

SHINEWAYS

CLEANING SERVICES LTD



Enjoy cleaning without lifting a finger

Commercial Cleaning

General cleaning

Tank cleaning

Roof cleaning

High glass window cleaning

Fumigation

Gardening

Garbage collection

General renovations



Arcade House, Left Wing 1st Floor,
Opp Clarion Hotel, Murang'a Road
P.O. Box 35354-00100 GPO, Nairobi, Kenya
Tel: 0721 706 014
Email: info@shinewayscleaning.co.ke

ABOUT US



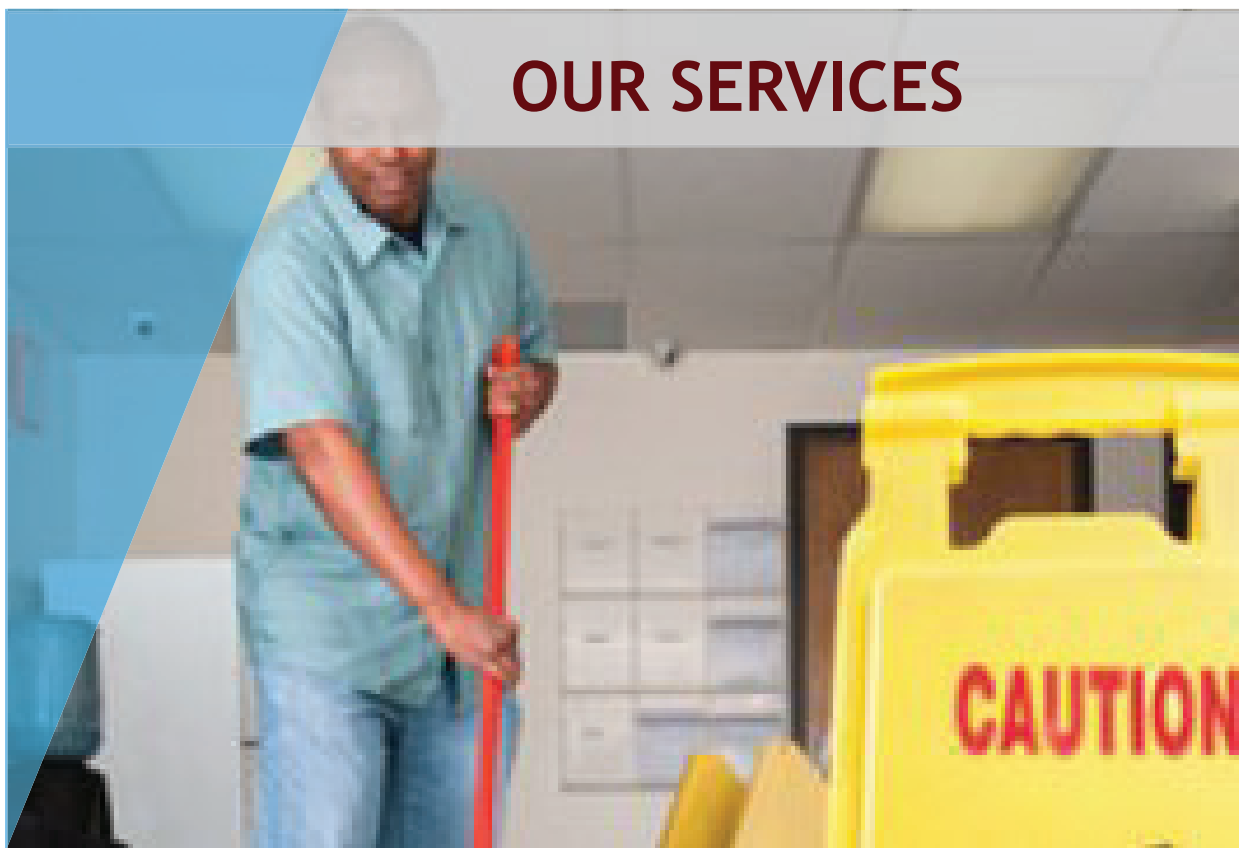
SHINEWAYS is a corporate entity found with the objective of advancing professional cleaning services in the field.

The issue of investment and investing can be one of the best achievements in the world today. When we explore new opportunities we also tend to research and understand the challenges involved in any business initiatives at any particular time in the wide market. These challenges are always the first things to be curbed for a business to grow. From business planning, capital management, risk involved personnel (manpower requirements), marketing strategies and general business management just to name but a few. Well, we as SHINEWAYS are available to cover one very important challenge – cleanliness of your business premises and their environs.

As SHINEWAYS cleaning services we aspire to be part of network service providers to all corporate entities, governments (s), non governmental Organizations (NGOs) and other entities available in the field. Our mandate as a company is to plan, put strategies and acutely implement these tasks including but not limited to, approaching companies, organizations, government and individual to market the company's services and subject to agreements with our clients we will implement. Our qualified staff will provide the first class unraveled services to any our client. SHINEWAYS cleaning services as an organization is very organized, we believe in the power of the people in addition to the range of equipment within our ownership. The following indicates some of the equipment, items and tasks we will professionally clean or take care in your premises:- **Floor carpets and mats, All types of floors, Glass windows, Office furniture Walls, Computers, printers and other digital equipment and or accessories Gardening, Lawn maintenance**



OUR SERVICES



SHINEWAYS Cleaning Services undertake the following services;

►► PROFESSIONAL CLEANING SERVICES

In this section of our company we undertake both long term and casual contracts for the sole purpose of providing our clients with the best possible quality service in commercial and domestic premises. We also undertake sit clearance contracts.

Our services to the above organization have been diverse ranging from Building Maintenance, fumigation services, Carpet Cleaning Services, Stripping and Polishing of all types of floor finishes to Car Valeting Services.

We also undertake comprehensive Cleaning services of washrooms, general office cleaning, which includes Dusting, Hooving, Disinfecting of Telephone heads and polishing of office furniture. Ground maintenance and garbage collection.

►► ENVIRONMENTAL MANAGEMENT

In this field of Environmental management, we undertake collection and disposal of solid waste according to the policy on private Sector involvement of handling such waste as outlined by the City Council and United Nations Environmental Program.



▶▶ PEST CONTROL

We incorporate the most proven method of pest control than are both effective and safe to none target animals in the environment. This is achieved by having a thorough knowledge of pest's behavior and biology, the consequences of pest's infestation, the toxicological and pharmacological characteristics of the pesticides thereby not controlling the pests but also providing sound advice to clients on how to deter pest establishment.

▶▶ PROCUREMENT AND SUPPLIES

We undertake the sourcing, procurement and supply of both quality goods at competitive prices for both local and international market, which give our clients the flexibility to obtain a wide variety of items to suit their needs.

▶▶ MANPOWER POLICY AND EXPERIENCE

Our team is composed of well educated personnel who practice prudent management skills that are necessary to see to it that all kinds of assignment are taken care of professionally with the maximum efficiency. We use the most modern techniques in planning and executing of tasks to enhance speed and accuracy.

Our technical staffs have the necessary training experience and well motivated, we also have the capacity to undertake assignment of any magnitude and commence the works within reasonable short time from the time of commissioning.

Our corporate objective "to help personnel develop skills" has made us undertake and encourage the policy of self improvement of personnel to be able to allow the highest level of self efficiency so, that they can work with minimum supervision.

All our staff will be vetted and issued with a **Certificate of Good Conduct**.



FLOOR CLEANING



OFFICE FURNITURE CLEANING





FLOOR CARPETS CLEANING



WINDOW CLEANING

SCOPE OF WORK AND SPECIFICATION



Specifications

From our evaluation of sites, the services to be rendered can be categorized as follows;

- ▶▶▶ Cleaning of offices, Corridors, Stores, Kitchens, Staircases and Fire escapes, Toilets and other specified facilities using appropriate cleaning detergents and materials.
- ▶▶▶ Provision of all cleaning detergents, approved air fresheners, tissue papers, colored naphthalene balls to all urinals, dispenser hand washing cream or soap where dispensers and not available.
- ▶▶▶ Sweeping and Cleaning of Roads, Pathways and Parking, Cleaning and Clearing of Open Drains within the complex and along the Access Roads.

SCOPE OF SERVICES

Within the office Building

For the purpose of maintaining the high standard of cleanliness and decorum, our obligation will at a minimum include the following:-

- i. To remove all rubbish, dirt, stain, spills or foreign objects on or around the surfaces and to ensure that they are free of any blemish.
- ii. To ensure that all areas are free from foul or unpleasant odour.
- iii. To sweep the basement daily and wash atleast once a week.
- iv. To ensure that all polished or smooth surfaces retain their original gloss.
- v. To collect and dispose of all rubbish, dirt, waste materials or refuse from the building to the place designated for this purpose





The areas to be covered for purpose of cleaning and sanitation services are as follows;

1. All common areas including corridors and staircases.
2. All toilets/pit latrines in the building/compound
3. All hand basins and urinary facilities
4. Toilet ducks and garbage chutes
5. Walls, floors, windows and other fixtures within the toilet cubicles.

TOILET HYGIENE

- i. To check the working conditions of drain pipes, main sanitary apparatus, water taps and report to the concerned authority any fault for rectification.
- ii. To provide all toilet cleaning materials such as detergents, air fresheners, hand was soap, coloured toilet balls and detergents.
- iii. To disinfect the toilet facilities twice a day, morning and afternoon.
- iv. Empty waste baskets and receptables
- v. Clean mirrors, dispensers and all toilet fittings
- vi. Spray air fresheners in toilet rooms.



GARBAGE COLLECTION

- i. All garbage and litter generated from the offices and during the cleaning process must be collected and disposed immediately to designated areas.
- ii. After emptying and disposing of the litter, all dustbins and dumpsters should be washed and dried.

OUR APPROACH

1. Personal and Recruitment & Manpower Deployment

We engage enough personnel with the necessary experience and skills to be able to perform the tasks assigned to them. We blend our old and experienced staff with new recruits for the purpose of smooth provision of services. The various operations will be coordinated by the General Manager, the Executive Housekeeper and the site supervisor, who have professions training on cleaning techniques and handling of Chemicals and Equipment.

2. Staff motivation and Remunerations

We will also only recruit staff that have been vetted by Government security agents and issued with a certificate of good conduct, thereby only ensuring that only persons of high integrity from the team will provide the required services

3. Timings

We shall liaise with the relevant Authority the organization to map out a workable routine and timing for these special operations.

4. Uniforms, Protective clothing and Personal Protective Equipment (PPE)

All our staff will be well groomed and uniformed to suit the tasks to be performed and all the staff/personnel shall also be provided with appropriate PPE that includes hand gloves, gum boots nose masks and high reflective clothing where applicable.

5. Recruitment and Vetting

We engage full time employees who are vetted by the Kenya police to provide the services as required thereby only ensuring that only persons of high integrity from the team that will provide the required services.



OUR SERVICES INCLUDE:

- Stripping on P.V.C Floors, Marble, Terrazzo
- Polishing
- Maintaining the office cleanliness and hygiene
- Cleaning Carpeted Offices
- Cleaning Office furniture and fittings
- Window cleaning
- Cleaning of walls, partitions & Ceilings
- Cleaning Signs and Barriers.
- Cleaning Corridors, stairs, landings and lift lobbies
- Cleaning Driveways, parking lots and walkways
- Toilet and Washroom Cleaning
- Indoor Gardening
- Container Composting
- Planting (potting)
- Regular care of Healthy plants
- Re-Potting
- Dealing with Pests and diseases
- Giving support
- Propagation
- Treating seedlings
- Grafting
- Provision of Fertilizers
- Provision of Insecticides
- Provision of Fungicides
- Provision of Preventatives
- Provision of Curatives
- Provision of Acaricides (Miticides)
- Provision of Nematicides
- Provision of Aphicides
- Provision of Melluscicides
- Taking care of Drainage & Drainage System
- Garbage Collection
- Maintaining Septic Tanks.

PEST CONTROL



LIST OF CHEMICALS AND MATERIALS USED IN PROVISION OF SERVICES

SERVICES

MATERIALS	PURPOSE
1. Multipurpose Detergent	For general cleaning of all surfaces
2. Disinfectant Solution	For the disinfecting of all surfaces and washroom.
3. Methylated Spirit /Dettol	For the cleaning and disinfection of Telephone heads in offices
4. Care-free 1 floor Stripper	For removal of old polish and stains on floor surface
5. Oil and Grease Stripper	For removal of oil spillage on parking lots and driveways
6. Emulsion Polish	For the polishing of P.V.C and Granite Floor
7. Furniture Polish (pledge)	For the dusting and polishing of office furniture and fittings
8. Window and Glass Cleaner	For the daily cleaning of Glass windows and Partitions, doors
9. Enhance Foam Shampoo	For the deep shampooing of carpets in offices and motor vehicles
10. Enhance Extraction Cleaner	For the cleaning of office seats and carpets
11. Air Fresheners	To be sprayed in offices seats and carpets
12. Heavy Duty Wax Polish	For polishing wooden floors
13. Floor machine pads	For stripping and polishing of floors
14. Carefree 3 polish maintainer	For maintaining PVC floor.



Other Services

- Stripping on PVC Floor, Marble
- Terrazzo
- Planting (Potting)
- Dealing with pests and diseases
- Cleaning driveways, Parking lots walk ways
- Cleaning of signs and barriers

Supply of cleaning materials

- Soaps
- Disinfectants
- Tissue papers
- Hand wash
- Moth balls
- Mops etc



No. **PVT-DLUM6M7**

CERTIFICATE OF INCORPORATION

I hereby **CERTIFY** that,

SHINEWAYS CLEANING SERVICES LIMITED

is on this date 10 Jul 2020 Incorporated under the Companies Act, 2015 and that the Company is a **PRIVATE LIMITED COMPANY**.



.....
Registrar Of Companies

This is a system generated certificate. To validate this document send the word **BRS** to **21546**

REPUBLIC OF KENYA



THE REGISTRATION OF BUSINESS NAMES ACT
(CAP. 499, SECTION 14 (2))

**CERTIFICATE OF REGISTRATION OF A CHANGE OF
PARTICULARS**

I hereby **CERTIFY** that a change of particulars has this day been registered in the Register of Business Names in respect of the Business name of

SHINEWAYS CLEANING SERVICES

Which business name was originally registered under the provisions of the Registration of Business Names Act on the **29TH** day of **OCTOBER, 2013** under Business Registration Number **BN/2013/249522**

Consequent on the registration of such change in particulars :-

JOSEPH NDIRANGU MUTURI, CATHERINE WANGARI GACHIBU, .

Is/Are now registered as carrying on business at **PLOT NO 4093/82 OUTERING ROAD NAIROBI** under the said business name (of **SHINEWAYS CLEANING SERVICES**)

Given under my hand at **NAIROBI** this **24TH** day of **FEBRUARY, 2017**


ASSISTANT REGISTRAR

PIN Certificate

Certificate Date : 15/07/2020
Personal Identification Number
P051921707Z

This is to certify that taxpayer shown herein has been registered with Revenue Authority

Taxpayer Information

Taxpayer Name	SHINEWAYS CLEANING SERVICES LIMITED
Email Address	SHINEWAYS CLEANING LTD@GMAIL.COM

Registered Address

L.R. Number : 209/133/2	Building : Arcade House
Street/Road : Muranga Road	City/Town : Nairobi
County : Nairobi	District : Starehe District
Tax Area : Starehe	Station : North of Nairobi
P. O. Box : 35454	Postal Code : 00200

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till Date	Status
1	Income Tax - Company	15/07/2020	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Revenue Authority. Your accounting end month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate shall remain in force till further updated.

www.kra.go.ke**Taxpayer PIN :** P051921707Z**Certificate Date:** 24/08/2022**Name and Address :****SHINEWAYS CLEANING SERVICES LIMITED**209/133/2, Arcade House, Nairobi, Starehe District,
PO Box:35454,
Postal Code:00200**Certificate Number:**

KRANON1297355422



**This is to confirm that SHINEWAYS CLEANING
SERVICES LIMITED,
Personal Identification Number P051921707Z
has filed relevant tax returns and
paid taxes due as provided by Law.**

**This Certificate will be valid for
twelve (12) months up to 23/08/2023.**

Caveat This certificate is issued on the basis of information available with the authority as at the certificate date mentioned above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the tax compliance status of the recipient.

Disclaimer : This certificate is system Generated and therefore does not require signature. You may confirm validity of this certificate on the iTax Portal by using the TCC Checker. This certificate confirms your compliance status for a period of five years preceding the date of issue. The certificate may however be withdrawn on grounds of outstanding debt affecting periods prior to this.



NAIROBI CITY COUNTY

SINGLE BUSINESS PERMIT

Effective Date	20th January 2022
Expiry Date	21st January 2023
Duration	12 Months

Nairobi City County grant this Business Permit to

Applicant/Business/Commercial Name

SHINEWAYS CLEANING SERVICES LIMITED

KRA Pin

Business ID

1341601

To engage in the activity/business/profession or Occupation of

Other professional and technical services with 1 computer / 1 machine

CLEANING SERVICES- INDIVIDUAL

Activity Code

695

Having Paid a Business Permit Fee of KES

10,000

Amount in words *** Ten Thousand shillings only ***

Business under this permit shall be conducted at the address as indicated below

P.O. Box

Plot No: 209/133/2

Road Street

ARCADE HSE MURANGA ROAD

Building: -

Floor:

Door/stall No:

Date of Issue 2022-20-01 11:38:31

By order of



Notice: It is an offence to give false information. Granting this permit does not exempt the business identified above from complying and any other relevant laws and regulations as established by the Government of Kenya and Nairobi City County

Powered by



TENANCY AGREEMENT

COMMERCIAL PROPERTIES

THIS TENANCY AGREEMENT is made on this 9th Day of February Two thousand and Eighteen between

PARAGON PROPERTY CONSULTANTS LTD P.O. Box 43499 GPO Nairobi Tel. No. 343009, 315750, 2246673.
Fax. 315661 Email: info@paragonvaluers.com

MANAGING AGENTS: (hereinafter referred to as the "**MANAGING AGENTS**" which expression shall where the context so admits include its personal representatives, assigns and administrators) on behalf of

Name: **ESSAJEE AMIJEE LIMITED** P.O. Box 43499 00100

LANDLORD: (hereinafter referred to as the "**LANDLORD**" (which expression shall where the context so admits include its personal representatives, assigns and administrators) on one part and

Name: **SHNEWAYS CLEANING SERVICES** Cert/ ID No. BN/2013/2462 P.O. Box. 35354 - 00100 Tel. 0721 706014

TENANT: (hereinafter referred to as the "**TENANT**" which expression shall where the context so admits include its personal representatives assigns and administrators) on the other part regarding the following premises

ROOM 102

SHOP NO. (hereinafter called "the said premises") erected on

L.R No. 209/133/2

Street: **MURANGA ROAD** Town: **NAIROBI**

PROPERTY:

1. APPOINTMENT

1. The Landlord is now entitled to ALL THAT piece or parcel of land and interest comprised in the above-mentioned Property by virtue of being the proprietor thereof.
2. The Landlord has delegated powers and authority to Paragon Property Consultants Ltd to manage the said premises on his behalf as commissioned agents.
3. The Managing Agents on behalf of the Landlord has agreed to lease the unit under reference in the aforesaid premises to the Tenant.

2. PREMISES:

This is an Office located on 1st FLOOR LEFT WING of the above Property.

3. TERM

The Managing Agents, on behalf of the Landlord, shall let and the Tenant shall take ALL THAT Premises TO HOLD the office for a term of SIX Years from the 1st day of February Two Thousand and Eighteen.

The lease expires on 31st January, 2024

4. RENT

- (i) The rent is **KENYA SHILLINGS: Twenty Three Thousand Only (Kshs 23,000) plus of VAT** payable in advance on or before 5th of every month without any deductions whatsoever to the Managing Agents offices where an official receipt **MUST** be given to you for all payments as proof of payment. Any claim of payment without a receipt shall not be accepted.

- (ii) **PROVIDED ALWAYS AND IT IS HEREBY AGREED** by and between the parties thereto THAT if the said rent or any other payment due hereunder or any part thereof shall remain unpaid after 5th of the stay month, the Tenant will be liable to pay 10% of the due amount as late remittance charge and

Tenancy Agreement

Tenant

Managing Agents: Paragon Property Consultants Ltd



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Tel: 020 343009, 0722 264 015, 0733 411 838

the same shall be construed as additional rent distrainable as rent under Distress for Rent Act Cap 293 of the Laws of Kenya, and further be liable for all expenses should further action, such as distress for rent, be taken. Such action may be taken immediately after the 10th day of the month without any reference to the Tenant.

- (iii) Rent paid in **CASH** should be banked into our **bank** accounts (in any branch countrywide using the details below) and **the banking slip forwarded to our office** on or before 5th of the stay month to avoid penalty charges. Cheques should be drawn in the name of Paragon Property Consultants Ltd and paid through our office and not deposited in the bank.

1. Barclays Bank..... Market Branch094 82 89 814
2. Kenya Commercial Bank..... Kipande House Branch1104072890
3. Cooperative Bank Moi Avenue Branch011 3680 209 4500
4. Equity Bank Ltd Corporate Branch001 0290950171

- (iv) **Bounced cheques** shall be surcharged **Kshs.10,000.00 in addition to a 10% penalty** in line with our company policy.

5. DEPOSIT

- (i) At the commencement of the tenancy the Tenant will be required to pay a deposit equivalent to **TWO month's** rent to the Landlord to retain for the entire period of the tenancy as security for the due performance by the tenant of the tenants obligations under the Tenancy Agreement i.e. for house repairs, water and electricity bills, rent arrears etc.
- (ii) **THE DEPOSIT SHALL NOT AT ANY TIME BE OFFSET AGAINST UNPAID RENTS** but rather will be held as security for premises repairs as specified in (i) above, and will be refunded **AFTER** the Tenant has vacated the premises leaving it in a tenantable state in accordance with the terms of the Tenancy Agreement. If the tenant shall make any default in the performance of any of its obligations herein then the landlord may expend the deposit or any part of it in making good such default and the tenant thereupon shall pay such further sum or sums of money as may be required to make the deposit.
- (iii) The deposit shall not attract any interest.
- (iv) The **original deposit** receipt should be submitted when **claiming deposits** otherwise the tenant shall be required to pay a receipt retrieval cost.

6. ESCALATION

The rent shall be reviewed upwards after every **TWO** years at a rate of 15%.

7. SERVICE CHARGE:

The tenant shall be responsible for payment of his electricity, telephone bills and any other service charge payable under this lease. The monthly rent is **inclusive** of Insurance premiums, management fees, cleaning, gardening and security costs including staff emoluments, uniforms and statutory deduction, cleaning material, water, charges for the common parts such as electricity and their cost of maintenance, repairs and maintenance of equipment or plant e.g. pumps, fire fighting items etc, structural repairs for the building and other general expenses necessary for the management and upkeep of the property to the highest standard. However, the tenant shall pay to the lessor the apportioned amount of rates (site and value tax) and ground land rent payable on respect of the building every year.

8. USER:

The premises are to be occupied and used for the sole purpose of **OFFICE** only and no other use shall be conducted without the consent of the landlord or its authorized agents in writing.

9. SECURITY:

It is the responsibility of the tenant to organize own security and notify such arrangement to the landlord/Managing agents and ensure his/her premises is under reputable insurance against theft, burglary etc or any loss that may occur. The landlord shall not be held liable for such a loss.

Tenancy Agreement

Tenant:

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Managing Agents: Paragon Property Consultants Ltd



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10. REFUSE DISPOSAL:

In the event that the City Council fails to collect the refuse disposed by the tenants, the tenant shall be responsible for the disposal of own refuse

11. PARTITIONING/ALTERATIONS:

The internal partitions shall be done at the cost of the tenant and shall be of such incombustible materials as shall be approved by the architect of the landlord/authorised agents and require the approval of the planning authorities or the Nairobi City Council as is usual.

Before commencing on any alteration or improvements to the interior, you will submit plans of the intended layout and design specifying the materials to be used and shall not carry out any improvements or alterations without the landlord's prior written consent. The tenant will be responsible for the dividing of the floor to meet its requirements, such partitioning to be done to the specifications of the building's architect.

If any alterations are allowed by the Landlord, or additional Partitioning or modification of the premises is done by the Tenant, the same shall be left intact at the expiry of the lease and the Landlord shall not be called upon to pay or compensate the tenant for the same.

The Tenant shall not carry out or permit to be carried out any additions, alteration or modifications to the demised premises or any part thereof such as driving nails, screws, bolts or wedges in any of the walls, timbers, ceilings or floors of the said premises nor the Landlord's fixtures and fittings therein nor permit the same to be done without the consent in writing of the landlord.

12. LEASE PREPARATION:

The tenant shall pay an unrefundable fee of **FIVE THOUSAND (Kshs 5,000)**. Only to cater for documentation cost incurred in the preparation of this Tenancy Agreement.

13. SUB-LETTING:

The Tenant will not assign, sublet or part with the possession of the demised premises or part thereof without the consent in writing of the landlord or his authorised agents. Upon breach of this covenant, the landlord may re-enter the premises and thereupon the lease shall be terminated absolutely.

14. DECORATION:

The premises will be returned to the landlord at the expiry of lease in the same condition that they were at the commencement of the lease. You will be required to keep the premises and any fittings therein in good repair, order and decoration.

15. GUARANTORS:

The directors or partners of the tenant company will join in this lease as guarantors for due performance of all the covenants and conditions of the lease on the part of the tenant.

16. TRANSFER OF SHARES:

No transfer of more than 50% of the tenant's share capital shall be effected without the consent in writing of the landlord or the authorised managing agents. The necessary transactions shall be effected at the tenant's costs. It is agreed that if the landlord consents to the transfer of the lease, the tenant shall pay fees in respect of the managing agents for typing up the process and any legal fees incidental thereto.

17. OPTION TO RENEW:

If the Tenant shall at the expiry of the term be desirous of obtaining a new lease for a further period and shall signify such desire in writing given to the Landlord at least three (3) months before the expiry of the said term, provided the Tenant shall not have breached any of the lease covenants, then it shall be given the first option to lease the said premises at a rent and terms to be negotiated and agreed upon.

18. ARBITRATION

In case of any dispute or difference that may arise between the landlord and tenant, such dispute or difference shall be referred to an arbitrator to be appointed by the Chairman for the time being of the Institution of Surveyors of Kenya (I.S.K). The Arbitrator shall have all the powers conferred to an arbitrator by the Arbitration Act 1968 or other Act or Acts for the time being in force in Kenya in relation to arbitration and it

Tenancy Agreement

Tenant:

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Managing Agents: Paragon Property Consultants Ltd



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shall be competent for him to enter upon the reference without any further or more formal submission that is contained herein. Provided always that he shall be at liberty to appoint such assessors or professional adviser to sit with or advise him during the arbitration and as to the making of his award.

19. BREACH OF COVENANT:

Notwithstanding the above, when the said rent or any part thereof shall be in arrears for twenty one (21) days whether formally demanded or not or if the tenant shall commit any breach of any of the provisions herein contained, then the landlord or his managing agents shall re-enter upon the said premises and thereupon the tenancy hereby created shall determine, but without prejudice to any remedy for any breach by the tenant in any of the provisions thereof.

20. POSSESSION:

Possession will only be given on delivery of an executed lease or acceptance of this Tenancy Agreement by signing confirmation of the same and after making all relevant payments and compliance of the terms thereof by you. Date of commencement notwithstanding any delay in executing and returning the documents shall be as herein provided.

21. TENANCY RENEWAL:

If the Tenant shall at the expiry of the term be desirous of obtaining a new lease for a further period and shall signify such desire in writing given to the Landlord at least three (3) months before the expiry of the said term, provided the Tenant shall not have breached any of the lease covenants, then it shall be given the first option to lease the said premises at a rent and terms to be negotiated and agreed upon.

22. GENERAL PROVISIONS:

During the tenancy hereby created the tenant shall:

- (a) Pay the rent payable hereunder at the time and in the manner aforesaid to the Landlord's agents Paragon Property Consultants Limited.
- (b) To take every reasonable precaution to ensure that white ant or other destructive insects does not gain access to the said premises and to notify the Landlord on the Managing Agents of any infestations appearing.
- (c) The Tenant will be responsible for all the keys to the premise(s) if provided, which should be returned to the Managing Agents office when the premise(s) is vacated.
- (d) Keep the external part of the electric lines and main sewage lines in good and Tenantable repair and condition.
- (e) Subject to the Tenant paying the rent payable herein and performing and observing the agreements, stipulations and conditions herein contained or implied, the Landlord or any person rightly claiming from or under him shall allow the Tenant peaceably and quietly to possess and enjoy the said premises without any interruption.

23. ACCEPTANCE:

Please note that time is of essence and unless we receive your acceptance by signing of this Tenancy Agreement within seven days from the date of issue together with One month rent, Three months deposit, Electricity deposit, water deposit and Tenancy Agreement/Lease Preparation fee, we are free to contract with anyone else for the premises.

By accepting the terms of this Tenancy Agreement, the tenant is deemed to approve the standard form of lease and agrees to execute and return the lease promptly when it is submitted to the tenant together with its remittance to cover the landlord's advocate's estimate of their charges for the preparation, completion and registration of the lease which is payable by the tenant immediately on demand.

If you agree to this agreement and accept the terms herein please sign the duplicate and return it to us with your payment.


- i) If you are a sole trader, this duplicate agreement must be signed by you.
- ii) If your carry on business in partnership, the duplicate must be signed by all partners. You must return this duplicate with a copy of your Certificate of Registration.

Tenancy Agreement

Tenant:

- 4 -

Managing Agents: Paragon Property Consultants Ltd




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- iii) If you are a Limited Company, this duplicate agreement must be signed by two directors and you must return it with a copy of your Certificate of Incorporation and Articles and Memorandum of Association
- iv) If you are a foreign company registered in Kenya under the companies Act, you must return this duplicate agreement with your Certificate of Compliance.

Please note that these terms and all subsequent discussions and correspondence remain subject to lease and until execution of the formal lease, this Tenancy agreement, when confirmed, signed and accepted by you and relevant payments made, shall be binding to all parties.

FOR AND ON BEHALF OF THE TENANT:

We/I confirm that we have read and understood this agreement and accept the terms and conditions contained in it.

SIGNED by the Tenant

Name: SHINEWAYS CLEANING SERVICES

CERT NO. 8

DESIGNATION Director
Director/partner/proprietor

In the presence of: -

Name: IRENE MURITHI

ID No: 28212117

(Signature) (Signed)

SIGNED For and on behalf of the Managing Agents
PARAGON PROPERTY CONSULTANTS LTD.

In the presence of: -

Name: J. W. Gitau

Designation DP
Director (Signed)

Name: Elizabeth Njagi

Designation Director / Manager
Director / Manager (Signed)

(v) **OFFICIAL RECORDS (Payments made at Commencement of Tenancy)**
(Accounts Dept)

Rent paid	Kshs. <u>23000</u>	Receipt No. <u>298507</u>	Date: <u>9/2/2018</u>
Rent Deposit (.... months)	Kshs. <u>4600</u>	Receipt No. <u>298507</u>	Date: <u>9/2/2018</u>
Electricity deposit	Kshs. <u>3680</u>	Receipt No. <u>298507</u>	Date: <u>9/2/2018</u>
Water deposit	Kshs. <u>5000</u>	Receipt No. <u>298507</u>	Date: <u>9/2/2018</u>
Any Other <u>TH</u>	Kshs. <u>5000</u>	Receipt No. <u>298507</u>	Date: <u>9/2/2018</u>
TOTAL	Kshs		

Tenancy Agreement

Tenant:

- 5 -

Managing Agents: Paragon Property Consultants Ltd

PARAGON PROPERTY CONSULTANTS LTD.
P. O. Box 43490, 00100, NAIROBI
Tel: 020 343009, 0722 284 015, 0733 411 636

Serial No. 03156



Afra yetu Bima yetu

Compliance Certificate

This is to Certify that

SHINWAYS CLEANING SERVICES

CODE 107880

Is compliant in respect to provisions of the

NHIF ACT No 9 of 1998

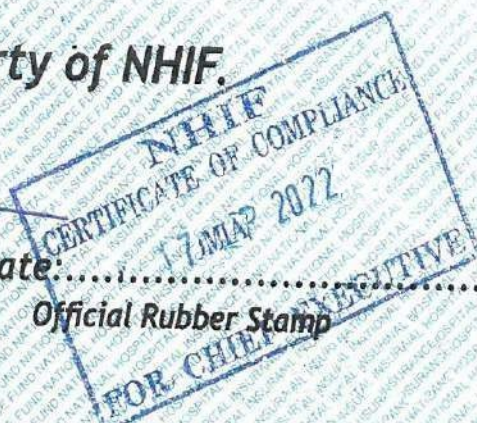
For the period up to and including

VALID up to 31st DEC 2022

This certificate is the property of NHIF.

Signed:
FOR: CHIEF EXECUTIVE

Date:
Official Rubber Stamp



NT/PPD/2021/DGW/4855



REPUBLIC OF KENYA

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

CERTIFICATE OF REGISTRATION

(WOMEN)

M/S SHINeways CLEANING SERVICES LIMITED

P.O. Box **35454.00200 NAIROBI** has on this **17th** day of **June**, **2021**,
been duly registered under The Public Procurement and Asset Disposal Act 2015 for a period of two years.

ERIC KORIR

For: Principal Secretary / National Treasury

Disclaimer: You may confirm validity of this certificate on the AGPO Portal at www.agpo.go.ke

Caution: This certificate is issued on the basis of information available with the National Treasury as at the certificate date mentioned above. The National Treasury reserves the right to withdraw the certificate if new evidence materially alters the compliance status of the recipient.



Serial No.425

REF: WST/COMP/CERT/20481837/58

Date of Issue: 16th March, 2022

COMPLIANCE CERTIFICATE

This is to certify that: SHINEWAYS CLEANING SERVICES LIMITED

EMPLOYER NO. 20481837
OF P.O. BOX 429-00625 NAIROBI

Has complied with the provisions of the National Social Security Fund Act, 2013 and it is hereby confirmed that since registration in **January** 2013, their contributions to NSSF are satisfactory and up to date.

This certificate is issued based on information availed to the Fund at the time of inspection. It does not preclude or prevent the Fund from inspecting the same or previous records or demand payment of skipped or understated contributions or any other outstanding dues to the Fund.

This certificate is issued on behalf of the Managing Trustee, without any erasure and is valid for **SIX (6)** months from the date of issue.

DAMARIS ANUNDA
ZONAL COMPLIANCE OFFICER

SIGNATURE: 
DATE: 16/03/2022

ROSE NGEWA
FOR: BRANCH MANAGER

SIGNATURE: 
DATE: 16/03/2022

DOSH 22

S. No. 40909

Certificate No. **NRB20428/06/16/00**

Date of Issue **01-Jun-21**

Date Of Expiry **01-Jun-22**



REPUBLIC OF KENYA

THE OCCUPATIONAL SAFETY AND HEALTH ACT, 2007

CERTIFICATE OF REGISTRATION OF A WORKPLACE

I hereby certify that the workplace named below has been duly registered in pursuance of sections 44/45(6) of the Occupational Safety and Health Act, No. 15 of 2007

Name of Occupier: **SHINEWAYS CLEANING SERVICES LIMITED**

Address: P. O. Box **35454** - **00200** **NAIROBI**

Plot No.: **209/4263** Street/Road: **MURANGA ROAD**

Town: **NAIROBI** County: **NAIROBI** District: **NAIROBI**

Nature of Work: **COMPREHENSIVE CLEANING SERVICES**

Reg. Fee: KShs. **2000**

OSH Fund: KShs. **3000**

Director of Occupational Safety and Health Services

NOTE

This Certificate is valid only in respect of the Occupier and Workplace named above

This Certificate is issued under, and solely for the purposes of the Occupational Safety and Health Act and is without prejudice to the requirements of any other legislation relating to the workplaces.

PEST CONTROL PRODUCTS BOARD



(A Statutory Organisation of the Kenya Government)

Kenya Subsidiary Legislation, 2006

835

FORM B₁

ORIGINAL

THE PEST CONTROL PRODUCTS ACT, (Cap. 346)

**THE PEST CONTROL PRODUCTS (LICENSING OF PREMISES)
AND BUSINESS) AMENDMENT) REGULATIONS, 2006**

Receipt No. A88455 **LICENCE** No. 39988

This licence is granted to SHINEWAYS CLEANING SERVICES

P.O. BOX 35354 - 00100 NAIROBI

Plot LR No. — Situated at MURANGA ROAD

to display/~~store/retail/wholesale/distribute/package/warehouse/formulate/use/~~
be an agent of/~~manufacture pest control products and~~ offer pest control services.

Fee: Kshs 2000/- (TWO THOUSAND ONLY)

[Signature]
Managing Director,
Pest Control Products Board

[Signature]
Inspector,
Pest Control Products Board

Date 08/11/2022

This licence expires on 31st December 2022

This licence is not transferable to any other person, company or premises without the approval of the Board, and can be withdrawn upon non compliance with the ACT.



REPUBLIC OF KENYA

MINISTRY OF LABOUR AND SOCIAL PROTECTION

Telegrams: "LABOUR OFFICER" Nairobi
Telephone: 341666, 312226, 318418 ext. 20455
When replying, please quote

COUNTY LABOUR OFFICE,
NYAYO HOUSE, 16TH FLOOR,
P.O. BOX 42988 - 00100 GPO,
NAIROBI.

Ref: ML/CLO/NBI/LAB.6

DATE: 5th December, 2021

The Managing Director,
Shineways Cleaning Services,
P.O. Box 35354-00100,
NAIROBI.

Dear Sir,

RE: **LABOUR AUDIT REPORT**

Further to a labour audit carried out at your Business premises by officials from this department on 3rd March 2021, the following is the report of this Audit.

1. **Employment Records:-**

During the exercise, it was noted that you maintain attendance records for your employees and payrolls for all your employees, which was well updated by the time of inspection.

2. **Appointment Letters/ Contract Letters:-**

It was noted during the exercise that you have provided your employees with appointment letters and contract letters as legally required.

3. **Hours Of Work:-**

It was noted that your employees work for 52 hours per week as legally required and any extra hours are paid as overtime at one and half times on a normal day and at a double rate on public Holidays and Rest days.

4. Salaries and Wages:-

During the Audit, it was noted that the salaries and wages paid to your employees are over and above the stipulated basic minimums.

5. Annual Leave:-

It was noted during the exercise that your employees proceed on leave as legally required. You were also found to be providing leave travelling allowance

6. Health And Safety:-

During the Audit, it was noted that you have a Health and Safety Committee in place that look into the issue of safety at workplace.

7. General Remarks:-

In general, the premise was found to be in good state of cleanliness. A follow up inspection will be carried on after twelve (12) months.


J. M. Kiraguri,
County Labour Officer,
NAIROBI.





BUSINESS REGISTRATION SERVICE
P. O. BOX 30031
NAIROBI
25 AUG 2021

To
SHINEWAYS CLEANING SERVICES
LIMITED
P.O. Box 35454
00200 - CITY SQUARE

THE COMPANIES ACT, 2015

Records relating to the below company held by the Companies Registry as at **25 Aug 2021**

COMPANY	SHINEWAYS CLEANING SERVICES LIMITED
COMPANY NUMBER	PVT-DLUM6M7
NOMINAL SHARE CAPITAL	100,000.00
NUMBER AND TYPE OF SHARES (VALUE PER SHARE)	ORDINARY: 1000 (KES 100.00 EACH)
DATE OF REGISTRATION	10TH JUL, 2020
REGISTERED OFFICE	P.O BOX 35454 G.P.O NAIROBI TELEPHONE: +254721706014, EMAIL: INFO@SHINEWAYSCLLEANING.CO.KE COUNTY: NAIROBI, DISTRICT: STAREHE DISTRICT , LOCALITY: CBD STREET: MURANGA ROAD, BUILDING: ARCADE BUILDING
POSTAL ADDRESS	P.O BOX 35454 G.P.O NAIROBI
ENCUMBRANCES	

Name of Directors and Shareholders of the above company with their particular are as follows

NAME	DESCRIPTION	ADDRESS	NATIONALITY	SHARES
CATHERINE WANGARI GACHIBU	DIRECTOR/SHAREHOLDER	P.O BOX 35454 G.P.O NAIROBI	KENYA	ORDINARY: 800
TOTAL				800

Yours Faithfully,
REGISTRAR OF COMPANIES



REF NO: OS-B2FXZQZV

DISCLAIMER: THIS IS A SYSTEM GENERATED CERTIFICATE AND DOES NOT REQUIRE A SIGNATURE

JAMHURI YA KENYA

REPUBLIC OF KENYA

SERIAL NUMBER: 223986264

ID NUMBER: 23936265

FULL NAMES

CATHERINE WANGARI GACHIBU

DATE OF BIRTH

10 06 1984

SEX

FEMALE

DISTRICT OF BIRTH

THIKA

PLACE OF ISSUE

CENTRAL

DATE OF ISSUE

18 04 2008

HOLDER'S SIGN





DISTRICT

THIKA

DIVISION

KARIWANGI

LOCATION

CHANIA

SUB LOCATION

NAKWA

N. B023936265S

PRINCIPAL REGISTRAR'S SIGN



0029814932

IDKYA2239862642<<166<<<<<<411

8406169F0804183<B023936265S<<2

CATHERINE<WANGARI<GACHIBU<<<<



Africa Merchant Assurance Co.Ltd.

RENEWAL CONFIRMATION

RISK TYPE	WORK INJURY BENEFITS INSURANCE
INSURED	SHINEWAYS CLEANING SERVICES
POLICY NUMBER	AM1/110/1/002127/2021/09
RENEWAL ENDORSEMENT	AM1/110/3/000897/2021/09
PERIOD OF INSURANCE	19.11.2021 TO: 18.11.2022

It is hereby declared and agreed that the insured having applied for a continuance of the policy, this is to confirm that the same is renewed for the period stated above.

SUM INSURED: 720,000.00

COVER: Sustained bodily injury by accident or disease arising out of and in the course of Employment by the insured.

EXCESS: Kshs.5,000.00 of each and every claim, excluding claims for funeral expenses.

Subject otherwise to the Terms, Exceptions and Conditions of the Policy

Signed



Authorised Official of the Company

Date 19/11/2021

Nextgen Mall, 4th Floor, Mombasa Road. P.O. Box 61599, 00200 Nairobi-Kenya
Tel: (Pilot line) 020 - 2204000 / Cell: 0738 312 121 / SMS: 40033
E-mail: info@amaco.co.ke, Website: www.amaco.co.ke - for enquiries.



Paragon Property Consultants Ltd.

Registered & Licensed Valuers, Managing Agents & Real Estate / Property Consultants.

3rd Floor, Twiga Towers Opp. Meridian Court Hotel, Murang'a Road off Moi Avenue near Jevanjee Garden P.O. Box 43499-00100 Nairobi
Tel: 343009, 315750, 2246673, Mobile: 0722 264015, 0733 411 636, E-mail: info@paragonvaluers.com

26th February, 2019

TO WHOM IT MAY CONCERN

RE: RECOMMENDATION LETTER - SHINEWAYS CLEANING SERVICES

This is to certify that SHINEWAYS CLEANING SERVICES have been offering cleaning services to our company on behalf of our clients.

They are competent and capable of providing the same services to any other organisation with efficiency and honesty as they have done for us over the years.

We confidently recommend SHINEWAYS CLEANING SERVICES as solid, reliable and experts in their field.

In case of any queries, do not hesitate to contact the undersigned.

Thanking you in advance.

Yours faithfully
Paragon property Consultants Ltd

Elizabeth Ng'ang'a
PROPERTY MANAGER - COMMERCIAL



Jumbo Chem
Kenya Ltd

DATE: 24th August 2020

DEAR SIR/MADAM

RE: RECOMMENDATION LETTER

ORGANIZATION: SHINE WAYS CLEANING COMPANY LTD

I write this letter to recommend the excellent services of Shine ways cleaning company.

Jumbo Chem K Ltd has been using Shine ways for while and they consistently do a great job in our office building. Their employees are professional, punctual and thorough.

Do not hesitate to contact us for any questions you might have.

Yours Faithfully

Scholastica Anyango
Administration & Human Resource Manager.

JUMBO CHEM KENYA LTD.
P. O. Box 18250 - 00100, NAIROBI
TEL: 020 - 210 2513

www.jumbochem.co.ke

JUMBOLENE
THE BEST INSULATION

T: 254 20 2102513 C: 0788 725081 / 0786 210251 P.O BOX 18250-00100 Nairobi, Kenya
Wall Street Business Park off Mombasa Road, along I.C.D Road E: info@jumbochem.co.ke



TELEPHONE NO. 4347504, 4347333, 4347473
MOBILE NO. 0735487592, 0724253920
FAX: 4347566
Email: info@kenyahigh.ac.ke
kenyahigh@gmail.com



THE KENYA HIGH SCHOOL
P.O. BOX 30035-00100
NAIROBI.

19th April, 2021

SHINEWAYS CLEANING SERVICES.
P.O. BOX 59242-00200
NAIROBI

Dear Sir/Madam,

It's my pleasure and honor to recommend Shineways Cleaning Company for the role of supplying us with cleaning materials and detergent. I am confident that if given a task she will deliver on time and more so very convenient.

I would like to add that shineways cleaning company is a good supplier that you can always depend on when it comes to emergency ordering.

Shineways Cleaning Company has my highest recommendation for the supply of cleaning material and detergents, I have no doubt she will make a strong addition to your organization.

Please feel free to contact me if you have any questions regarding her past work. Any assistance accorded to her will be highly appreciated. Thank you.

Yours faithfully,



MR. MATHEW OSORO
PROCUREMENT MANAGER



*The Kenya Power & Lighting Co. Ltd.
Central Office - P.O. Box 30099 Nairobi, Kenya.
Telephone - 254 - 20 -3201000 - Telegrams 'ELECTRIC'
Fax No. 254-20-3514485
STIMA PLAZA, KOLOBOT ROAD*

Our Ref:

Your Ref:

KP4/5C.1/01/ENK/enk

Tuesday, April 27, 2021

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

**RE: RECOMMENDATION - SHINEWAYS CLEANING SERVICES
OF P.O. BOX 35354 -00100 NAIROBI**

We do hereby confirm that we have known and worked with the above firm for a period of five (5) years and they offered cleaning and fumigation services to various offices/depot, Banking halls and manned substations within the company.

Their standard of efficiency and organization is excellent, supported by appropriate attitude towards work.

We recommend them for similar services.

Yours faithfully,

For: THE KENYA POWER & LIGHTING COMPANY LTD


ESTHER KAHU

FOR: ADMINISTRATION OFFICER - NAIROBI REGION

CONTRACT for SERVICES
THE KENYA POWER & LIGHTING COMPANY LIMITED
AND
SHINEWAYS CLEANING SERVICES LIMITED

IN RESPECT OF PROVISION OF FUMIGATION SERVICES IN NAIROBI REGION – TENDER NO. KP2/9A/NS/RT/024/20-21

THIS AGREEMENT made this ^{9th} day of JULY 2021
BETWEEN THE KENYA POWER & LIGHTING COMPANY LIMITED, a limited liability company duly incorporated under the Companies Act, No. 17 of 2015 of the Laws of Kenya, with its registered office situated at Stima Plaza, Kolobot Road, Parklands, Nairobi in the Republic of Kenya and of Post Office Box Number 30099-00100, Nairobi in the said Republic (*here-in-after referred to as "KPLC"*) of the one part,

AND

SHINEWAYS CLEANING SERVICES LIMITED, a duly registered entity according to the laws of Kenya, of P.O BOX 35454-00200, Nairobi and physical address Arcade House, Muranga Road (*hereinafter referred to as "the Contractor"*) of the other part, which expression shall where the context so admits include its successors and assigns.

WHEREAS KPLC invited tender for certain services, that is to say for Fumigation Services (*here-in-after referred to as the "Services"*) under Tender Number KP2/9A/RT/NS/024/20-21.

AND WHEREAS KPLC has accepted the Tender by the Service Provider for the Services in the sum of Kenya Shillings, Two Hundred and Thirteen Thousand, Five Hundred Shillings only (Kshs. 213,500.00 VAT Exclusive (*here-in-after called "the Contract Price"*), Per quarter as outlined in the Notification of Award letter dated 2nd July, 2021. The contract will run for one year up to 30th June, 2022.

1. In this Agreement words and expressions shall have the same meaning as are assigned to them in the Tender Document.
2. Unless the context or express provision otherwise requires: -
 - (i) Reference to "this Agreement" includes its recitals, schedules, contract documents and any other document as varying, supplementing and/or replacing this Agreement in any manner from time to time.
 - (ii) Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
 - (iii) Where there are two or more persons included in the expression "*the Contractor*", the covenants, agreements and/or obligations expressed to be made or performed by the Contractor shall be deemed to be made or performed by such persons jointly and severally and any act, default or omission by the Contractor shall be deemed to be an act, default or omission by any one or more of such persons.

3. Obligations of the Contractor

In consideration of the payment to be made by KPLC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with KPLC to provide the services and remedy any defects thereon in conformity, in all respects, with the provisions of this Agreement.

4. Obligations of KPLC

KPLC hereby covenants to pay the Contractor, in consideration of the proper provision of the services and remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Agreement at the times and in the manner prescribed by the Agreement.

5. Contract Documents

a) The following Documents shall constitute the Contract/Agreement between KPLC and the Contractor (*here-in-after called "the Contract Documents"*): -

- (I) This Contract Agreement
- (II) General Conditions of Contract
- (III) Special Conditions of Contract
- (III) Price Schedules and Schedule of Requirements.
- (IV) Technical Specifications for the services,
- (V) KPLC's Notification of Award letter dated 2nd July, 2021
- (VI) Tender Form duly signed by the Contractor
- (VII) Declaration Form duly signed by the Contractor, and,
- (VIII) Warranty, where applicable

b) In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the contract documents are listed in 5 (a) above except where otherwise mutually agreed in writing.

6. Commencement Date

"*The Commencement Date*" shall be the working day immediately following the fulfilment of all the following: -

- (i) Execution of this Contract by the Parties,
- (ii) Issuance of the Purchase Order by KPLC to the Contractor,

7. Delivery and Documents for Services

The Services will be provided as per the attached provision schedule and the conditions of contract as per the Tender Document. (Encl.)

8. Payment Terms

Payments shall be made promptly by KPLC to the Contractor, thirty (30) days from satisfactory provision of the services and submission of the invoice together with other required documents by the Contractor, or as otherwise prescribed in the Contract Documents (*here-in-after referred to as the "credit period"*).

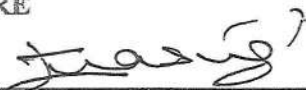
9. The Language and Law

The language of the contract and the law governing the contract shall be the English language and the Laws of Kenya respectively.

SIGNED FOR and on BEHALF of:

THE KENYA POWER AND LIGHTING COMPANY LIMITED

SIGNATURE




NAME: Eng. GEOFFREY MULI

REGIONAL MANAGER, NAIROBI REGION

DESIGNATION

SEALED with the COMMON SEAL of the CONTRACTOR: SHINEWAYS CLEANING SERVICES LIMITED

In the Presence of:



DIRECTOR

Name: CATHERINE W. GACHIBUNI



DIRECTOR/COMPANY SECRETARY

Name: VICTOR OTHMAN

DRAWN BY

Imelda Bore

Advocate,

C/O The Kenya Power & Lighting Company Limited,

2nd Floor, Stima Plaza,

Kolobot Road, Parklands,

P.O. Box 30099- 00100

Nairobi, KENYA.



COUNTY GOVERNMENT OF KILIFI
DEPARTMENT OF ROADS, TRANSPORT AND PUBLIC WORKS

Telephone:
Telegrams:
When replying please quote
Our Ref: **KCG/257/2019/2020**
and date

County Works Office
Public Works-Kilifi County
P. O. Box 519,
KILIFI
9th April, 2020

M/S SHINEWAYS CLEANING SERVICES
P.O. Box 35454-00100
NAIROBI

Dear Sir/Madam,

RE: TENDER AWARD FOR THE PROVISION OF CLEANING SERVICES OF COUNTY HEADQUARTERS

The County Government of Kilifi wishes to inform you that your bid for the above tender has been successful.

The Contract Sum is at Kshs 5,041,860.00/= (Five Million, Forty One Thousand Eight Hundred and sixty Shillings Only).

The above amount includes Cost Sums to be expended only on prior authorization of the Employer, based on the recommendation of the Administration.

You are hereby invited to come and execute the contract Agreement prior to commencement of the work.

The date for commencement of the works will be 30th April 2020 with a contract period of Two Years (2) from the commencement date. Completion date of the contract will not be later than 15th January 2023.

Chrispus Chengo

.....
Clerk of works
Administration, Transport and Public Works.

AGRICULTURAL FINANCE CORPORATION

TELEPHONE: 3272000/3317199
MOBILE: 0725576889, 0725580007,
0724253521/22, 0733600039/40
0725 579769
EMAIL: info@agrifinance.org
Website: www.agrifinance.org



DEVELOPMENT HOUSE,
MOI AVENUE,
P.O. BOX 30367-00100,
NAIROBI.

Office of the Managing Director

AFC/PD/18.8

29th April, 2020

**The Managing Director,
Shineways Cleaning Services,
P. O. Box 35454 – 00100,
NAIROBI.**

Tel: 0721 706 014

Email: info@shinewayscleaning.co.ke

Dear Sir/Madam,

**RE: TENDER AWARD NOTIFICATION–TENDER NO. AFC/10/02/2020-
2021– PROVISION OF CLEANING SERVICES AT AFC NAKURU
BUILDING**

Reference is made to the above tender.

We hereby notify you that you have been awarded the tender, Number Tender No. AFC/10/02/2020-2021: provision of cleaning services at AFC Nakuru Building. After the evaluation process was concluded, we are glad to inform you that your bid was successful.

The tender cost is ksh.2,750,000 (Kenya shilling two million, seven hundred and fifty thousand only).

We take this opportunity to thank you for showing interest in doing business with us and look forward to a successful business relationship in the future.

Yours Faithfully,

**Lucas Meso, MBS
MANAGING DIRECTOR**



Kenya Power

The Kenya Power & Lighting Co. Ltd.
Central Office - P.O. Box 30099, Nairobi, Kenya
Telephone - 254-02-3201000-Telegrams 'ELECTRIC'
Fax No. 254-02-310336
Stima Plaza, Kolobot Road

Our Ref: KPI/9A.2/OT/21/ADMIN/18-19

10th April 2019

Shineways Cleaning Services
P.O. Box 35354 - 00100,
NAIROBI

Tel: 0721706014

Email: catherine@shinewayscleaning.co.ke

Dear Catherine,

**RE: NOTIFICATION OF AWARD ON PROVISION OF CLEANING SERVICES
COMPANYWIDE LOT II FOR YWPD, TENDER NO. KPI/9A.2/OT/21/ADMIN/18-19**

We refer to your tender dated 2nd January 2019 and are pleased to inform you that following evaluation, your tender has been accepted as tabulated below:

No.	Depot/Premise	No. of Workers	Amount in Kshs.(Vat Inclusive)
1.	Adams Arcade Pay Point	1	25,000.00
2.	Rongai office (Masai Mall)	3	46,000.00
3.	Nairobi Show Ground	5	109,600.00
4.	Kileleshwa Substation	1	25,000.00
5.	Karen Substation	1	25,000.00
6.	Ragati Substation	1	25,000.00
	TOTAL IN KSHS. PER MONTH		255,600.00

This notification does not constitute a contract. The formal Contract Agreement shall be entered upon expiry of 14 days from the date hereof, pursuant to the provisions of the Public Procurement & Asset Disposal Act 2015 (as may be amended from time to time or replaced).

The Contract Document is under preparation and shall be forwarded to you in due course. Kindly sign and seal the Contract Agreement. Further, initial and stamp on all pages of the documents forming the Contract. Thereafter return



Kenya Power

Central Office – P.O. Box 30099 – 00100,

Telephone – 254-02-3201000

Fax No. 254-02-3514485

Stima Plaza, Kolobot Road,

Nairobi, Kenya

Our Ref: KPI/9AA-2/OT/74/HR/16-17

9th January 2019

M/s Shineways Cleaning Services
P.O Box 35354-00100,
NAIROBI

Dear Sir,

**RE: NOTIFICATION OF EXTENTION OF CONTRACT FOR PROVISION OF
CLEANING SERVICES COMPANYWIDE – TENDER NO. KPI/9AA-2/OT/74/HR/16-
17**

Reference is made to the above contract for Provision of cleaning Services Companywide and wish to inform you that your contract has been extended for another period of three (3) months from **1st February 2019 to 30th April 2019** subject to the provisions herein:

A summary of rates and prices is shown as follows;

NO.	PREMISES	NO. OF WORKERS	PRICE IN KSH.(VAT INCL.) PER MONTH
1	Kitengela Office (EPZ plaza)	3	66,000
2	Kajiado office	4	92,000
3	Maua Office	2	42,000
4	Kivaa office	1	22,000
5	Nyahururu Office	3	60,000
6	Nyahururu staff quarters	2	40,000
7	Kangari Office	2	40,000
8	Mwingi Office	2	44,000
9	Muthathari Poleyard	5	105,000
10	Gatundu Office	1	20,000
11	White sisters /Ngoigwa	1	20,000
12	Kerugoya Office	2	40,000
13	Limuru town offices and Depot	7	133,000
14	Githunguri Office	1	20,000
TOTAL AMOUNT IN KSH VAT INCL.			744,000

You are therefore, required to extend validity of the Performance Bond to cover the entire extension contract period and another two (2) months beyond ie until 31st June 2019. You are expected to submit the Performance



KENYA HIGH SCHOOL

LPO No. 6817

P.O. Box 30035 - 00100 GPO Nairobi, Kenya Phone: 0724-263920

Email No: accounts@kenyahigh.ac.ke

Purchase Order

To: SHINE WAYS CLEANING SERVICES

Order Date 17/02/2021

Prepared by Chirchir, James

Order Status Purchase Order

Ship Via

Delivery Address

Please deliver the following goods to KENYA HIGH SCHOOL central store and submit invoice Without delay to the Accounts office NAIROBI Kenya

No	Stock No	Item	Qty	Units	Unit Price	Subtotal
1	LAUNDRY 534	LAUNDRY DETERGENT 20LTR	20	rican(s)	3,000.00	60,000.00
2	Oven cleaner 5 lbs	Oven cleaner detergent 5 lbs	5	Pcs	2,800.00	14,000.00
Amount						74,000.00
VAT						0.00
Total in Kenya Shilling						74,000.00

Notes

Recommended By:

Mathew O.

Date:

17/02/2021

Signature:

[Signature]

I CONFIRM THAT FUNDS ARE AVAILABLE AND THAT THE COMMITMENT HAS BEEN NOTED IN THE COMMITMENTS REGISTER / VOTE BOOK

Accounts Office:

JAMES CHIRCHIR

Date:

18/02/2021

Signature:

[Signature]

Votehead:

Main

Approved By:

Principal:

F. Mutu

Date:

18/02/2021

Signature:

[Signature]



KENYA HIGH SCHOOL

LPO No. 6862

P.O. Box 90036 - 00100 GPO Nairobi, Kenya Phone: 0724-263920

Email No: accounts@kenyahigh.sc.ke

Purchase Order

To: SHINE WAYS CLEANING SERVICES

Order Date 31/03/2021
Order Status Purchase Order

Prepared by Churchir, James
Ship Via

Delivery Address

Please deliver the following goods to KENYA HIGH SCHOOL central store and submit invoice Without delay to the Accounts office NAIROBI Kenya

No	Stock No	Item	Qty	Units	Unit Price	Subtotal
1	Hand wash gel	Hand wash gel 20 litres	10	litres(s)	3,500.00	35,000.00
Amount						35,000.00
VAT						0.00
Total in Kenya Shilling						35,000.00

Notes

Recommended By:

Mathew O.
Signature: [Signature]

Date:

31/03/2021

I CONFIRM THAT FUNDS ARE AVAILABLE AND THAT THE COMMITMENT HAS BEEN NOTED IN THE COMMITMENTS REGISTER / VOTE BOOK

Accounts Office:

[Signature]

Date:

31/3/21

Signature:

Votehead: Main

Approved By:

Principal:

F. Muli-in

Date:

31/3/21

Signature:

[Signature]



KENYA HIGH SCHOOL

LPO No. 6849

P.O. Box 30036 - 00100 GPO Nairobi, Kenya Phone: 0724-263920

Email No: accounts@kenyahigh.ac.ke

Purchase Order

To: SHINE WAYS CLEANING SERVICES

Order Date 18/03/2021
Order Status Purchase Order

Prepared by Chirchir, James
Ship Via

Delivery Address

Please deliver the following goods to KENYA HIGH SCHOOL central store and submit invoice Without delay to the Accounts office NAIROBI Kenya

No	Stock No	Item	Qty	Units	Unit Price	Subtotal
1	Jik white 5 litres	Jik white 5 litres	8	Pcs	1,000.00	8,000.00
Amount						8,000.00
VAT						0.00
Total in Kenya Shilling						8,000.00

Notes

Recommended By:

Mathew O.
[Signature]

Date:

18/03/2021

Signature:

I CONFIRM THAT FUNDS ARE AVAILABLE AND THAT THE COMMITMENT HAS BEEN NOTED IN THE COMMITMENTS REGISTER / VOTE BOOK

Accounts Office:

[Signature]
[Signature]

Date:

18/03/2021

Signature:

Votehead: Main

Approved By:

Principal:

F. M. O. W.
[Signature]

Date:

18/03/2021

Signature:



MULTIMEDIA UNIVERSITY OF KENYA

P.O. BOX 15653 - 00503, NAIROBI, KENYA.

OFFICE OF THE VICE CHANCELLOR

(MMU is ISO 9001:2008 Certified)

Our Ref: MMU/VC/TENDERGEN/VOL.5/ (006)

3rd November, 2017

MANAGING DIRECTOR

M/s. SHINEWAYS CLEANING SERVICES

P.O.BOX 35354-00100

NAIROBI

TEL: 0721706014

Dear Sir/Madam

RE: NOTIFICATION OF TENDER AWARD – SUPPLY AND DELIVERY OF CLEANING MATERIALS TENDER NO. MMU/CM/31/2017/2018/2019

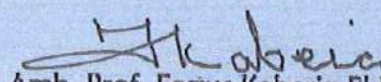
Reference is made to the above mentioned tender in which you participated. The Vice chancellor on Friday 3rd November, 2017 awarded this tender for Supply and delivery of Cleaning Materials to your firm as per your quoted price and items in the tender document herein attached for your reference.

This is subject to due diligence, negotiation and there being no appeal in the ensuing Fourteen (14) days from the date of this notification, in line with the provisions of the Public Procurement and Asset Disposal Act 2015.

The contract will be signed after the lapse of Fourteen (14) days and within thirty days (30) from this day of notification. You will submit with your acceptance letter performance bond as prescribed in the tender document.

Thank you.

Yours faithfully


Amb. Prof. Festus Kaberia PhD. OGW
VICE CHANCELLOR



AFRICA NAZARENE UNIVERSITY

P.O. Box 53087, Nairobi 00200, Kenya. Phone: +254-020-2703534/35, 2711213
Mobile: +254-733-974111, +254-722-266354
Fax: +254-020-2012233, E-mail: registrar@anu.ac.ke Website: www.anu.ac

20th March 2019

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: RECOMMENDATION - SHINEWAYS CLEANING SERVICES

We do hereby confirm that we have known and worked with the above firm for a period of two years and they offered cleaning services ranging from General cleaning, garbage collection, care of flowers, supply of toilet rolls and sanitary bins. The contract was valued at Kenya shillings One Million Twenty Four Thousand, Six Hundred and Seventy per month.

Their standard of efficiency and organization is good, supported by appropriate attitude towards work.

We recommend them for similar services.

Sincerely,

For and on behalf of

Charity Gitau
Africa Nazarene University





Kenya Power

Central Office – P.O. Box 30099 – 00100,
Telephone – 254-02-3201000
Fax No. 254-02-3514185
Silma Plaza, Kolobot Road,
Nairobi, Kenya

Our Ref: KP1/9AA-2/OT/74/HR/16-17

5th June, 2017

M/s Shineways Cleaning Services
P.O Box 35354-00100,
NAIROBI

Phone No.

Dear Sir/Madam

**RE: NOTIFICATION OF AWARD FOR PROVISION OF CLEANING SERVICES
COMPANYWIDE – TENDER NO.KP1/9AA-2/OT/74/16-17**

Reference is made to the above tender for Provision of Cleaning Services Companywide and we are pleased to inform you that your offer has been accepted for a period of seventeen (17) months from June, 2017 to 31st October, 2018 subject to the provisions herein: -

NO.	PREMISES	NO. OF WORKERS	PRICE IN KSH.(VAT INCL.) PER MONTH
1	Kitengela Office (EPZ plaza) ✓	3	66,000
2	Kajiado office ✓	4	92,000
3	Maua Office	2	42,000
4	Kivaa office	1	22,000
5	Nyahururu Office	3	60,000
6	Nyahururu staff quarters	2	40,000
7	Kangari Office	2	40,000
8	Mwingi Office	2	44,000
9	Muthathari Poleyard	5	105,000
10	Gatundu Office ✓	1	20,000
11	White sisters /Ngoigwa	1	20,000
12	Kerugoya Office	2	40,000
13	Limuru town offices and Depot ✓	7	133,000
14	Githunguri Office ✓	1	20,000
TOTAL AMOUNT IN KSH VAT INCL.			744,000



Kenya Power

CONTRACT BETWEEN

THE KENYA POWER & LIGHTING COMPANY LIMITED

AND

SHINEWAYS CLEANING SERVICES

FOR TENDER FOR PROVISION OF CLEANING SERVICES COMPANYWIDE

TENDER No. KP1/9AA-2/OT/74/HR/16-17

CONTRACT FORM

THIS AGREEMENT made this 24th day of November, 2017 BETWEEN
THE KENYA POWER & LIGHTING COMPANY LIMITED, a limited liability company
duly incorporated under the Companies Act, Chapter 486 of the Laws of Kenya, with its registered
office situated at Stima Plaza, Kolobot Road, Parklands, Nairobi in the Republic of Kenya and of
Post Office Box Number 30099-00100, Nairobi in the Republic aforesaid (*hereinafter referred to
as the "KPLC"*) of the one part,

AND

SHINEWAYS CLEANING SERVICES a duly registered entity according to the laws of Kenya
and of Post Office Box Number 35454-00200 Nairobi in the Republic aforesaid, (*hereinafter
referred to as the "Contractor"*) of the other part;

WHEREAS KPLC invited tenders for Youth, Women and Persons with Disability for certain
works, that is to say for PROVISION OF CLEANING SERVICES COMPANYWIDE
(*hereinafter referred to as the "Services"*) under Tender Number KP1/9AA-2/OT/74/HR/16-17

AND WHEREAS KPLC has accepted the Tender by the Contractor for the services at a total price
of KES 744,000.00 VAT Inclusive say Kenya Shillings Seven Hundred and Forty Four
Thousand only per month as per the Notification of Award letter referred to in 5(g).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

1. In this Agreement words and expressions shall have the same meanings as are respectively
assigned to them in the Conditions of Contract and the Tender Document.
2. Unless the context or express provision otherwise requires: -
 - a) reference to "this Agreement" includes its recitals, any schedules and documents
mentioned hereunder and any reference to this Agreement or to any other document
includes a reference to the other document as varied supplemented and or replaced
in any manner from time to time.

- b) any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.
 - c) words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.
 - d) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the "*Contractor*" the covenants, agreements and/or obligations expressed to be made or performed by the Contractor shall be deemed to be made or performed by such persons jointly and severally.
 - e) where there are two or more persons included in the expression the "*Contractor*" any act default or omission by the Contractor shall be deemed to be an act default or omission by any one or more of such persons.
3. In consideration of the payment to be made by KPLC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with KPLC to provide the Services in conformity in all respects with the provisions of the Contract.
4. KPLC hereby covenants to pay the Contractor in consideration of the proper provision of the Services, the Contract Price in the manner prescribed by the Contract.
5. The following documents shall constitute the Contract between KPLC and the Contractor and each shall be read and construed as an integral part of the Contract: -
- a) this Contract Agreement
 - b) Special Conditions of Contract
 - c) General Conditions of Contract
 - d) Price Schedules submitted by the Contractor and agreed upon with KPLC
 - e) Schedule of cleaning activities/Technical Specifications
 - f) Schedule of requirements
 - g) KPLC's Notification of award dated 5th June 2017

- h) Tender Form signed by the Contractor
- i) Declaration Form signed by the Contractor

6. The Services will be provided for **SEVENTEEN (17) MONTHS** after the Commencement Date (*hereinafter referred to as the "Term"*).
7. In the event of any ambiguity or conflict between the contract documents listed above, the order of precedence shall be the order in which the contract documents are listed in 5 above except where otherwise mutually agreed in writing.
8. The Commencement Date shall be the working day immediately following the fulfilment of all the following: -
 - a. Execution of this Contract Agreement by KPLC and the Contractor.
 - b. Issuance of the Performance Bond by the Contractor and confirmation of its authenticity by KPLC.
 - c. Issuance of the Purchase Order by KPLC to the Contractor, where applicable.
9. The period of contract validity shall begin from the Commencement Date and end thirty (30) days after the Term or the agreed completion date, whichever comes later.
10. It shall be the responsibility of the Contractor to ensure that its Performance Security is valid at all times during the period of contract validity and further is in full amount as contracted.
11. Any amendment, change, addition, deletion or variation howsoever to this Contract shall only be valid and effective where expressed in writing and signed by both parties.
12. No failure or delay to exercise any power, right or remedy by KPLC shall operate as a waiver of that right, power or remedy and no single or partial exercise of any other right, power or remedy shall operate as a complete waiver of that other right, power or remedy.

13. Notwithstanding proper completion of the Services or parts thereof, all the provisions of this Contract shall continue in full force and effect to the extent that any of them remain to be implemented or performed unless otherwise expressly agreed upon by both parties.
14. Any notice required to be given in writing to any Party herein shall be deemed to have been sufficiently served, if where delivered personally, one day after such delivery; notices by electronic mail shall be deemed to be served one day after the date of such delivery respectively (*and proof of service shall be by way of confirmation report of such delivery*), notices sent by post shall be deemed served seven (7) days after posting by registered post (*and proof of posting shall be proof of service*), notices sent by courier shall be deemed served two (2) days after such receipt by the courier service for Local (Kenyan) Contractors and five (5) days for Foreign Contractors.
15. For the purposes of Notices, the address of KPLC shall be General Manager, Corporate Affairs and Company Secretary, The Kenya Power & Lighting Company Limited, 7th Floor, Stima Plaza, Kolobot Road, Post Office Box Number 30099-00100, Nairobi, Kenya. The address for the Contractor shall be *as indicated in the Confidential Business Questionnaire*.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya the day and year first above written.

SIGNED FOR and on BEHALF
of THE KENYA POWER AND LIGHTING COMPANY LIMITED


GENERAL MANAGER, CORPORATE AFFAIRS AND COMPANY SECRETARY
MELODA BORE, C/O, COMMERCIAL

WITNESS

SEALED with the COMMON SEAL
of the CONTRACTOR
in the presence of:-



DIRECTOR

Affix Contractor's Seal here

CATHERINE WANGARI GACHIBU
DIRECTOR'S FULL NAMES
and


DIRECTOR/ COMPANY SECRETARY

VICTOR OMBANDA
DIRECTOR/ COMPANY SECRETARY'S FULL NAMES


Witnessed by Advocate/Commissioner of Oaths

DRAWN BY: -

Beatrice Meso
Advocate,
C/o The Kenya Power & Lighting Company Limited,
7th Floor, Stina Plaza,
Koloboi Road, Parklands,
Post Office Box Number 30099-00100, NAIROBI, KENYA





29th March 2019

THE MANAGEMENT

JUMBO CHEM LTD

Dear sir/madam

RE: AGREEMENT FOR CLEANING SERVICES

This agreement made this1.....day of ...march... between **SHINEWAYS CLEANING SERVICES** and **JUMBO CHEM LTD.**

1. Charges are kshs **37,000** per month (V.A.T INCLUSIVE)
2. Supply of 60 rolls of tissue papers
3. The contract is for 2 years with effect from 1 march 2019

4. The contract can be terminated upon either party giving the other one month's notice in writing of intentions to terminate.

5. Payments are made after every successful performance on or before 5th of each month after issuing the invoices.

TASKS TO BE EXECUTED

Tasks to be executed on a daily basis in the premises

- ❖ Cleaning, sweeping of all the offices and the factory
- ❖ Cleaning of the the washrooms and the sinks
- ❖ Wiping of the windows, door, offices equipment's and the furnitures.
- ❖ Removing of the cobwebs
- ❖ Maintaining all cleanliness in all areas at all times

WE ARE COMMITTED TO PROVIDE YOU WITH QUALITY CLEANING SERVICES

Dealers in: Residential cleaning, Commercial cleaning, Car Interior Cleaning, Carpet & cleaning of Seats, Curtains, Blinds, Hotel Conference, Fumigation, Gardening and Supply of Cleaning materials Before and end of tenancy, Before and End of party (House, Office, Commercial)

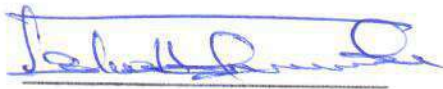
ALLOCATION OF THE STAFF AND WORKING HOURS

We shall allocate one cleaner in the premises

Working hours will be from 6:30am to 4:00 PM from Monday to Friday.

Saturday will be half day from 7:30am to 11:00am We look forward to setting cleanliness standards at your office and factory any other under your management

If in agreement, please sign and stamp below and return copy



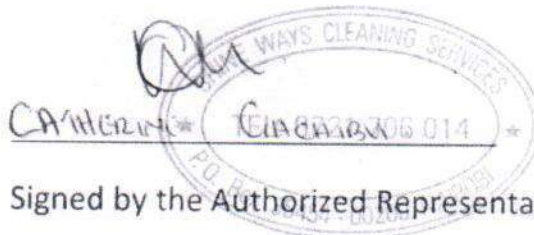
Signed by the Authorized

Representative of **JUMBO CHEM LTD**



NAME **JAPH OLENDE**

DATE **29.3.2019**



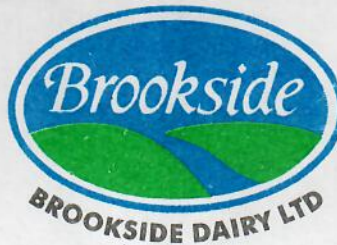
Signed by the Authorized Representative

Of **shine ways cleaning services**

JUMBO CHEM KENYA LTD.
P.O. Box 18250 - 00100, NAIROBI
TEL: 020 - 210 2513

NAME

DATE - **29/3/2019**



P.O. BOX 236, 00232 RUIRU
Tel: 020 - 6750970/1/4/5
Fax: 020 - 4769191/4
Office Mobile: 0735 222264, 0722 130000
Email: maziwa@brookside.co.ke

Direct Fax: 020 - 4769192
Email: purchasing@brookside.co.ke

LOCAL PURCHASE ORDER

Supplier
Address
Tel:

SHINEWAYS CLEANING SERVICES
P.O. BOX 3534-00100
NAIROBI
0721706014

L.P.O. No.
Date

136628
09/10/21

PAGE 1

The LPO Number must appear on all invoices, packing slips, Bills of lading, packages, containers and in all correspondence.

PLEASE SUPPLY THE FOLLOWING:- ACCEPTANCE OF THIS ORDER IS AN ACCEPTANCE OF ALL OF THE CONDITIONS OUTLINED AT THE BACK OF THIS LPO.

DEPARTMENT/CODE	REQUISITION No:	DESCRIPTION	QUANTITY	PACKING	UNIT PRICE KSHS.	TAX CODE	TOTAL PRICE KSHS.
CRATEWASH HPP1	0000101027	THOROUGH CLEANING OF MACHINES	1	EA	48048.000	E	48,048.00
CRATEWASH HPP2	0000101027	THOROUGH CLEANING OF MACHINES	1	EA	48048.000	E	48,048.00
CRATEWASH HPP3	0000101027	THOROUGH CLEANING OF MACHINES	1	EA	48048.000	E	48,048.00
CRATEWASH HPP4	0000101027	THOROUGH CLEANING OF MACHINES	1	EA	48048.000	E	48,048.00
CRATEWASH HPP5	0000101027	THOROUGH CLEANING OF MACHINES	1	EA	48048.000	E	48,048.00

TAX CODES

B = NO VAT

C = ZERO VAT

D = 16% VAT INCL.

E = 16% VAT EXCL.

Net Amount	240,240.00
Discount given	0.00
VAT Amount	38,438.40
Gross Amount	278,678.40

Purchasing 

Verified 

Approved 

Date 12/10/21

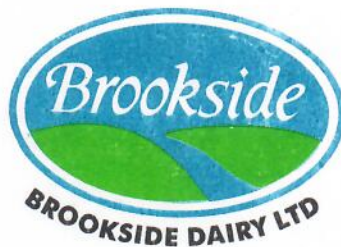
Date 12/10/21

Date 14/10/2021

1. White - Supplier 2. Blue - Accounts 3. Pink - File



BDL-PUR-FM-02



P.O. BOX 236, 00232 RUIRU
Tel: 020 - 6750970/1/4/5
Fax: 020 - 4769191/4
Office Mobile: 0735 222264, 0722 130000
Email: maziwa@brookside.co.ke

Direct Fax: 020 - 4769192
Email: purchasing@brookside.co.ke

LOCAL PURCHASE ORDER

Supplier

Address

Tel:

SHINEWAYS CLEANING SERVICES
P.O. BOX 3534-00100
NAIROBI
0721706014

L.P.O. No.

Date

137119
02/11/21

PAGE 1

The LPO Number must appear on all invoices, packing slips, Bills of lading, packages, containers and in all correspondence.

PLEASE SUPPLY THE FOLLOWING:- ACCEPTANCE OF THIS ORDER IS AN ACCEPTANCE OF ALL OF THE CONDITIONS OUTLINED AT THE BACK OF THIS LPO.

DEPARTMENT/CODE	REQUISITION No:	DESCRIPTION	QUANTITY	PACKING	UNIT PRICE KSHS.	TAX CODE	TOTAL PRICE KSHS.
ZDCT0012	0000101325	SAFETY BOOTS MEN ZALAT-H/V CASUALS	11.000	PCS	4000.000	E	44,000.00

TAX CODES

B = NO VAT

C = ZERO VAT

D = 16% VAT INCL.

E = 16% VAT EXCL.

Net Amount	44,000.00
Discount given	0.00
VAT Amount	7,040.00
Gross Amount	51,040.00

Purchasing

Verified

Approved

Date

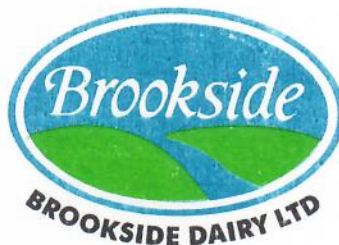
Date

Date

1. White - Supplier 2. Blue - Accounts 3. Pink - File



BDL-PUR-FM-02



P.O. BOX 236, 00232 RUIRU
Tel: 020 - 6750970/1/4/5
Fax: 020 - 4769191/4
Office Mobile: 0735 222264, 0722 130000
Email: maziwa@brookside.co.ke

Direct Fax: 020 - 4769192
Email: purchasing@brookside.co.ke

LOCAL PURCHASE ORDER

Supplier

Address

Tel:

SHINEWAYS CLEANING SERVICES
P.O. BOX 3534-00100
NAIROBI
0721706014

L.P.O. No.

Date

137124
02/11/21

PAGE 1

The LPO Number must appear on all invoices, packing slips, Bills of lading, packages, containers and in all correspondence.

PLEASE SUPPLY THE FOLLOWING:- ACCEPTANCE OF THIS ORDER IS AN ACCEPTANCE OF ALL OF THE CONDITIONS OUTLINED AT THE BACK OF THIS LPO.

DEPARTMENT/CODE	REQUISITION No:	DESCRIPTION	QUANTITY	PACKING	UNIT PRICE KSHS.	TAX CODE	TOTAL PRICE KSHS.
ZDCT0012	0000101327	SAFETY BOOTS MEN ZALAT-H/V PERMANENT	4.000	PCS	4000.000	E	16,000.00

TAX CODES

B = NO VAT

C = ZERO VAT

D = 16% VAT INCL.

E = 16% VAT EXCL.

Net Amount 16,000.00

Discount given 0.00

VAT Amount 2,560.00

Gross Amount 18,560.00

Purchasing

Verified

Approved

Date

Date

Date

1. White - Supplier 2. Blue - Accounts 3. Pink - File



BDL-PUR-FM-02

REF: DCL/SBP/RECOM/2022

23rd May 2021

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RECOMMENDATION LETTER

This is to confirm that Shineways Cleaning Services has been our subcontracted cleaning services provider since January 2021.

Since its inception within our organization Shineways Cleaning Services has proved to be a very reliable service provider due to its professional service delivery, customer relation and competence. We have been experiencing a cordial relationship with the firm and we are satisfied with their services.

In addition to cleaning services, they also provide gardening, garbage collection and sanitary bins services.

We would therefore not hesitate to recommend them to any interested client as a service provider.

For any further information, do not hesitate to contact the undersigned.

Yours Sincerely,


Dunhill
CONSULTING LIMITED
PROPERTY MANAGEMENT
Head of Management
P.O. Box 1400 - 00606, NAIROBI

TELEPHONE NO.4347504, 4347333, 4347517
MOBILE: 0735 487592, 0724 253920
FAX: 4347566
E-mail: info@kenyahigh.ac.ke
kenyahigh@gmail.com



THE KENYAHIGH SCHOOL
P.O. BOX 30035-00100
NAIROBI.

30th June, 2022

SHINEWAYS CLEANING COMPANY

P.O. BOX 35454-00200

TOWN: NAIROBI

EMAIL: info@shinewayscleaning.co.ke

Dear Sirs,

RE: NOTIFICATION OF SUCCESSFUL BID

TENDER NO. KHS/OT/23/2022

TENDER NAME: PROVISION OF CLEANING SERVICES

Thank you for your bid in response to our advertisement for the above tender for provision of cleaning services.

We have completed reviewing the tender applications received, and we wish to notify you that your tender has been accepted and you have been selected to provide cleaning services as from **July 01, 2022 to June 30th ,2023** at **Kshs.299,600 per month**.

Kindly note that this is a non-profit making institution and you are expected to maintain the tender price throughout the financial year. Any loss or theft of items as a result of security lapse will be immediately compensated by your organization.

Please acknowledge receipt of this letter of notification signifying your acceptance, after which you will be expected to sign a contract of service by **July 14, 2022**.

We look forward to working with you.

Yours faithfully,

MRS. FLORA MULATYA -O.G.W
CHIEF PRINCIPAL/ SECRETARY B.O.M.





REPUBLIC OF KENYA
**EXECUTIVE OFFICE OF THE PRESIDENT
NAIROBI METROPOLITAN SERVICES**

Telegraphic Address:
Telephone +25420002/4
When replying please quote

Kenya International Convention Centre
P. O. Box 49130-00100
NAIROBI

Ref No.: EOP/NMS/4/3/VOL/1/. (130)

Date: 23rd March 2022

Shineways Cleaning Services Limited
P.O. Box 35354-00100
NAIROBI

AUTHORITY TO COLLECT AND DISPOSE MUNICIPAL WASTE YEAR 2022

Reference is made to your letter on the above subject.

Authority is hereby granted to you to engage in garbage collection using vehicles
KAP 339M & KCY 185C.

However, this authority is subject to the following conditions:

- 1) That the Nairobi Metropolitan Services is indemnified from any claim whatsoever that may arise from your activities;
- 2) That you pay Kshs. 20,000.00 (Twenty Thousand Shillings only) for collection and transportation of Solid Waste (Private Companies) Permit.
- 3) That you adhere to all guidelines set out in the Solid Waste Management Policies and any other existing legal provisions governing the Solid Waste Management Sector;
- 4) That this authority **DOES NOT** include any hazardous waste which if there, will be will be advised by **NEMA** as per authorized sites;
- 5) That you provide waste tracking documents for monitoring of waste collection to your clientele
- 6) That you provide your clients with containers or branded liner bags (with clearance from National Environmental Management Authority) to enhance the process of separation of waste at source as follows; -
 - Green for organic
 - Blue for recyclables
 - Brown for others
- 7) That you observe NEMA regulations on plastic use 2017;

- 8) That your collection trucks should be clearly branded for Solid Waste Collection and Transportation and bearing conspicuous firm logo displayed on both sides;
- 9) That your collection trucks should be closed/covered, roadworthy, neat in appearance and must be maintained as such throughout the year;
- 10) That the authority **only** allows you to operate in the following specific areas in the Sub-Counties: -
 - i. Embakasi East Sub-County
 - ii. Roysambu Sub-County
 - iii. Westlands Sub-County
 - iv. Ruaraka Sub-County
 - v. Starehe Sub-County
 - vi. Embakasi South Sub-County
- 11) That you provide monthly updates of your clientele base and receipts issued from the Dumpsite office by 5th of every month to the county government.
- 12) That you provide data on the source of waste, tonnage delivered and dumpsites receipts to the county;
- 13) That all waste collected **must** be delivered to Dandora Dumpsite;
- 14) That, this Authority and subsequent Single Business License shall be subject to any further policy directive that may be put in place in furtherance of better Solid Waste Management service delivery in the City;
- 15) That this Authority shall expire on **31st December 2022;**
- 16) That breaching of any of the above condition(s) or any lawful instructions shall lead to cancellation of this Authority by the Chief Officer- Environment & Natural Resources or his authorized officer without any further reference to you.


MAUREEN NJERI
FOR: DIRECTOR GENERAL