



TAMRA COMPANY PROFILE

ABOUT COMPANY

We are proud that we are one of the leading companies in the field of facilities and project management in the Kingdom of Saudi Arabia, which has achieved remarkable growth over the past years and contributes significantly to the development of the Kingdom of Saudi Arabia. The company has achieved a prominent position as a leading facility management, operation and maintenance company through efficiency, competitiveness and timely execution with the highest standards of quality and recognized safety performance. We have a long tradition of serving our valued customers and gaining their full satisfaction through effective management and excellent quality, which we are still working to maintain through our tireless efforts .

The human factor plays a vital role in expanding its regional experience in contractual business. We realize that our senior management has an important role to play in our success and the quality of our services. We have experience in all areas in which we work. We are committed to providing quality

Offering services that cover a wide range of fields in operation and maintenance with modern technology solutions, Tamra is the preferred choice for many customers because of its reliability and commitment to quality and safety

As we look forward to the coming years, we renew our commitment to upholding excellence, keeping pace with changes and innovations, and we have the experience that increasingly allows us to be considered the “right hand” of our customers and preferred business partners .

من نحن.....

نحن..... نفتخر بأننا واحدة من الشركات الرائدة في مجال إدارة المرافق والمشاريع بالمملكة العربية السعودية التي حققت نموا ملحوظا على مدى الاعوام الماضية وتساهم بشكل كبير في تطوير المملكة العربية السعودية. وقد حققت الشركة مكانة بارزة كشركة رائدة في مجال إدارة المرافق والتشغيل والصيانة من خلال الكفاءة والقدرة التنافسية والتنفيذية في الوقت المناسب مع أعلى معايير الجودة وأداء السلامة المعترف بها. لدينا تقليد طويل في خدمة عملائنا الكرام ونيل رضاهم الكامل من خلال إدارة فعالة وجودة ممتازة، والتي ما زلنا نعمل للحفاظ عليها من خلال جهودنا الدؤوبة

العامل البشري يلعب دورا حيويا في توسيع ترمه إقليميا في الأعمال التعاقدية. نحن ندرك أن إدارتنا العليا لها دور هام في نجاحنا وجودة خدماتنا. ولدينا خبرة في جميع المجالات التي نعمل فيها. ونحن ملتزمون بتقديم خدمات عالية الجودة مع القدرة والثقة في امكانياتنا

وفي الوقت الذي نتطلع فيه إلى السنوات القادمة، نحدد التزامنا بالتمسك بالتميز، ومواكبة التغيرات والابتكارات، ولدينا من الخبرة التي تتيح لنا على نحو متزايد أن نعتبر “اليد اليمنى” لعملائنا وشركاء الأعمال المفضلين.

تقدم الخدمات التي تغطي مجموعة واسعة من المجالات في التشغيل والصيانة طول تكنولوجيا حديثة، ترمه هو الخيار المفضل لكثير من العملاء بسبب موثوقيتها والالتزام بالجودة والسلامة

why are we?

— Because there is a long experience and a team that studies and implements in a professional manner

Tamrah is a leading company working in the field of maintenance, operation and public utilities, as it provides services covering a wide range of fields of operation and maintenance, and modern technology solutions. Tamra Company is the preferred choice of many customers due to its reliability and commitment to quality and safety.

What distinguishes Tamrah Company in the city of Riyadh, Kingdom of Saudi Arabia is professional implementation. The company has great experience in the field of general

Experience In The Field

Tamrah depends on the implementation of all management system procedures in relation to quality, and compliance with the requirements of international standards

Ensure The Quality Of Work

Tamrah Company focuses on managing all aspects of projects aimed at achieving the highest levels of customer satisfaction, because we know that the key to project success is customer satisfaction

Customer Satisfaction Policy

لماذا نحن

لأنه توجد خبرة طويلة وفريق يدرس وينفذ بطريقة احترافية

تمرة هي شركة رائدة تعمل في مجال الصيانة والتشغيل و المرافق العامة، حيث تقدم الخدمات التي تغطي مجموعة واسعة من المجالات في التشغيل و الصيانة ، حلول تكنولوجيا حديثة . تمرة هو الخيار المفضل لكثير من العملاء بسبب موثوقيتها والإلتزام بالجودة والسلامة

ما يميز شركة **تمرة** في مدينة الرياض بالمملكة العربية السعودية هو تنفيذ باحترافية، فلدى الشركة خبرة كبيرة في مجال المقاولات العامة

خبرة في المجال

تعتمد شركة **تمرة** على تنفيذ جميع إجراءات نظام الإدارة في يتعلق بالجودة، والإمتثال لمقتضيات المواصفات القياسية الدولية

ضمان جودة العمل

شركة **تمرة** تركز على إدارة جميع جوانب المشاريع الرامية إلى تحقيق أعلى مستويات إرضاء العميل، لأننا نعلم أن مفتاح نجاح المشروع هو رضى العميل

سياسة إرضاء العملاء

Services at Tamra Company

We have many years in the field of facilities and project management



Our Services

خدمات عند شركة تمره

لدينا سنوات طويلة في مجال إدارة المرافق والمشاريع



High Quality Execution and preparation

Our mission

Our mission is to provide excellence in our services within the Kingdom, as well as to promote and increase the company's continuous growth and success in satisfying and meeting the needs of our customers and business partners.



Our vision

Our vision is to operate as a leading facility management services company in the Kingdom of Saudi Arabia. This vision is supported by our desire to excel and exceed all expectations while delivering professional and creative work

مهمتنا

مهمتنا هي تقديم التميز في خدماتنا داخل المملكة، وكذلك تعزيز وزيادة نمو الشركة المستمر والنجاح في إرضاء وتلبية احتياجات عملائنا وشركائنا في الأعمال.



رؤيتنا

رؤيتنا هي أن نعمل كشركة رائدة في خدمات إدارة المرافق بالمملكة العربية السعودية. هذه الرؤية مدعومة برغبتنا في التفوق وتجاوز كل التوقعات مع تقديم العمل المهني والإبداعي

STRATEGIC GOALS



Provide high quality services

Applying the best management systems models.

Invest in employee training and retention.

Commitment to key performance indicators to achieve the desired goals and outputs from clients.



Constant focus on the customer

Focus on customer satisfaction

Building lasting and strong relationships with customers

Structuring the organization, tools and activities in a way that serves customers



Social Responsibility

We understand the impact of our business on society and are fully aware that the way we do business has a significant impact on ourselves, the environment, customers, employees and all other members of society.

We work closely with our employees, customers, suppliers and contractors to maintain the sustainability and effectiveness of work. Tamra continues to be a gateway for young Saudi generations to enter the labor market through continuous employment and development of the Saudi workforce.

الأهداف الاستراتيجية

تقديم خدمات عالية الجودة



تطبيق أفضل نماذج نظم الإدارة.
الاستثمار في تدريب الموظفين والاحتفاظ بهم.
الالتزام بمؤشرات الأداء الرئيسية لتحقيق الأهداف والمخرجات المرجوة من العملاء.

التركيز الدائم على العميل



التركيز على رضا العملاء
بناء علاقات دائمة وقوية مع العملاء
هيكل المؤسسة والأدوات والأنشطة بالشكل الذي يخدم العملاء

المسؤولية الاجتماعية



نحن نفهم تأثير أعمالنا على المجتمع وندرك تماما أن الطريقة التي نؤدي بها أعمالنا لها أثر كبير على أنفسنا والبيئة والعملاء والموظفين وجميع أفراد المجتمع الآخرين.
ونحن نعمل عن كثب مع موظفينا وعملائنا والموردين والمقاولين للحفاظ على استدامة وفعالية العمل و لا تزال تمرر بوابة للأجيال السعودية الشابة للدخول لسوق العمل من خلال التوظيف المستمر وتطوير القوى العاملة السعودية.





Swimming pools,
water decorations,
rescue and water
safety equipment



Customer
Service Center



Environmental
consulting



Transition
management
and task delivery



Engineering and
maintenance works



Cleaning
services



low
current systems



environmental
services



orchard
and gardens



security service



pest control

Werely on our expertise and modern technologies in managing facilities and providing high-quality services. We have developed advanced management technology based on analyzing the costs of the life cycle of services. We always strive to obtain the satisfaction of real estate owners and tenants and gain their trust by providing the best services in building maintenance, risk management and facilities. Site beautification and security management.

Our

Facilities
Management

Services



حمامات السباحة
والديكورات المائية
ومعدات الإنقاذ
والسلامة المائية



مركز
خدمة العملاء



الاستشارات
البيئية



إدارة الانتقال
وتسليم المهام



اعمال
الهندسة والصيانة



خدمات
النظافة



أنظمة
التيار المنخفض



الخدمات البيئية



بستان والحدائق



خدمات الأمن



مكافحة الحشرات

نحن نعتمد على خبراتنا وتقنياتنا الحديثة في إدارة المرافق وتوفير خدمات ذات جودة عالية، فلقد استحدثنا تقنية إدارية متطورة تستند إلى تحليل تكاليف دورة حياة الخدمات، كما نسعى دائماً للحصول على رضا أصحاب العقارات والمستأجرين وكسب ثقتهم من خلال تقديم أفضل الخدمات في صيانة المباني وإدارة المخاطر والمرافق وتجميل المواقع وإدارة الأمن.



electrical systems.
Heating, ventilation and air conditioning systems.
Surveillance Cameras.
Access control systems.
Water pumps and fire extinguishing.
Parking management.
Data transmission cables and low voltage cables.
Fire safety systems.
Elevators and escalators.
Automatic gate systems.
Backup electric power supply.
Sewerage and plumbing.
generators.

Maintenance and operation



Quality control.
Energy management.
Preventive management.
Management of buying and selling operations.
Insurance system management.
customers service.
Environment, health and safety.
Inventory control.

Business support services



Concierge services.
Cleaning services.
pest control.
Gardening and landscaping.
Club maintenance.
security service.
Waste management.
landscape architecture.
Interface cleaning.

Cleaning services



خدمات الكونسيرج.
خدمات النظافة.
مكافحة الحشرات.
البستنة وتنسيق الحدائق.
صيانة النوادي.
خدمات الأمن.
إدارة المخلفات.
هندسة المناظر الطبيعية.
تنظيف الواجهة.

الصيانة والتشغيل



مراقبة الجودة.
إدارة الطاقة.
الإدارة الوقائية.
إدارة عمليات البيع والشراء.
إدارة نظام التأمين.
خدمة العملاء.
البيئة والصحة والسلامة.
مراقبة المخزون.
إدارة العطاءات.
الاتصال مع العملاء.

خدمات دعم الاعمال التجارية



الأنظمة الكهربائية.
أنظمة التدفئة والتهوية والتكييف.
كاميرات المراقبة.
أنظمة مراقبة الدخول.
مضخات المياه وإطفاء الحريق.
إدارة مواقف السيارات.
كابلات نقل البيانات وكابلات الجهد المنخفض.
أنظمة السلامة من الحرائق.
المصاعد والسلالم المتحركة.
أنظمة البوابات الأتوماتيكية.
مزود الطاقة الكهربائية الاحتياطية.
الصرف الصحي والسباكة.
المولدات الكهربائية.

خدمات النظافة

Facilities
Management

Managing the relationship with customers
renewing lease contracts. Real estate tax administration
budget estimation and planning

Rental and rental management

Identifying potential tenants and buyers
Organizing marketing campaigns
Managing rentals

Marketing and sales services

Financial and accounting services
Contract management services
Secretarial services. Human resources and administrative services
Communication services
Cost management

Public Administration

Tamra provides integrated services tailored to each property with the aim of enabling the customer to achieve the maximum benefit from his real estate assets, including, for example, controlling expenses, settling the budget, managing lease and collection contracts, developing plans to increase revenues from buildings, risk management for real estate investment, property and real estate management, contract management and consultancy tax.

Our

Services

Properties Management

الإدارة العامة

لخدمات المالية والمحاسبية
خدمات إدارة العقود
خدمات السكرتارية. الموارد البشرية والخدمات الإدارية
خدمات الاتصالات
إدارة التكاليف

خدمات التسويق والبيع

تحديد المستأجرين والمشتريين المحتملين
تنظيم الحملات التسويقية
إدارة الإيجارات

إدارة التأجير والإيجارات

إدارة العلاقة مع العملاء
تحديد عقود الإيجار
إدارة الضرائب العقارية
تقدير وتخطيط الميزانية

توفر **تمره** خدمات متكاملة معدة خصيصًا لكل عقار بهدف تمكين العميل من تحقيق الاستفادة القصوى من أصوله العقارية، ومنها على سبيل المثال الحصر، ضبط النفقات وتسوية الميزانية وإدارة عقود التأجير والتحصيل ووضع خطط لزيادة الإيرادات من المباني وإدارة المخاطر للاستثمار العقاري وإدارة الممتلكات والعقارات وإدارة العقود وتقديم الاستشارات الضريبية.



Supplying hospitality
materials and tools
of all kinds



Supplying cleaning
materials, tools and
papers of all kinds



Other supplies
as per customer
request

Our

Services

Supply and
Catering
Department

توريد مواد وأدوات
النظافة والورقيات بجميع
أنواعها



توريد مواد وأدوات
الضيافة بجميع أنواعها



التوريدات الأخرى
حسب طلب العميل



Tamra relies on its extensive experience in all activities related to leasing to provide advisory services that meet the needs of clients in the management of real estate properties of all kinds.

Leasing advice.
Commercial property management.
Residential property management.
Financial Affairs Administration.
Administrative services.
Managing contracts and tenders and providing legal advice.
Managing landlord-tenant relations.
Collecting rents, revenue and expenditure data

Property management consulting

Architects and project managers at **Tamra** undertake all tasks from the planning and design stages to the delivery stages, including other aspects such as redesign, restoration and renovation works, whether in commercial, office or residential buildings.

Expansion of buildings and restoration and renovation works.
Establishment and maintenance of small and large water desalination plants waterproofing.
Carpentry works and supplies.
Renovation and repair of interior parts of buildings.
Building management systems.
Fire fighting systems and alarm systems.

PROJECT MANAGEMENT SERVICES

Tamra offers integrated and comprehensive facilities management consulting services, including the following
Comprehensive review of facility

Building management systems: low current systems, surveillance camera system, firefighting and alarm system, and others.
Setting, developing and reviewing operational strategies and evaluating facility safety.
Provide alternative recommendations and strategies to ensure maximum return on investment.
Conducting surveys on the condition of buildings: preparing technical reports for buildings and calculating total project life cycle costs at each stage.
Develop maintenance programs, services and costs.
Modeling the process of moving from the construction phase to the operation phase and determining the delivery periods.
Supervision of the transition process.
Submit proposals for selected projects

FACILITIES MANAGEMENT CONSULTING

Our Services

Professional consulting

تعتمد **تمره** على خبرتها الواسعة في جميع الأنشطة المتعلقة بالتأجير لتقديم الخدمات الاستشارية التي تلبي احتياجات العملاء في إدارة الممتلكات العقارية بجميع أنواعها.

استشارات التأجير.
إدارة الممتلكات التجارية.
إدارة الممتلكات السكنية.
إدارة الشؤون المالية.
الخدمات الإدارية.
إدارة العقود والمناقضات وتقديم المشورة القانونية.
إدارة العلاقات بين المالك والمستأجر.
تحصيل الإيجارات وبيانات الإيرادات والنفقات

استشارات إدارة الممتلكات

يتولى المهندسون المعماريون ومديرو المشاريع في شركة **تمره** كافة المهام ابتداءً من مراحل التخطيط والتصميم حتى مراحل التسليم، بما في ذلك الجوانب الأخرى كأعمال إعادة التصميم والترميم والتجديد، سواء كان ذلك في المباني التجارية أو المكتبية أو السكنية.

توسيع المباني وأعمال الترميم والتجديد.
إنشاء وصيانة محطات تحلية المياه الصغيرة والكبيرة.
العزل المائي.
أعمال النجارة ومستلزماتها.
أعمال تجديد وإصلاح الأجزاء الداخلية للمباني.
أنظمة إدارة المباني.
أنظمة مكافحة الحريق وأنظمة الإنذار

خدمات إدارة المشاريع

تقدم شركة **تمره** خدمات استشارية متكاملة وشاملة لإدارة المرافق، وتشمل ما يلي
مراجعة شاملة لتشغيل وإدارة المرافق

نظم إدارة المباني: أنظمة التيار المنخفض، نظام كاميرات المراقبة، ونظام مكافحة المرافق والإنذار، وغيرها.
وضع الاستراتيجيات التشغيلية وتطويرها ومراجعتها وتقييم سلامة المرافق.
تقديم توصيات واستراتيجيات بديلة لضمان تحقيق أقصى عائد على الاستثمار.
إجراء دراسات استقصائية عن حالة المباني: إعداد التقارير الفنية للمباني وحساب إجمالي تكاليف دورة حياة المشروع في كل مرحلة من مراحله.
وضع برامج الصيانة والخدمات والتكاليف.
وضع نماذج عملية الانتقال من مرحلة البناء إلى مرحلة التشغيل وتحديد فترات التسليم.
الإشراف على عملية الانتقال.
تقديم مقترحات للمشاريع المحددة.

استشارات إدارة المرافق

**Certificate of Compliance**TAMRA COMPANY FOR OPERATION AND MAINTENANCE
C.R. 1010489161KSA, RIYADH, P.O. BOX: 12465 AL MASEEF DIST. SAID AL BANNA STREET 3632
has been assessed and Certified by Ostia Management Pvt. Ltd.
as meeting the requirements of:**ISO 50001:2018****Energy Management System**

For the following scope of activities:

OPERATION, MAINTENANCE, AND FACILITY MANAGEMENT (CLEANING, HOSPITALITY, AND SUPPLY SERVICES -
ENGINEERING AND MAINTENANCE WORK - TRANSPORTATION MANAGEMENT AND TASK DELIVERY - ENVIRONMENTAL
CONSULTING - CUSTOMER SERVICE CENTER - SWIMMING POOL, WATER DECORATIONS, RESCUE AND WATER SAFETY
EQUIPMENT - PEST CONTROL - SECURITY SERVICES - GARDENING AND LANDSCAPING - ENVIRONMENTAL SERVICES -
SYSTEMS LOW CURRENT - AUTOMATIC GATE SYSTEMS - ELECTRICAL SYSTEMS - BACKUP ELECTRIC POWER SUPPLY -
HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS - ELEVATORS AND ESCALATORS - PARKING MANAGEMENT -
WASTE MANAGEMENT - FACADE CLEANING - LANDSCAPE ARCHITECTURE - SANITATION AND PLUMBING - AND ALL OTHER
TYPES OF MAINTENANCE ENERGY MANAGEMENT - MANAGEMENT PREVENTIVE - BUYING AND SELLING OPERATIONS
MANAGEMENT - INVENTORY CONTROL - ROOMING MANAGEMENT - QUALITY CONTROL)Date of Registration : 07 February 2024 1st Surveillance
Due : 06 February 2025 2nd Surveillance Due : 06 February
2026 Recertification Due (subject to the company
maintaining its : 06 February 2027
system to the required standard)

Certificate No:- 24020706

To Verify this certificate please visit at www.ostiamanagement.com**OSTIA MANAGEMENT PRIVATE LIMITED**Accredited by ISO 9001:2015 (Management System) by the Registrar of Companies, India
1200 Saturn Street, Suite 100, Brea, California 92621
Validity of this certificate is subject to annual surveillance audits done successfully
This Certificate of Registration is valid for the period of 24 months from the date of issuance and is subject to annual surveillance audits done successfully
Email: info@ostiamanagement.com Website: www.ostiamanagement.com**Certificate of Compliance**TAMRA COMPANY FOR OPERATION AND MAINTENANCE
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has been assessed and Certified by Ostia Management Pvt. Ltd.
as meeting the requirements of:**ISO 55001:2014****Asset Management System**

For the following scope of activities:

OPERATION, MAINTENANCE, AND FACILITY MANAGEMENT (CLEANING, HOSPITALITY, AND SUPPLY SERVICES -
ENGINEERING AND MAINTENANCE WORK - TRANSPORTATION MANAGEMENT AND TASK DELIVERY - ENVIRONMENTAL
CONSULTING - CUSTOMER SERVICE CENTER - SWIMMING POOL, WATER DECORATIONS, RESCUE AND WATER SAFETY
EQUIPMENT - PEST CONTROL - SECURITY SERVICES - GARDENING AND LANDSCAPING - ENVIRONMENTAL SERVICES -
SYSTEMS LOW CURRENT - AUTOMATIC GATE SYSTEMS - ELECTRICAL SYSTEMS - BACKUP ELECTRIC POWER SUPPLY -
HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS - ELEVATORS AND ESCALATORS - PARKING MANAGEMENT -
WASTE MANAGEMENT - FACADE CLEANING - LANDSCAPE ARCHITECTURE - SANITATION AND PLUMBING - AND ALL OTHER
TYPES OF MAINTENANCE ENERGY MANAGEMENT - MANAGEMENT PREVENTIVE - BUYING AND SELLING OPERATIONS
MANAGEMENT - INVENTORY CONTROL - ROOMING MANAGEMENT - QUALITY CONTROL)Date of Registration : 07 February 2024 1st Surveillance
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has been assessed and Certified by Ostia Management Pvt. Ltd.
as meeting the requirements of:**ISO 31000:2018****Risk Management System**

For the following scope of activities:

OPERATION, MAINTENANCE, AND FACILITY MANAGEMENT (CLEANING, HOSPITALITY, AND SUPPLY SERVICES -
ENGINEERING AND MAINTENANCE WORK - TRANSPORTATION MANAGEMENT AND TASK DELIVERY - ENVIRONMENTAL
CONSULTING - CUSTOMER SERVICE CENTER - SWIMMING POOL, WATER DECORATIONS, RESCUE AND WATER SAFETY
EQUIPMENT - PEST CONTROL - SECURITY SERVICES - GARDENING AND LANDSCAPING - ENVIRONMENTAL SERVICES -
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HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS - ELEVATORS AND ESCALATORS - PARKING MANAGEMENT -
WASTE MANAGEMENT - FACADE CLEANING - LANDSCAPE ARCHITECTURE - SANITATION AND PLUMBING - AND ALL OTHER
TYPES OF MAINTENANCE ENERGY MANAGEMENT - MANAGEMENT PREVENTIVE - BUYING AND SELLING OPERATIONS
MANAGEMENT - INVENTORY CONTROL - ROOMING MANAGEMENT - QUALITY CONTROL)Date of Registration : 07 February 2024 1st Surveillance
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2026 Recertification Due (subject to the company
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Certificate No:- 24020704

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C.R. 1010489161KSA, RIYADH, P.O. BOX: 12465 AL MASEEF DIST. SAID AL BANNA STREET 3632
has been assessed and Certified by Ostia Management Pvt. Ltd.
as meeting the requirements of:**ISO 45001:2018****Occupational Health & Safety Management System**

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as meeting the requirements of:**ISO 31000:2018****Risk Management System**

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