjet printer cartridges	Whiteboards and markers	Desk lamps
Laser printer toner cartridges	Projectors and screens	Waste bins
Printer maintenance kits	Flip charts and easels	Magazine holders
	Presentation boards	Coat racks
	Laser pointers	Nameplates and door signs

## Agricultural Products

we offer value-added agricultural processing services, which encompass the transformation of raw agricultural products into high-quality finished goods. This expansion of our services not only adds value to raw materials but also contributes to the growth and sustainability of the agricultural industry in Tanzania.

## Support & Services by Welj Office Services and Supplies

At Welj Office Services and Supplies, we go beyond providing products; we offer a range of support and services to ensure our customers' satisfaction and success.

### **Our commitment to excellence extends to the following support and services:**

1. **Product Guidance:** Our knowledgeable team is here to assist you in choosing the right products for your specific needs. Whether it's office stationery, cleaning materials, or fertilizers, we provide expert guidance to make informed decisions.
2. **Customized Solutions:** We understand that businesses and agricultural operations have unique requirements. We offer tailored solutions that cater to your individual needs, ensuring the best fit for your situation.
3. **Delivery and Logistics:** Our efficient logistics team ensures timely and secure delivery of your orders. We serve clients across all regions of Tanzania, providing reliable distribution to meet your supply chain requirements.
4. **Technical Support:** For our agricultural customers, we offer technical support and advice on fertilizer usage, application methods, and best practices to achieve optimal crop results.
5. **After-Sales Assistance:** In the rare event of any issues with our products or services, our customer support team is available to address concerns promptly and efficiently, ensuring your satisfaction.
6. **Environmental Consultation:** We are committed to sustainability. Our experts can provide guidance on environmentally-friendly products and practices, helping you reduce your ecological footprint.
7. **Training and Workshops:** We offer educational programs and workshops on office cleaning best practices and sustainable agricultural techniques. These initiatives can enhance the productivity of your workforce and promote eco-friendly practices.
8. **Regular Updates:** Stay informed about our latest products, services, and promotions through our newsletters and communications, ensuring you never miss out on opportunities to enhance your business.

## Risk Management at Welj

At Welj, we take risk management seriously to ensure the success of our diverse operations, including office services, stationery supply, cleaning materials, and fertilizer distribution.

Here's how we approach risk management within our organization:

- 1. Comprehensive Risk Assessment:** We begin by conducting a comprehensive risk assessment that encompasses all areas of our business. This includes identifying risks related to office services, supply chains, employee safety, product quality, and environmental factors affecting our services and products.
- 2. Risk Prioritization:** Once risks are identified, we prioritize them based on their potential impact and likelihood. This prioritization allows us to focus our resources and efforts on addressing the most critical risks first.
- 3. Customized Risk Mitigation Strategies:** We develop customized risk mitigation strategies that are specific to each identified risk. These strategies are designed to minimize the impact of potential issues. For instance, for our cleaning services, we implement safety protocols and training to mitigate workplace accidents.
- 4. Ongoing Monitoring and Adaptation:** Our risk management process is dynamic. We continuously monitor identified risks and evaluate the effectiveness of mitigation measures. As circumstances change, we adapt our strategies to ensure that they remain relevant and robust.
- 5. Insurance and Contingency Plans:** Welj maintains appropriate insurance coverage to safeguard against unforeseen events, such as supply chain disruptions or crop failures in our agricultural sector. We also maintain contingency plans with predefined responses to address risks when they occur.
- 6. Compliance and Regulation Adherence:** We are dedicated to adhering to all relevant industry regulations and compliance standards. Adhering to these standards helps us avoid legal and operational issues while managing potential risks.
- 7. Stakeholder Engagement:** Communication and collaboration are fundamental to our risk management approach. We keep our employees, clients, and suppliers well-informed about potential risks and the steps we take to mitigate them, fostering trust and transparency.
- 8. Continuous Improvement:** We continuously seek ways to improve our risk management strategies. As new risks emerge or our business evolves, we adjust our approaches to maintain the highest level of preparedness.

## Environmental Responsibility at Welj

At Welj Office Services and Supplies, environmental responsibility is a core value that permeates all our business activities. We recognize the critical importance of preserving our environment for current and future generations.

Our commitment to environmental responsibility is reflected in several key areas:

- 1. Eco-Friendly Products:** We prioritize the use of eco-friendly and sustainable products across our various services, from office cleaning materials to the fertilizers we supply. These products are chosen with an emphasis on reduced environmental impact, recyclability, and biodegradability.
- 2. Sustainable Practices:** Welj is dedicated to adopting sustainable practices throughout our operations. This includes minimizing waste, reducing energy consumption, and conserving water. For example, in our cleaning services, we employ energy-efficient cleaning equipment and water-saving techniques.
- 3. Environmental Compliance:** We adhere to all relevant environmental regulations and standards, ensuring that our operations are in full compliance with environmental laws. This includes waste disposal regulations, air quality standards, and other environmental requirements that pertain to our business.
- 4. Reducing Carbon Footprint:** We actively work to reduce our carbon footprint by optimizing transportation logistics, minimizing emissions, and supporting eco-friendly transportation options. We also source products and materials locally to reduce our carbon emissions from transportation.
- 5. Recycling and Waste Management:** We promote responsible waste management practices and recycling in our offices, warehouses, and services. We encourage recycling among our employees and clients and partner with responsible waste management services.
- 6. Biodiversity and Conservation:** Welj recognizes the importance of preserving natural habitats and biodiversity. We engage in responsible sourcing and distribution of products to minimize harm to ecosystems and wildlife.

## Sustainability at Welj

Sustainability is a foundational principle that guides Welj Office Services and Supplies in our daily operations and long-term vision. We are committed to promoting sustainability across all aspects of our business, from our service offerings to our supply chain management.

Here's an overview of our sustainability initiatives:

- 1. Eco-Friendly Product Offerings:** We prioritize offering eco-friendly and sustainable products in all areas of our business. This includes office cleaning supplies, stationery products, and fertilizers that are manufactured with a focus on reducing their environmental impact. These products are chosen for their ability to be reused, recycled, or disposed of in an environmentally responsible manner.
- 2. Community Partnerships:** Welj actively engages with local communities and environmental organizations to support sustainability initiatives. We participate in tree planting, community clean-up projects, and educational programs to contribute positively to the communities in which we operate.
- 3. Continuous Improvement:** Our commitment to sustainability is an evolving journey. We continuously assess and enhance our sustainability policies and practices to ensure we remain at the forefront of responsible business operations.

# CONTACTS

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