

# JBCC CONTRACT DOCUMENT ORDER FORM – THROUGH THE SAIAT

## (pg 1 of 4)

Please complete both page 1 & 4 and forward to the SAIAT office by fax or email

**TO ORDER:**

- Step 1.** Supply your 'NAME' and 'COMPANY name' and complete the shaded UNITS column only on Page 1.  
**Step 2.** Complete all details in the blocks on Page 4.  
**Step 3.** Send both pages to the SAIAT office. Fax to 086 656 6609/011 622 3168 or per email info@saiaat.org.za  
**Step 4.** The SAIAT office will calculate and total your order and send you an invoice (by fax/email). **SAIAT Members will be given a 5% discount on cost of documents.** Applicable courier/postage costs will be included in the Invoice  
**Step 5.** Send payment or confirmation of your payment (with your Invoice number) to the SAIAT office after which your order will be dispatched immediately\*\*. Please note that SAIAT can only process your order once payment has been received.

Please ensure all relevant information is supplied and is clearly legible in order to ensure speedy processing of your order.

\*\* Unless by special arrangement with the SAIAT office for collection, all documents will be dispatched by door-to-door courier. Registered post will be used for smaller orders or where preferred or applicable. The SAIAT office will advise you as the case may be.

NAME						
COMPANY NAME						
REF NO.	JBCC DOCUMENTS PRICES VALID FROM 1 SEPTEMBER 2009	UNITS	PRICE	TOTAL DUE	FOR OFFICE USE	
2101	Principal Building Agreement (PBA)		315.00			
2101EC	Contract Data Employee PBA		23.00			
2101CE	Contract Data Contractor PBA		23.00			
2102	N/S Subcontract Agreement		315.00			
2102CS	Contract Data Employee N/S		23.00			
2102SC	Contract Data Contractor N/S		23.00			
2103	Preliminaries		136.00			
2108	Minor Works Agreement (MW)		200.00			
2108EC	Contract Data Employee MWA		23.00			
2108CE	Contract Data Contractor MWA		23.00			
2109	Adjudication Rules		21.00			
2115	Form of Tender		21.00			
2116	Site Possession Certificate		8.50			
2117	CPAP - Work Group Composition		21.00			
2118	CPAP – Application		21.00			
2121	Waiver of Contractor's Lien		8.50			
2122	Construction Guarantee (PBA)		21.00			
2123	Construction Guarantee (N/S)		21.00			
2124	Payment Guarantee (PBA)		10.50			
2125	Payment Guarantee (N/S)		10.50			
2126	Advance Payment Guarantee		10.50			
2128	Variable Construction Guarantee (MW)		21.00			
2129	Employer Payment Guarantee (MW)		10.50			
2142	Payment Certificate (PBA)		8.50			
2143	Payment Certificate Notification (PBA)		8.50			
2144	Recovery Statement (PBA)		8.50			
2145	Recovery Statement (N/S)		8.50			
2146	Payment Advice Statement (N/S)		8.50			
2148	Payment Certificate (M/W)		8.50			
2181	Certificate of Interim Completion (N/S)		8.50			
2182	Cert of Completion (PBA)		8.50			
2188	Cert of Completion (M/W)		8.50			
2201	Guide to Valuation, Certification and Payment		185.00			
2202	Guide to Interim, Practical, Works & Final Comp		175.00			
M02	Contract Document Manual		1995.00			
3101	PROCSA Client/Consultant Professional Services Agreement).		125.00			
<i>FOR SAIAT OFFICE USE</i>		<i>INVOICE NUMBER APPLICABLE</i>				
		<i>WAYBILL NO.</i>				
		<i>DATE DISPATCHED/COLLECTED</i>				

# **JBCC CONTRACT DOCUMENTS ORDER FORM - THROUGH THE SAIAT (pg 4 of 4)**

Unless by special arrangement with SAIAT office for collection, all documents will be dispatched by door-to-door courier. (or per registered post as & where required/applicable to smaller orders).

NAME			
Company Name			
VAT Registration Number (where applicable)			
Client Ref/Order No (where applicable)			
SAIAT Membership Number (where applicable)			
Fax number	( )	Tel number	( )
Mobile		Email Address	

## **Address to apply if items to be Couriered (please ensure someone available to receive goods)**

PHYSICAL ADDRESS	NAME OF PERSON TO RECEIVE GOODS
CODE	TEL:
Office Hours	

## **Address to appear on Invoice & to apply for items to be sent per Registered Post (smaller orders)**

POSTAL ADDRESS	
CODE	

### **COMPLETED ORDER FORM**

#### **(JBCC CONTRACT DOCUMENT ORDER FORMS (2 PAGES))**

- o To be mailed to : PO BOX 807 BEDFORDVIEW 2008
- o Or to be faxed to : 086 656 6609
- o Or emailed to : [info@saiat.org.za](mailto:info@saiat.org.za)

The SAIAT will email/fax you an Invoice which will also serve as a quote and on receipt of proof of payment your order will be dispatched (see\*\*)

### **DISCLAIMER**

The SAIAT are distributors of the JBCC Documents. As the use of these documents and information contained herein, will be undertaken outside the control of SAIAT, the SAIAT cannot be held responsible in any way, in respect of any matter in relation to the use of these documents.

### **PLEASE NOTE:**

Contract documents are reimbursable by the Employer in terms of the Series 2000 conditions  
Unauthorised reproduction of any of the JBCC documentation is an infringement of the copyright of the work which resides with the JBCC.

**No refund will be applicable once an order has been placed.**

### **PRICES**

Prices are correct as at 1 September 2009 and are subject to change without notice and are inclusive of VAT.

### **DELIVERY TIMES**

The delivery period is generally within 7 working days from **receipt of payment**

Collections (by arrangement only) will only be possible between 08h00 and 14H30 weekdays at our offices.

### **PREPAYMENT REQUIRED BEFORE DOCUMENTS WILL BE DISPATCHED: see (\*\*):**

Please fax us your order form and we will issue you with an Invoice which will also serve as a quotation.  
Once proof of payment received, SAIAT will dispatch your order by door-to-door courier.

**Please fax your completed order form to : SAIAT 086 656 6609 or email to [info@saiat.org.za](mailto:info@saiat.org.za)**

## **THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS (SAIAT)**

EMAIL [info@saiat.org.za](mailto:info@saiat.org.za) : FAX 086 656 6609\*

PO BOX 807 BEDFORDVIEW 2008 : TEL: (011) 622 3168 :WEBSITE:[www.saiat.org.za](http://www.saiat.org.za)