



SOUTH AFRICAN ROAD FEDERATION

presents a 3 day course

dealing with

THE PREPARATION OF CONTRACT
DOCUMENTATION AND
ADMINISTRATION OF CIVIL
ENGINEERING CONTRACTS

in

GAUTENG

14 – 16 MARCH 2011

CPD VALIDATION
No. SAICetr08/00386/12
3 Credits

APPLICATION FORM

and

PRELIMINARY PROGRAMME

COURSE DESCRIPTION

The South African Road Federation has great pleasure in presenting a course on:

THE PREPARATION OF CONTRACT DOCUMENTATION AND ADMINISTRATION OF CIVIL ENGINEERING CONTRACTS

Among the aspects to be covered are :

- ❖ Legal Framework of Contract
- ❖ Alternative Forms of Contract
- ❖ Risk Management
- ❖ General Conditions of Contract (GCC90, GCC 2004)
- ❖ Standard and Project Specifications
- ❖ Schedules of Quantities
- ❖ Prequalification and Tendering Procedures
- ❖ Adjudication and Award of Contracts
- ❖ Site Administration
- ❖ Completion of the Contract

THIS IS NOT A HIGH LEVEL COURSE. It is aimed at engineers with a maximum of 3 to 5 years post-graduate experience as well as technicians involved with contract supervision.

The course will benefit individuals as well as employers in the following groups:

- ❖ Road authorities
- ❖ Municipalities
- ❖ Consultants
- ❖ Contractors

NOTE:

This course has been updated to include:

1. *Fundamentals of Construction procurements including CIDB prescripts*
2. *Standard construction procurement procedures and methods*

VENUE

WILLOW PARK CONFERENCE CENTRE
KEMPTON PARK

Tel 011 565 6600 / 6646

Fax 011 565 6855

PARKING Ample parking will be available

ACCOMMODATION

Delegates are required to make their own arrangements with regard to accommodation and travelling to and from the venue.

COURSE FEES PER DELEGATE

SARF Sponsor Members	R 4 500
SARF Members	R 4 900
Non-SARF Members	R 5 400

The fee includes a bound set of notes, teas and a light lunch.

The above fees exclude VAT, which must please be added to the payment made.

DISCOUNT

A 10% early bird discount will be given on the seminar fee for all delegates' registration for which payment is received by:

31 January 2011

CONDITIONS OF REGISTRATION

- a) Applications will be dealt with on a 'first come, first served' basis. Priority will be given to applications for which payment is received before the course starts.
- b) Registration form can be faxed or emailed to us. If payment is made electronically please fax the deposit slip to (011) 403 7736. Cheques must be made out to South African Road Federation.
- c) A 10% increase in course fees will be applicable for all payments received after completion of the course.

- d) SARF Members only qualify for the Membership fees if their annual subscriptions are paid up-to-date.
- e) Cancellation of delegate registration will be accepted up to two weeks prior to commencement of the course. A levy will be charged to cover the administration costs. Cancellation at a later stage will not qualify for a refund of fees, except in exceptional circumstances. Substitute delegates are acceptable.
- f) The SARF reserves the right to cancel the course in the event of unforeseen circumstances. All applicants will be informed and only course fees paid will be refunded.
- g) Delegates should advise us if they have any special preference regarding meals, eg. Halaal, Vegetarian.
- h) Delegates must sign the attendance register each day of the course to get the full CPD validation points.

REGISTRATION AND ENQUIRIES

The application form, with the necessary payment, and all enquiries should be directed to:

South African Road Federation
P O Box 31577
BRAAMFONTEIN 2017

Tel: (011) 403 - 5603
Fax: (011) 403 - 7736

E-mail : administrator@sarf.org.za
Web Site: www.sarf.org.za

The closing date for applications is

18 February 2011

PRESENTERS

Tony Ashford Pr Eng.

With guest presenters

PRELIMINARY PROGRAMME

DAY 1

08:00 - 08.30	Registration and coffee
08:30	Introduction & Welcome
09:45	Session 1
10:30	Tea
10:45	Session 2
12:15	Light Lunch
13:30	Session 3
15:00	Tea
15:30	Session 4

DAY 2

08:00	Session 5
10:30	Tea
10:45	Session 6
12:15	Light Lunch
13:30	Session 7
15:00	Tea
15:30	Session 8

DAY 3

08:00	Session 9
10:30	Tea
10:45	Session 10
12:15	Light Lunch
13:30	Session 11
15:00	Tea
15:30	Discussion & Closure

DELEGATE REGISTRATION CONTRACT DOCUMENTATION GAUTENG

1. Name & Surname:

ID No.

2. Name & Surname:

ID No.

Organization:

COMPANY VAT REGISTRATION NO

Company Order number (where applicable)

Postal Address:

Tel: Fax:

E-Mail:

Cell Number:

Authorised Signature:

Fees :

SARF Sponsor Members R 4 500 =

SARF Members R 4 900 =

Non-SARF Members R 5 400 =

Subtotal 1 =

Less 'early bird' discount
(10% of subtotal 1) =

Subtotal 2 =

VAT @ 14% of subtotal 2 =

TOTAL DUE =