



COMPANY PROFILE



**WE SAFEGUARD AGAINST NOISE.
WE SAFEGUARD AGAINST POLLUTION.**

SUPPLY

A black and white photograph showing two people in an office environment. One person is in the foreground, seen from the side, wearing a light-colored shirt and looking at a laptop screen. Another person is seated across from them, wearing a plaid shirt, also looking at the laptop. The background is slightly blurred, showing office furniture and windows.

DESIGN

& INSTALLATION

01

PREQUALIFICATION DOCUMENT (CHECK LIST)

SN	DESCRIPTION	SN	DESCRIPTION
1.	COMPANY PROFILE	3.	QUALITY CERTIFICATES/ISOs (UPDATED)
a	SCOPE OF WORK	a	QUALITY CERTIFICATE
b	LIST OF PRODUCTS (CATALOGUE OR BROCHURE)	b	ISO 9001
c	ORGANIZATIONAL CHART	c	ISO 14001
d	KEY PERSONNEL CVs	d	ISO 45001
e	COMMUNICATION MATRIX (POINT OF CONTACT)	4.	LIST OF EQUIPMENTS/TOOLS
2.	OFFICIAL LEGAL DOCUMENTS (UPDATED)	5.	LIST OF CLIENT/ PROJECTS
a	COMMERCIAL REGISTRATION	a	LIST OF COMPLETED PROJECTS
b	GOSI	b	ON-GOING PROJECT
c	INDUSTRIAL REGISTRATION/LICENSE CERTIFICATE	c	LIST OF CLIENTS
d	CHAMBER OF COMMERCE	d	PREVIOUS APPROVAL
e	ZAKAT AND VAT REGISTRATION	6.	QUALITY PROCEDURE
f	SAUDIZATION	7.	HSE PROCEDURE
g	CIVIL DEFENSE/SAFETY CERTIFICATE	8.	Financial Statement for the last 3 years
h	ENVIRONMENTAL APPROVAL	9.	LEED Requirements/Sustainability Requirements



COMPANY PROFILE

118&
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02

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- 2 Acoustics & Sustainability
- 3 VISION & MISSION
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The relationship between acoustics and sustainability is a multifaceted one that includes considerations of environmental impact, human health, and the overall quality of life in various settings. Here are some key points highlighting their interconnectedness:

1. Noise Pollution and Its Impact :Excessive noise pollution can lead to various health issues, Addressing acoustic issues can greatly contribute to public health and well-being.
2. Sustainable Design Principles : Sustainable architecture increasingly incorporates acoustic design to create environments that reduce noise pollution and promote comfort. Materials and designs that absorb sound can minimize the effects of noise in urban areas, ultimately improving inhabitant well-being.
3. Use of Sustainable Materials*: Choosing sustainable materials with good acoustic properties can enhance both the acoustic quality of spaces and their environmental footprint. For example, using recycled materials that have sound-dampening qualities can help in sound insulation while promoting sustainability.
4. Urban Planning and Development : Properly planned mixed-use developments can reduce reliance on transportation, mitigate noise from vehicles, promote walkability, and create quieter living environments.

CONCLUSION

The interplay between acoustics and sustainability is crucial in creating environments that are not only functional but also healthy.

As cities and communities strive towards sustainability, prioritizing sound quality through innovative design, thoughtful planning, and eco-friendly practices will be essential for creating harmonious living spaces. Addressing acoustic considerations can enhance quality of life, foster community interactions, and promote ecological health, ultimately contributing to a more sustainable future.

Stamina trading co was launched in Riyadh Saudi Arabia in 2011 to be a specialist in sanitary ware and equipment's

In 2024 a new division for acoustic material established to supply all types of material with high acoustic performance & quality



OUR VISION

is to lead the way in providing sustainable, innovative engineering solutions and technologies in the building material industry.

We aim to achieve continuous development and environmental solutions through excellent and high-quality services. The company also strives to develop its human and technical sources as well as operational and service innovations, to achieve growth and the highest levels of performance and efficiency.

MISSION

Our mission is to provide high quality acoustic Options across various materials.

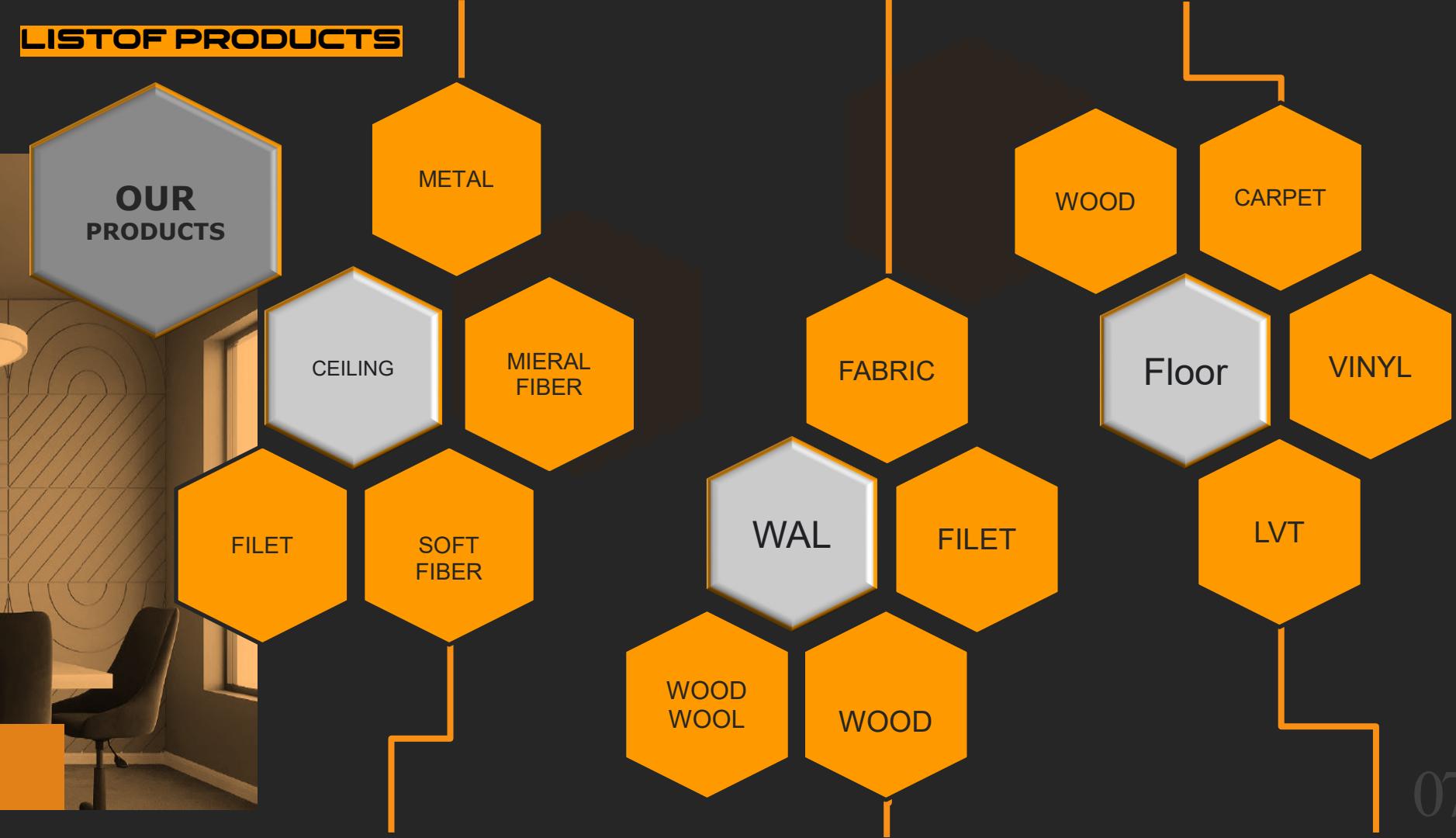
This is achieved by providing integrated engineering solutions that include design, Supply , and installation , all while adhering to the highest standards of quality, safety, and security.

We strive to achieve customer satisfaction and meet their needs in the best possible ways and within the agreed-upon timeframe. It also aims to contribute to sustainable development and environmental protection by employing the latest eco-friendly technologies.

The company seeks to promote innovation in services, achieve growth and sustainability, and excel in performance and electiveness in the construction sector



LIST OF PRODUCTS



AUTHORIZED DISTRIBUTOR CERTIFICATE





We hereby certify that

STAMINA TRADING COMPANY

P.O. Box 13213, Riyadh Rawda 6768
Kingdom of Saudi Arabia

is an authorized distributor of Knauf Ceiling Solutions GmbH & Co. KG.

STAMINA TRADING COMPANY will receive our technical support during project bidding and execution stage.

Grafenau, 29 October 2025

KNAUF Ceiling Solutions

GmbH & Co. KG

Eckental 16

91364 Grafenau

GERMANY

[Handwritten Signature]

Fabian Sigi

Internal Sales Specialist Middle East

Build on us.

This certificate is due to renewal end of 2026



Date: 30.10.2025

Project: Irqah University Of Culture

Subject: Authorization Letter

This is to confirm that **Stamina Acoustic & Fit-out Solutions** has been appointed as Bütem Metal's authorized dealer for the required materials in the Kingdom of Saudi Arabia (KSA). Moving forward, **Stamina Acoustic & Fit-out Solutions** will be responsible for the delivery, supply, and on-site installation of these materials.

Sincerely,

Görmez Şen

Export Sales Specialist – Architect



Date: 31.10.2025

To Whom It May Concern,

This letter is to confirm that **Stamina Acoustic & Fit-out Solutions**, Abi Al Darda, Ar Rawdah, Riyadh 13213, Saudi Arabia, has been appointed as our authorized dealer for the materials required for the Kingdom of Saudi Arabia (KSA).

Moving forward, **Stamina Acoustic & Fit-out Solutions** will be responsible for the delivery, supply, and on-site installation of these materials on behalf of **ESK MİMARİ AKUSTİK SİSTEMLER SAN. TİC. LTD. ŞTİ.**

Kind Regards,





Distribution Agreement

05th June 2025

We, Endafon Building Systems declare "Stamina Trading, Abi Al Darda, Ar Rawdah, Riyadh 13213, Saudi Arabia" as a "Distributor" for the purpose of promoting Sales and Marketing of Endafon's and Troldekt's products for Saudi Arabia for a period of one year from the date of issue.

Catalogues, Data Sheet, Samples and Certificate of Origin will be supported by Endafon and Troldtekt, under our name.

The Catalogues, Data Sheet and its contents will remain the property of Endafon and the Distributor shall not reprint under any other name and shall be returned in case of termination of the agreement.

Distributor shall not represent or distribute any product in this project, which compete with the Products of Endafon, during the term of this Agreement or any extension thereof.

Endafon issue this letter on their interest and hold no responsibility other than supplying our products, as per the orders received from them.

Kind Regards,



Serhat KAYA
(Owner)

Gaziosmanpaşa OSB 22. Sk. No: 8/A Çerkezköy / Tekirdağ – TÜRKİYE
www.endafon.com
info@endafon.com



المتحدة للصناعات التعدينية
United Mining Industries

Ref: UMI_ACIDL_251029
Date: 29.10.2025

To whom it may concern

Project: IROQAH PROJECT

Subject: UNITED MINING INDUSTRIES APPROVED DISTRIBUTOR

We hereby confirm that **M/s. Stamina Acoustic & Fit-out Solutions** is an approved Supplier for the materials required **for captioned Project & for the Region of Riyadh-KSA**. And they are capable to Install United Mining Industries - United System (Drywall & Ceiling) for the **IRQAH PROJECT** in Saudi Arabia.

With regards,

Redwan Agha

(Sales Manager)



www.UGC.COM.SG

Head Office - Jeddah P.O.Box 127395 Jeddah 21535 Tel: 00966 12 6774164 00966 12 6773827 Fax: 00966 12 6776516 Email: jeddsales@ugc.com
Amsman - Jordan Wasit Al Tal st. Building no. 185 Tel: +962 6 554 2133 Fax: +962 6 551 2933 International calls: +962 53 6000710 Email: saad@ugc.com



Date: 28.10.2025
Project: Irqah Hospital
Subject: Authorization letter

This letter is to confirm that Stamina Acoustic & Fit-out Solutions has been appointed as our authorized dealer for the materials required for KSA. Moving forward
Stamina Acoustic & Fit-out Solutions will be responsible for the delivery, supply, and on-site installation of these materials

Tarkett Middle East
جacket للصوت
FreeWay Center, 5th Floor
P.O.Box 90-1407-Sir El Fil
Beirut - Lebanon

Karim Mohamed
Sales Manager KSA
Tarkett Middle East

Tarkett Middle East
FreeWay Center, 5th floor
P.O.Box 90-1407- Sir El Fil, Beirut, Lebanon
TEL. +961 (1) 51 33 63/4 - +961 (1) 51 33 88 - info.beirut@tarkett.com



MOSO MENA FOR TIMBER TRADING LLC
P.O.BOX: 410684
DUBAI, UAE
T: +971 48324934
E: mosomena@moso-bamboo.com

Branch From
MOSO INTERNATIONAL BV
www.moso-bamboo.com

Distributorship for MOSO BAMBOO Products

Date: 22-03-2024
Ref: MOSO/L/WWFCC/22032024-3022-1

To whom it may concern

We hereby confirm that "Wood Works For Contracting Company known also as Tree Trunk For Trading Company" is appointed as one of our distributors and recommended installer for our MOSO BAMBOO products in Saudi Arabia.

This distributorship agreement is effective for one year from the date of this letter.

Should you require any further information, please feel free to contact us.

Best Regards,

Ahmad Hommayda

Managing Director

+971 502445440

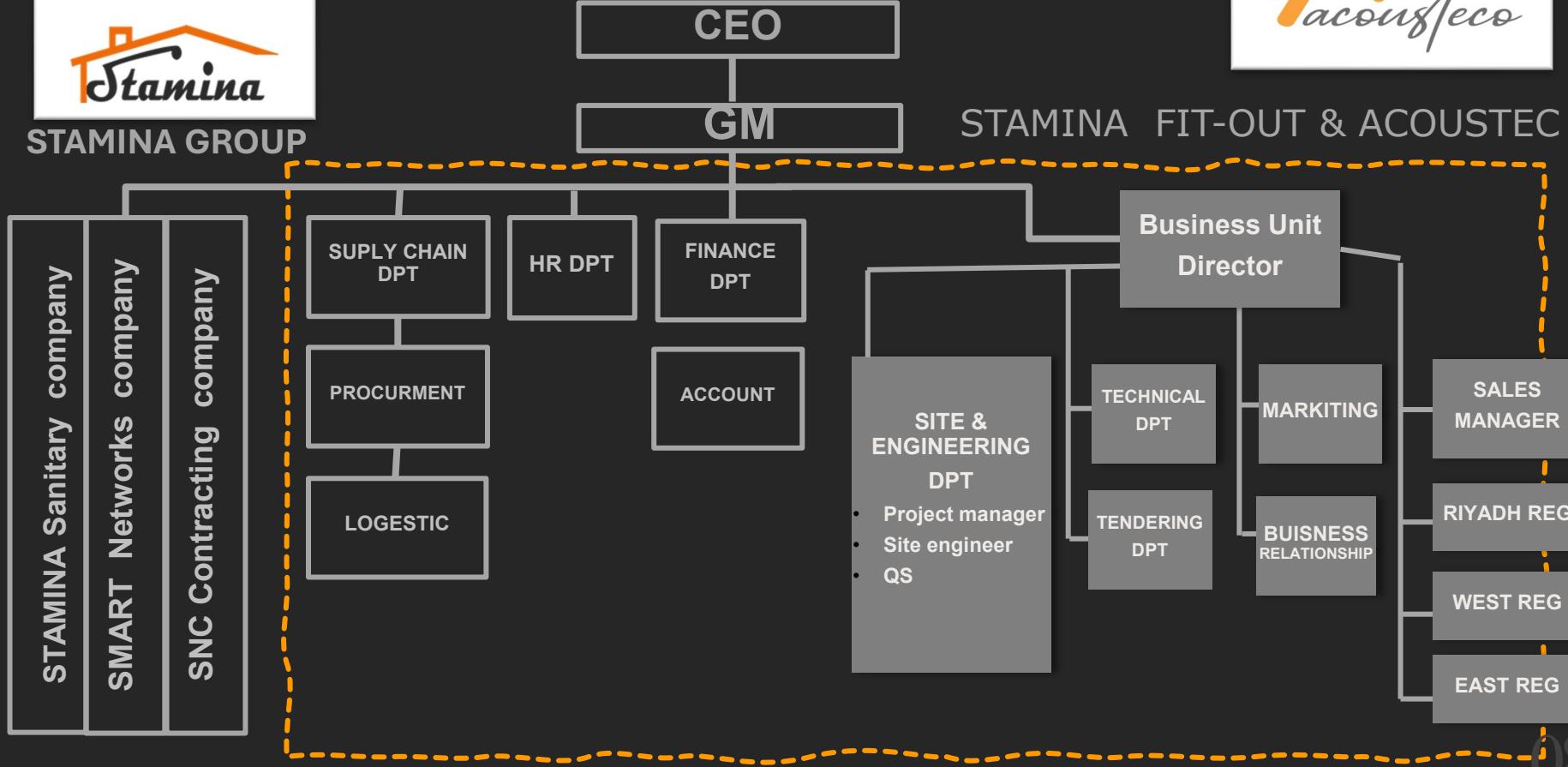
hommayda@moso-bamboo.com



ORGANIZATIONAL CHART



STAMINA GROUP



NAMAN TOKATLI

Business Unite Director

50 414 0296

nsaman@stamina.com.sa

www.stamina.com.sa

Civil engineer 1996 PMP MBA LEED

PROFILE

Seasoned Business Unit Director with 25+ years of experience managing P&L and spearheading operations for a fit-out contracting business, successfully delivering complex commercial projects across the Saudia region. Expertise in strategic planning, business development, and optimizing project lifecycles to consistently achieve operational excellence and exceed client expectations. Proven ability to lead cross-functional teams, manage high budgets,

SKILLS

Strategic and operational skills
Strategic planning
Financial acumen
Business development
Problem-solving
Adaptability
Project management

Leadership and management skills
Visionary leadership
Interpersonal and communication skills
Communication
Negotiation

Analytical skills
Analytical mindset.
Business intelligence performance and market dynamics.
Market analysis

WORK EXPERIENCE

STAMINA 2024 – TODAY BUSINESS UNITE DIRECTOR

managing P&L and spearheading operations for a fit-out contracting business, successfully delivering complex commercial projects across the Saudia region. Expertise in strategic planning, business development, and optimizing project lifecycles to consistently achieve operational excellence and exceed client expectations

BAWANI / SHAWAF GROUP 2024-2014, *COMMERCIAL MANAGER*

Managed the entire material lifecycle for all fit-out projects (32 projects), from initial package understanding and budget calculation to sourcing, negotiation, and submittal. Provided crucial technical support and consultation through all phases of operations, managing procurement contracts, and ensuring successful installation and project close-out

ROOTS GROUP 2007-2014 RIYAD AREA MANAGER

Managed the entire material lifecycle for fit-out mega projects in Riyadh, from budget calculation, sourcing, and contract negotiation to technical support and installation consultation. Achieved exceptional sales results, including a 65% improvement in sales performance and securing high-value contracts. Successfully built strong client relationships and streamlined procurement processes, ensuring project efficiency and increased profitability for the business unit.

SAUDI BIN LADEN GROUP , 2000-2007 site engineer , technical engineer

COMMUNICATION MATRIX (POINT OF CONTACT)



COMMUNICATION MATRIX (POINT OF CONTACT)

role	name	responsibilities	Official point Of contact
Project Owner	Naman tokatli	<ul style="list-style-type: none">Approves project budget and major decisions.Reviews and approves final designs and changes.	yes
Investor	Ahmad Nassar	<ul style="list-style-type: none">Oversees project progress, schedule, and cost.Coordinates communication between all stakeholders.	NO
Project Manager	Firas hasan	<ul style="list-style-type: none">Develops and reviews architectural designs.Ensures construction aligns with approved drawings.	YES
Lead Architect	Soultan alrashdan	<ul style="list-style-type: none">Designs and reviews structural components.Monitors site work to ensure structural compliance.	YES
Structural Engineer	Abdul lateef hijazi	<ul style="list-style-type: none">Designs and reviews MEP systems.Supervises installation of mechanical, electrical, and plumbing works.	YES
Site Supervisor	Mohammad alsaiyad	<ul style="list-style-type: none">Oversees daily site activities.Ensures quality control and compliance with plans	YES
Safety Officer	Mohammad hijazi	<ul style="list-style-type: none">Implements and monitors site safety procedures.Ensures workers follow safety regulations	YES

STAMINA TRADING CO

OFFICIAL LEGAL DOCUMENTS



شهادة اشتراك
Membership Certificate

غرفة الرياض
Riyadh Chamber

Membership No. :	89085	89085	رقم العضوية الموحد :
Date of Issue:	27/10/2014	2014/10/27	تاريخ الصدار:
Membership Class :	First	ال الدولي	درجة العضوية :
Riyadh Chamber Certifies			تشهد الغرفة التجارية الصناعية بالرياض بأن
			شركة ساتامينا للتجارة
Commercial Registration No.	1010410123	1010410123	مقيدة بالسجل التجاري / الترخيص رقم :
Certificate Expires on	17/07/2027	2027/07/17	ينتهي سريان هذه الشهادة في



الخدمات الالكترونية لغرفة الرياض - وزارة التجارة © 2014

920004565

- يلزم التحقق من الوثيقة عبر الرابط <https://mybusiness.chamber.sa> أو تطبيق (سندي)
- للأجهزة المحمولة أو الرقم الموحد دون ادنى مسؤولية على الغرفة عن محتوى الوثيقة.
- تعد هذه الورقة من الوثائق الالكترونية لغرفة الرياض، وينبغي تعديليها أول محاولة العبث بها.
- وتحبظ لغبة حال محاولة تعديليها و تعرض صاحبها للملحقة القانونية.



National address & Civil Defense



سلامة
Salamah
أعمال
Business

ترخيص الدفاع المدني

شركة سلامتنا للتجارة

تأريخ الانتهاء IEA-٢٠٢١-١٠	تأريخ الإصدار IEEV-٢٠٢١-١٩	رقم الترخيص E-٠٠٠٠٠٣٧٣٧٦٧-EV
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بيانات المنشآة

التصنيف الابن للمنشأة (شريط البريد)

بيان باتجاهه للدواوين الصيفية وتحديثها مثل (المقاييس، الكراسي، المقاطن،...) وأجهزة حفارات السنون

رقم المنشآة	العنوان	نوع المنشآة	المساحة التجارية	عدد الدوواين
٢٦٩	شركة سلامتنا للتجارة	بيانات المستأجر / المالك		١

رقم المنشآة	العنوان	نوع المنشآة	بيانات المستأجر / المالك	العنوان
٧٠٠٧٤٩٧٠٨	شركة سلامتنا للتجارة	بيانات المستأجر / المالك	٢٠٢١-١٠-١٣٠	٧٠٠٧٤٩٧٠٨

العنوان	العنوان	العنوان	العنوان	العنوان
الرياض	الرياض	الرياض	الرياض	الرياض

العنوان	العنوان	العنوان	العنوان	العنوان
أبي الدرداء - رضي الله عنه	الروضة	الرياض	الرياض	أبي الدرداء - رضي الله عنه

بيانات الدفاع المدني	بيانات الدفاع المدني	بيانات الدفاع المدني	بيانات الدفاع المدني	بيانات الدفاع المدني
مركز سلامة الميدانية بالروضة	مركز سلامة الميدانية بالروضة	مركز سلامة الميدانية بالروضة	مركز سلامة الميدانية بالروضة	مركز سلامة الميدانية بالروضة



موقع المعلم

للحاجة على المنشآة الضامنة ونهاجرل الترخيص، يرجى مسح رمز المسلاسلة السريع QR Code أعلى الصفحة

هذه الوثيقة موقعة ومحكمة إلكترونياً وتحتاج تفعيل برجي وفتحها على متصفح متصفح الـ browser (Chrome, Firefox, Edge...) وذلك من خلال الرابط التالي (www.998.gov.sa) وتحت رقم الرخصة المحفوظ أعلاه - إفردة العامة لتنمية المعلومات



920000356



@saudidcd



www.salamah.998.gov.sa



تفاصيل تسجيل العنوان الوطني

National Address Registration

معلومات الحساب

رقم الطلب: ٢١٠١٢٤١٧٣٦٩

رقم حساب الخدمة: ٢١٠١٢٤١٧٣٦٩

رقم حساب العميل: ٣١٣١٥٩٩٠٨٧٠

Account Information

Application No : 21012417369

Service No : 21012417369

Customer Account : 31315990870

تفاصيل العنوان:

شركة سلامتنا للتجارة
2868 Abi Ad Darda - Al Rawdah Dist.
Unit No 2868
Riyadh 13213 - 6768
Kingdom of Saudi Arabia

شركة سلامتنا للتجارة

٢٨٦٨ - حي الدرداء - في الروضة

وحدة رقم ٢٨٦٨

الرياض ١٣٢١٣ - ٦٧٦٨

المملكة العربية السعودية

Address Details

تفاصيل العنوان:

Building No	2858	رقم المبنى
Street Name	أبي الدرداء Abi Ad Darda	اسم الشارع
District Name	حي الروضة Al Rawdah Dist	اسم الحي
City Name	الرياض Riyadh	اسم المدينة
Zip Code	13213	الرمز البريدي
Additional No	6768	الرقم الإضافي
Unit No	2868	وحدة رقم



STAMINA TRADING
 P.O BOX 106023, Riyadh, Saudi Arabia
 Email: info@stamina.com.sa
 Website: www.stamina.com.sa

Stamina
 أستamina
 Stamina Trading

To : All Site Employees
CC : Site HR/Time Keeper
From : HR Dept.
Ref. : ASA-HSE-01-001
Project : All Projects
Subject : Safety Violation Policy
Date : 03-23-2024

MEMO

With reference to the above-mentioned subject, it is the responsibility of each and every person employed by Satmina Trading directly or indirectly to work in a safe and efficient manner.

In the event that any employee violates provision of Stamina Trading HSE System or works in a manner that threaten Health and Safety of the employees, plant, equipment and the environment around him, he will be subject to disciplinary action. Any serious safety violation such as fighting, theft, deliberate damage to company properties employee will be immediately penalized and suspension from work.

Project HSE will have the full authority and **NO EXCEPTION** will be taken into consideration for employees violating the HSE rules.

Imposed fees will be deducted from employee salaries

SAFETY VIOLATION PROCEDURE	
First violation	The violator will be given a verbal warning on the spot itself
Second violation	If he repeats the violation, he will be provided written warning and will be made to attend the safety induction training again.
Third violation	He will be penalized and suspended/dismissed from work with the notice to HSE & HR Dept.
Fourth violation	He will be penalized and terminated with the notice to HSE & HR Dept.

For strict adherence by all employees

Mr. Mohammed Nasser
 CEO/Managing Director
 STAMINA TRADING

ASA-HSE-POL-03
 Revision # 00
 Issue Date: 25-03-2024

Stamina
 ACOUSTIC & FIT-OUT SOLUTIONS

acoustic *eco*

Environment Policy

TAMINA is pledged to operating its business in a responsible, environmentally sound and sustainable manner. We recognize that our expertise, installation, integration, operations, and maintenance for modern infrastructure projects have both direct and indirect environmental impacts. We seek to identify these and to find functional ways of eliminating or reducing them. Our focus is to attain uninterrupted augmentation in our environmental performance. Our management is committed to

- Comply to LEED/green building specifications of our main contractors wherever applied .
- Comply with applicable statutory and legal requirements of the country that we are operating in.
- Prevent pollution by using the 3R principle in all that we do .
- To use energy and natural resources wisely and efficiently, eliminate and minimize waste, and re- use and recycle where practical.
- To ensure that environmental issues are properly assessed and considered when key decisions are taken.
- To ensure that employees have a level of knowledge and understanding appropriate to their environmental responsibilities and are aware of actions they can take to reduce their impacts.
- To conduct an annual review, including progress against targets, and to make that review publicly available in our annual statistical Report.

We would communicate this policy through various methods like screen savers, posters and notice boards. This policy shall be reviewed before our management review meeting after each internal audit and modified where and when the need be

the Business unit director with specific responsibility for the Company's environmental policy and performance. This responsibility is delegated operationally through the Company's line management structure, for coordinating environmental performance across the Company

STAMINA TRADING

QUALITY CERTIFICATE

QUALITY CERTIFICATE

Certificate of Registration



This is to certify that the Environmental Management System of

Stamina Trading Company

Kingdom of Saudi Arabia - Riyadh - Al Rawdah District - Abi Dardaa Street

is in accordance with the requirements of the following standard

ISO 14001:2015

(Environmental Management System)

SCOPE

Wholesale of sanitary ware, extensions, heaters and water tanks

Retail sale of sanitary ware and accessories, including
(sinks, chairs, bathtubs, and sauna bath equipment)

Certificate Number : 090124029624

(IAF Code: 29)

Initial Registration Date : 09-JAN-2024
1st Surveillance Date : 09-DEC-2024
2nd Surveillance Date : 09-DEC-2025
Certificate Expiry Date : 08-JAN-2027

To verify certificate, visit at :

www.arscert.com
www.uafaccreditation.org
www.iafcertsearch.org



UAF Address : 400, North Center Dr, STE 202, Norfolk, VA 23502, United States of America

This certificate remains the property of ARS and must be returned to ARS on Cancellation or Suspension of the certificate. Validity of the certificate is subject to successful completion of surveillance audits. Further clarifications regarding the scope of this certificate and the applicability of standard may be obtained by consulting the Organisation on info@arscert.com

Certificate of Registration



This is to certify that the Quality Management System of

Stamina Trading Company

Kingdom of Saudi Arabia - Riyadh - Al Rawdah District - Abi Dardaa Street

is in accordance with the requirements of the following standard

ISO 9001:2015

(Quality Management System)

SCOPE

Wholesale of sanitary ware, extensions, heaters and water tanks

Retail sale of sanitary ware and accessories, including
(sinks, chairs, bathtubs, and sauna bath equipment)

Certificate Number : 090124019623

(IAF Code: 29)

To verify certificate, visit at :

www.arscert.com
www.uafaccreditation.org
www.iafcertsearch.org



UAF Address : 400, North Center Dr, STE 202, Norfolk, VA 23502, United States of America

This certificate remains the property of ARS and must be returned to ARS on Cancellation or Suspension of the certificate. Validity of the certificate is subject to successful completion of surveillance audits. Further clarifications regarding the scope of this certificate and the applicability of standard may be obtained by consulting the Organisation on info@arscert.com

Certificate of Registration



This is to certify that the Occupational Health and Safety Management System of

Stamina Trading Company

Kingdom of Saudi Arabia - Riyadh - Al Rawdah District - Abi Dardaa Street

is in accordance with the requirements of the following standard

ISO 45001:2018

(Occupational Health and Safety Management System)

SCOPE

Wholesale of sanitary ware, extensions, heaters and water tanks

Retail sale of sanitary ware and accessories, including
(sinks, chairs, bathtubs, and sauna bath equipment)

Certificate Number : 090124039625

(IAF Code: 29)

To verify certificate, visit at :

www.arscert.com
www.uafaccreditation.org
www.iafcertsearch.org



UAF Address : 400, North Center Dr, STE 202, Norfolk, VA 23502, United States of America

This certificate remains the property of ARS and must be returned to ARS on Cancellation or Suspension of the certificate. Validity of the certificate is subject to successful completion of surveillance audits. Further clarifications regarding the scope of this certificate and the applicability of standard may be obtained by consulting the Organisation on info@arscert.com

LIST OF EQUIPMENTS/TOOLS



LIST OF EQUIPMENTS/TOOLS

Category	Equipment / Tool	Notes
Cutting & Shaping Equipment	Electric wood saw (Circular Saw)	For cutting wooden frame elements
	Hand saw / Reciprocating saw	For detailed or small cuts
	Metal cutting grinder (Angle Grinder)	For cutting steel base parts
	Metal cutter / cutting machine	Optional—based on steel thickness
Drilling & Fastening Equipment	Electric drill + metal/concrete bits	Used for anchor bolts installation
	Hilti hammer drill	For drilling into concrete surfaces
	Wrenches and screwdrivers	For tightening bolts and screws
	Hammer	General use
Welding Equipment (if needed)	Ratchet straps	To tighten and secure the canopy fabric
	Electric welding machine	Only if welding is required onsite

Category	Equipment/ Tool	Notes
Heavy / Large Equipment	Drill	Electric drill as needed
	Jigsaw	For precise cutting
	Gypsum Cutter	For fast and accurate cutting
	Ladder	According to ceiling height
	Scaffolding	For working at height
Hand Tools	Screwdrivers	For fixing screws
	Spirit Level	To level ceilings and partitions
	Tape Measure	For accurate measurements
	Utility Knife	For trimming boards
	Profiles & Spacers	To fix partitions and ceilings
Installation Materials	Gypsum Boards	According to project area
	Acoustic Panels	For acoustic ceilings
	Screws	Depending on partition type
Safety Equipment	Helmet	For safety on site
	Goggles	Protection from dust
	Gloves	Hand protection
	Safety Shoes	Foot protection
	Safety Belts	When working at height

LIST OF CLIENTS/ PROJECTS

LIST OF PROJECTS ON-GOING TO COMPLETE

ON GOING PROJECTS		
PROJECT	CLIENT	LOCATION
SCHOOLS	MISK	RIYAD
admiration office's	MOI	RIYAD
Ministry of Culture	IRGHA	RIYAD

COMPLETED PROJECTS		
PROJECT	CLIENT	LOCATION
OFFICES	KAFD	RIYAD
AMALA	AMALA	RIYAD
ARBSAT HQ	ARBSAT associate	RIYAD
BANK	RIYAD BANK	RIYAD
OFFICES	KNIGHT FRANK	JEDDAH
MEDICAL CLINIC	OULA	OULA
NABA SAHHA HOSPITAL	PRIVET	RIYAD
Ministry of Culture	DARIYA	DARIYA
QURTOBA SCHOOLS	ASALA RESDENCE	RIYAD
FURSAN LAUNGE S	SAUDI CARGO	JEDDAH
MADAC academy	Madina municipality	Madina
AL MAJID COMMERCIAL	ASUS	RIYAD
AL SAHAF A TOWER RESENTIAL	PRIVET	RIYAD
AL MAJID TALA	ASUS	RIYAD
ISKAN	NARJES VIEW	RIYAD
ISKAN	WAHA KHAMIS	RIYAD
ISKAN	MASHRIKIA	RIYAD
Gahwa Café - 3 Branches	Gahwa	RIYAD
Elbarrio Café	Elbarrio Café	RIYAD
Resol Restaurant	Resol Restaurant	RIYAD
Zatar w Zeit Restaurant	Zatar w Zeit	RIYAD
Medical Village	Medical Village	RIYAD
19 Namara office	Namara	RIYAD
TanTum office	TanTum office	RIYAD
ARENA GYM	ARENA GYM	RIYAD
Joul GYM	Joul GYM	RIYAD
Nofa Entertainment Centre	Radisson blue	RIYAD

LIST OF CLIENTS

LIST OF CLIENTS
MISK
MOI
KAFD
OULA
MINISTRY OF CULTURE
NHC
ASALA RESDENCE
ASUS
AMALA
KNIGHT FRANK
MADAC ACADEMY
MINISTRY OF EDUCATION
SAUDI CARGO



QUALITY PROCEDURE



QUALITY PROCEDURE

Activity	Responsible	Standard
Verify quality of materials used	Site Supervisor	Gypsum boards, screws, and fasteners must be original and compliant with specifications
Ensure tools and equipment are in working condition	Site Supervisor	All equipment must function properly before use
Install partitions and ceilings according to design	Installation Team	Follow drawings and technical specifications
Check level and height during installation	Site Supervisor	Use Spirit Level and Tape Measure
Properly fix boards and screws	Installation Team	Secure and stable installation
Inspect joints and connections during installation	Site Supervisor	No gaps or looseness
Inspect ceiling and partition leveling after installation	Quality Inspector	Ensure all ceilings and partitions are level
Inspect finishing quality (paint/coating)	Quality Inspector	Smooth surface with even color
Inspect acoustic panels	Quality Inspector	Compliance with required acoustic standards
Document inspection results	Site Supervisor	Fill in the Quality Checklist
Apply corrective actions	Installation Team	Fix any defects before handover

HSE PROCEDURE

ستamina للتجارة
Stamina Trading

STAMINA TRADING
P.O BOX 106023, Riyadh, Saudi Arabia
Email: info@stamina.com.sa
Website: www.stamina.com.sa

TO : ALL Site Employees
CC : Site HR/Time Keeper
From : Stamina Trading
Ref : ASA-HSE-SI-001
Project : All Projects
Subject : Safety Violation Policy
Date : 03-25-2024

HSE MEMO

In the event that any employee violates provision of Stamina Trading HSE System or works in a manner that threaten Health and Safety of the employees, plant, equipment and the environment around him

he will be subject to disciplinary action, Any serious safety violation such as fighting, theft, deliberate damage to company properties employee will be immediately penalized and suspension from work

Project HSE will have the full authority and **NO EXCEPTION** will be taken into consideration for employees violating the HSE rules.
Imposed fees will be deducted from employee salaries

First violation	The violator will be given a verbal warning on the spot itself
Second violation	If he repeats the violation, he will be provided a written warning and will be made to attend the safety induction training again.
Third violation	He will be penalized and suspended/dismissed from work with the notice to HSE & HR Dept.
Fourth violation	He will be penalized and terminated with the notice to HSE & HR Dept.

For strict adherence by all employees

AHMAD NASSAR
CEO/Managing Director
STAMINA TRADING

ASA-HSE-POL-03
Revision # 00
Issue Date: 25-03-2024

FINANCIAL STATEMENT (IN 2ND FILE)



LEED Requirements/Sustainability Requirements

Item	Sustainable Requirement / Options	Notes
Wood	FSC-certified sustainable wood	Reduces deforestation; use eco-friendly finishing
Steel	Recycled steel or high recycled content	Conserves resources and lowers environmental impact
Fabric / Shelter Cover	Recyclable fibers or eco-friendly material	Preferably weather-resistant and long-lasting
Paint & Finishing	Low VOC / non-toxic materials	Maintains air quality around the project
Waste Management	Separate waste: wood, steel, fabric for recycling	Minimizes construction waste
Material Documentation	FSC certificate for wood, recycling certificate for steel, fiber data for fabric	Required for LEED submission or sustainability approval
Energy Efficiency	Use low-consumption equipment and lighting	Helps achieve LEED points for energy efficiency

[STAMINA TRADING CO](#)

Thank You

Dear Clientele

Our main focus is always on meeting the needs of our customers.

We are proud of our relationship with them and grateful

for their trust and ongoing cooperation, which contributes to

our success and progress in this field.

Therefore, we would like

to show appreciation to some of them.