

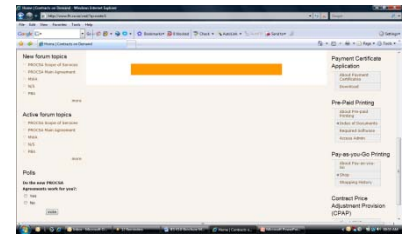
JES Full Service Index

JBCC ELECTRONIC SERVICE

Version 3.0 March 2009



www.jbccelectronicservice.co.za



JES Full Service Index (Continued)

The Objective of JBCC Electronic Service

The JBCC ELECTRONIC SERVICE (JES) provides the industry with an easy to use method of accessing JBCC Contract Agreements and Forms together with other capabilities that save time and provide an efficient way of using the JBCC Documents.

JES Version 3.0

Version 3.0 has introduced the following major enhancements over Version 2.1 (The price has remained the same)

- A new user interface
- New 'facilities' that extend JES's capabilities
- The introduction of special editions of JES for:
 - Architects – JES Arch
 - Engineers - JES Eng
- The introduction of cost control and budget reporting functionality into the 'Automated Payment Certificate Application'. This is now called the 'Project Cost Control Application'.
- The ability to automatically import the Monthly CPAP Indices into the 'Project Cost Control Application', and populate the related Workgroups.
- The latest JBCC Agreements
- The inclusion of the seven new PROCSA "Scope of Services Agreements" PROCSA (Professional Consultants Services Agreement Committee)

JES Description of Usage

The JBCC ELECTRONIC SERVICE (JES) is provided on an annual subscription basis and the price is determined according to the number of office locations taking the Service.

JES can be used on an unlimited number of workstations per office location, other than the Project Cost Control software application and the Payment Certificate software application. These are provided for one workstation per office location as part of the normal subscription price. Additional workstations can be supplied, if required, at an additional monthly amount.

Updating

The JES components are updated at the following intervals: -

- **Reference Documents & Forms** - When published
- **'Active' Schedules & Forms** - When published
- **Project Cost Control software application** - On new version releases
- **Payment Certificates application** - On new version releases
- **On-line Document Printing Service** - Immediately as new Documents are published
- **CPAP Indices** – Monthly, on the 18th of the subsequent month

Please Note: Regular updating and ongoing development is an intrinsic part of the Subscription to JES.

Help

The JES has been designed to be user friendly and intuitive. However comprehensive user instructions are provided in the 'About' section of each Service Component. User Manuals are also provided for the downloadable software. Training workshops are also organized from time-to-time.

JES Call Centre

A Call Centre is available during office hours (08h30 to 16h30) to answer technical queries associated with the availability and operation of JES.

Tel: +27 11 608-4000

Editions and Subscription

Various Editions of JES are available to suite the user's needs and pocket. JES Full with all components, JES Lite, JES Arch and JES Eng with a lesser selection of Service Components and price. (See Schedule). The JES is provided on an annual subscription fee basis and paid for monthly by Debit Order.

For further information or to order, please contact us on:

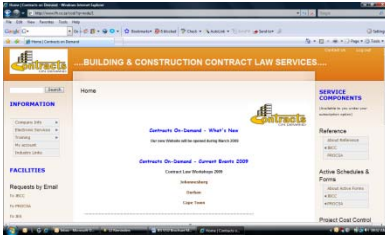
E-mail: jes@mweb.co.za

Tel: +27 11 608 4000

Fax: +27 11 608 2207

Visit our website for further information and for electronic subscription registration at:

www.jbccelectronicservice.co.za

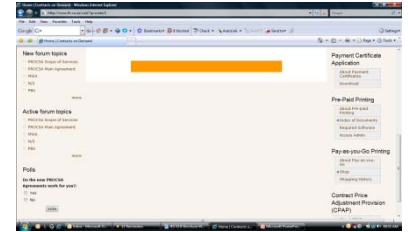


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SERVICE CONTENT

SERVICE COMPONENTS

The following components of JES Full are provided: (See also detailed description)

- 1. Reference**
- 2. Active Schedules & Forms**
- 3. Project Cost Control Application**
- 4. Payment Certificate Application**
- 5. Pre-paid Printing**
- 6. Pay-as-you-go Printing**
- 7. Contract Price Adjustment Provisions (CPAP)**

SERVICE FACILITIES

The following new Facilities are included with Version 3.0 of JES:-

Help Desk

Provides information on how to contact our Help Desks for assistance in using the JES or the downloadable software.

Polls

This Facility is used to ascertain the views of JES Subscribers to various topical questions. E.g. Do you consider that the JBCC Contract Data Documents are being used effectively. YES ? or NO ? A subscriber can vote once only, after which the system bars him/her from voting. The user can then only see the current percentage votes cast.

Frequently Asked Questions (FAQ's)

These are common Questions asked about the JBCC Agreements. Answers are given by Peter Bold, the Chief Executive of the JBCC. The FAQ's are detailed for each type of Agreement.

Requests by E-mail

The Requests by E-mail Facility is provided for the following categories of queries:

- To JES - General Queries
- To JES - Software Queries
- To JBCC - Contractual Queries – Answer available within 72 hours
- To PROCSA - Contractual Queries

In the case of JBCC Contractual Queries, the user is channelled to look at the FAQ's first before being enabled to send an e-mail to Peter Bold – Chief Executive of JBCC.

Forums

Forums are available for each Form of Agreement. i.e. PBA, N/S, MWA. PROCSA Main Agreement, PROCSA Scope of Services Agreements. Users can post their comments and suggestions relative to each Agreement. These are passed onto the JBCC and PROCSA Committees.

Blog Facility

Employees of a subscriber company can create their own Blog, where they can comment and give opinions relative to the Documents or the Services offered. Other users can read and respond this Blog. The Facility is limited to one Blog per Company Office.

(March 2009)

JBCC ELECTRONIC SERVICE V3.0 - DETAILED DESCRIPTION

SERVICE COMPONENTS - The following Service Components of JES are provided:-

Component 1 - Reference

This component allows users to read on-screen, all the JBCC Documents, Forms, Guides, etc. –

Features:

Documents & Forms – Latest Version – Read Only in electronic Acrobat format

- The latest JBCC Contract Agreements
- The latest JBCC Contract Data Documents
- The latest JBCC Forms & Schedules relative to the Agreements
- The latest Guides to:- Interim, Practical Works & Final Completion; Interim, Valuation, Certification and Payment, CPAP Application; CPAP Work Group Composition
- The latest PROCSA Documents. (Professional Consultants Services Agreement Committee)

Benefits:

- Read access to the latest JBCC & PROCSA Agreements, Schedules, Contract Data Documents, Forms & Guides.
- Archives: Referring to the previous edition of the JBCC Documents as a reference for past projects

Component 2 - 'Active' Schedules & Forms

This component enables users to complete, print and save, Forms, Agreement Schedules and Contract Data Documents on screen.

Features:

- Complete on-screen, the Schedules to the Contract Agreements and Contract Data Documents and all the Forms in .pdf format.
 - Print out and save the documents, once completed
 - Insert your Corporate electronic signature and logo *
- * Please note: you will need the Adobe Acrobat Writer software if you wish to save these documents when completed, and/or insert your own logo and electronic signature.

Benefits:

- Produce neatly typed Forms and Data Schedules
- Save time completing Forms and Schedules.
- Customize the forms with your own Corporate Logo and Electronic Signature
- Store forms and Schedules electronically for future reference
- Email completed forms to other parties

Component 3 - Project Cost Control Application

This component provides the following for all JBCC Agreements: Full calculation capability in the preparation of Payment Certificates, Recovery, Notification and Advice Statements for Main and N/S Subcontractors, including QS Valuation Statements, Cost and Budget reports. All saved on a Project and Certificate basis.

Features:

On a Project-by-Project basis, full calculation facilities for the following:

- Preparation of Payment Certificates, Recovery Statements, N/S Subcontractor Notification Statements, N/S Recovery Statements and Payment Advice Statements
- Preparation for the QS Valuation for Payment Certificates, including Statement of all N/S Subcontract amounts
- Cost reporting on all Provisional Sums, Prime Cost, Budgetary and Contingency Amounts
- Reporting on an amounts against the Client Budget
- Reporting on all categories of variations i.e. Client Request, Tenant Recovery, For Consideration, etc.
- Calculation of Preliminaries both for Payment and Adjustment
- Automated import of CPAP indices for calculation of escalation in monthly payment certificates
- Inclusion of Corporate logos onto reports
- Can import information electronically as sent by other members of the Project Team

Benefits:

- Reduces time taken to prepare Certificates
- Improves the efficiency of contract administration
- Provides automated monthly Cost and Budget reporting to Client
- Eliminates the possibility of incorrect calculations and most errors
- Enables delegation by Senior staff to administration personnel, of the preparation work
- Enables the multi-use of information across Projects
- Enables ease of data exchange between members of the Project Team
- Enables control of the Master Database by the Principal Agent
- Enables full management of the Contract Value, by managing adjustments to the Provisional Sums, Prime Costs, Budgetary and Contingency Amounts
- Provides adjustment and valuation of Preliminaries in full accordance with the JBCC Preliminaries
- Saves time on manual calculation of CPAP by use of the Automated CPAP indices import
- Fully integrates CPAP Work Group allocations and calculations into certificate valuations.
- Enables draft printing of documents for checking and authorisation.
- Provides an unlimited supply of certificates, statements and notifications all to JBCC format and standards.
- Provides a complete database of past and current contract documentation that can be quickly retrieved.
- Enables all contract variables to be registered within the system for later referral.

Component 4 - Payment Certificate Application

This Component is a downloadable software program that allows input of data on a Project-by-Project basis into a database with links to the Certificates. The facility is provided to save the Project information, allowing quicker monthly updates. *Only the latest Certificates are produced.*

Please Note: You will need Microsoft Access database software installed on your workstation, in order to use this program.

Features:

- Can be linked on a local area network
- Information and data saved in database format
- Type in project information once and get it repeated on each Certificate and Statement automatically.
- Values are inserted onto each Certificate and totals are calculated automatically and accumulated figures retained for next Certificate .

Benefits:

- Produce neat Certificates and Statements consistent with the latest released document editions
- Save time completing Certificates and Statements
- Save time not having to re-type the standard Project information into the Certificates each month
- Reduce typographical and calculation errors

Component 5 - Pre-paid Document Printing Purchase with On-line Company Administration Facility

This Component enable the purchase of JBCC documents on-line and the printing and administration thereof.

The user pre-pays for the purchase of Documents via Electronic Bank Transfer. The amount ranging from a minimum of R500 to a maximum of R 5000. The system notifies the user when a minimum balance of R300 is reached, so that the amount can be topped up at any time.

Features:

- Discounted printing prices
- Password control
- Latest and previous JBCC Agreement Editions available
- Price of Document deducted automatically from your printing account
- Automatic notification when printing account is low

Benefits:

- Discounted printing prices
- Obtain printed JBCC Documents and Forms via the Internet, rather than having to go to offices to purchase them.
- Greater convenience and time saving.
- The printing of Document Schedules and Forms is free
- A complete record of what has been printed and how much it cost is provided.
- Protect against unauthorized printing

Please note that the Documents are only authorised to be printed in full colour and are to be bound in their entirety.

5.1 Pre-paid Document Printing Client Administration System

A client administration system is provided, for the on-line management of document printing on a person-by-person or office by-office basis, as required. This enables authorised users to:

Features:

- View document printing prices
- View Current print balance in Rands
- View Printing payments made
- Submit a pre-payment
- View a list of documents printed between specified dates
- Automatic notification when printing credits have reached a minimum

Benefits:

- Review complete printing records
- Records available on a per person or per office basis according to your needs
- Manage your printing costs

Component 6 - Pay-as-you-go Document Printing

This Component enables the ad-hoc credit card purchase of JBCC documents on-line and the printing thereof. It Includes the completion of the Contract Data on-screen, if required. The printing of Document Schedules and Forms is free.

Features:

- Purchase Documents via credit card
- Secure Purchase with Shopping Basket

Benefits:

- Convenience

Component 7 - Contract Price Adjustment Provision (CPAP) Indices

This facility provides users with the latest indices in MS Word Format from SA Stats, that contain the Indices necessary for calculating the fluctuations in building costs for contracts. The Contract Value being adjusted by the sum of the amounts reflected in each Payment Certificate. The indices are used in the CPAP Formula.

Features:

- Latest Indices in MS Word format from SA Stats, on a monthly basis
- Latest Indices in Microsoft Access format from SA Stats, on a monthly basis, for automatic import into payment certificates
- Archives of the last 7 years' Indices

Benefits:

- Keep up-to-date with your CPAP Valuations
- Save time on manual calculation of CPAP
- Automatic allocation into the relevant workgroups

DOCUMENTS THAT CAN BE PRINTED FROM JES

JBCC Documents

- **Documents:** Printing authorized copies of the following JBCC Documents:
 - Code 2101 -- 5th Edition - Principal Building Agreement (PBA);
 - Code 2101 – EC PBA Contract Data – Employer to Contractor EC
 - Code 2101 – CE PBA – Contract Data - Contractor to Employer CE
 - Code 2102 -- 5th Edition - Nominated Selected Agreement N/S
 - Code 2102 – ES - N/S Contract Data – Employer to Specialist Sub-contractor ES
 - Code 2102 – SE - N/S Contract Data – Specialist Sub-contractor to Employer SE

 - Code 2108 -- 4th Edition - Minor Works Agreement
 - Code 2108 – EC - Contract Data – Employer to Contractor EC
 - Code 2108 – CE – Contract Data - Contractor to Employer CE
 - Code 2201 -- Guide to Valuation, Certification and Payment
 - Code 2202 -- Guide to Interim, Practical Works & Final Completion
 - Code 2109 – Adjudication Rules
 - Code 2118 – Guide to CPAP Application
 - Code 2117 – Guide CPAP Work Group Composition

Forms: Printing authorized copies of the latest JBCC Forms and schedules **free of charge:**

Code 2103 _ Preliminaries (ESD 4.1 PBA, N/S & 3.0 MWA)	Code 2129 _ Employer Payment Guarantee MWA
Code 2115 _ Form of Tender	Code 2142 _ Payment Certificate PBA
Code 2116 _ Site Possession Certificate	Code 2143 _ Payment Certificate Notification PBA
Code 2121 _ Waiver of Contractor's Lien	Code 2144 _ Recovery Statement PBA
Code 2122 _ Construction Guarantee PBA	Code 2145 _ Recovery Statement N/S
Code 2123 _ Construction Guarantee N/S	Code 2146 _ Payment Advice Statement N/S
Code 2124 _ Payment Guarantee PBA	Code 2148 _ Payment Certificate MWA
Code 2125 _ Payment Guarantee N/S	Code 2181 _ Certificate of Interim Completion N/S
Code 2126 _ Advance Payment Guarantee	Code 2182 _ Certificate of Completion PBA
Code 2128 _ Variable Construction Guarantee MWA	Code 2188 _ Certificate of Completion MWA

PROCSA Documents

PROFESSIONAL CONSULTANTS SERVICES AGREEMENT COMMITTEE (PROCSA)

Africa Association of Quantity Surveyors
Association of Construction Project Managers
Association of South African Quantity Surveyors
South African Association of Consulting Engineers
South African Institute of Architects
South African Property Owners Association

The Constituent Bodies listed above publish the PROCSA series of Professional Services Agreement Documents through the JBCC. These documents are compiled in the interests of standardisation for the professions in the building industry in Africa and represent good practice. The documents cover all aspects of professional assignments.

The Documents

Common Documents for each Project

- **Professional Services Agreement with Annexure A**
- **Professional Services Agreement Annexure A**
- **Matrix Document – Reference Document facilitating record of function of each Discipline on a particular Project**

Annexure – B's Scope of Services for individual disciplines within a Project

- **Architectural Services Annexure B**
- **Quantity Surveying Services Annexure B**
- **Construction Project Management Services Annexure B**
- **Civil Engineering Services Annexure B**
- **Structural Engineering Services Annexure B**
- **Electrical Engineering Services Annexure B**
- **Mechanical Engineering Services Annexure B**