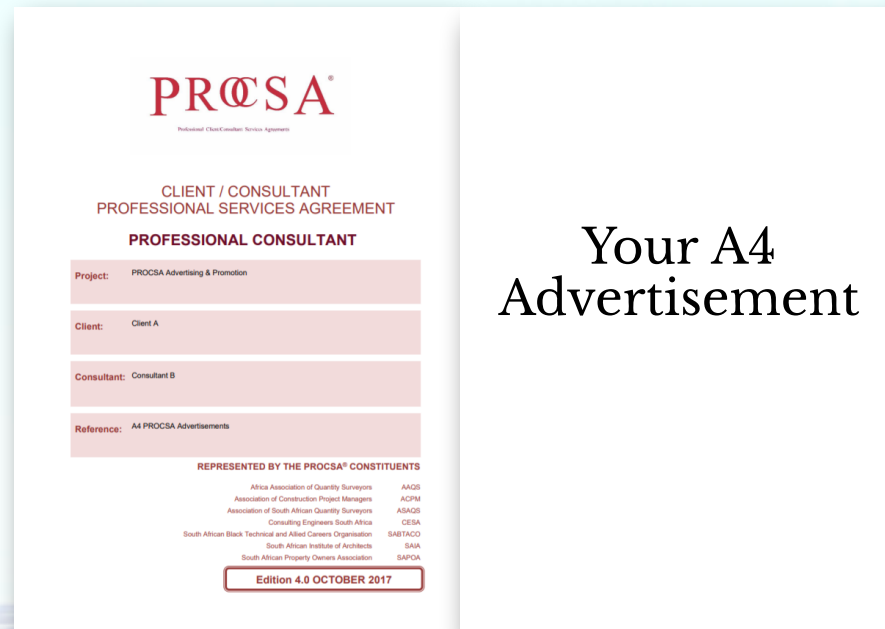




Professional Client/Consultant Services Agreements

Advertising & Promotion Client/Consultant Professional Agreements

Reach the building & construction Decision Makers directly by promoting your company in the PROCSA Agreements.



The Client /Consultant Professional Services Agreements are compiled on a mandate from the PROCSA Constituent Bodies and the CIDB (Construction Industry Development Board). The Agreements set out a clear, balanced and enforceable set of procedures, rights, and obligations which, when managed and administered, protect the Employer / Client and the Professional Team. Unlike many other promotional opportunities such as Trade Magazines, the PROCSA publications are referred to by the Client / Consultant decision makers, throughout the duration of their project, thereby giving continued exposure to the target market.

Publication Editions

The first publication of the Terms & Conditions took place in 2007. The Second Edition, in September 2009. The Third Edition in October 2012. The fourth Edition in October 2017. The Matrix Document was first published in 2009. The Agreements are now only available electronically online through the PROCSA Website

PROCSA Client/Consultant Professional Services Agreements

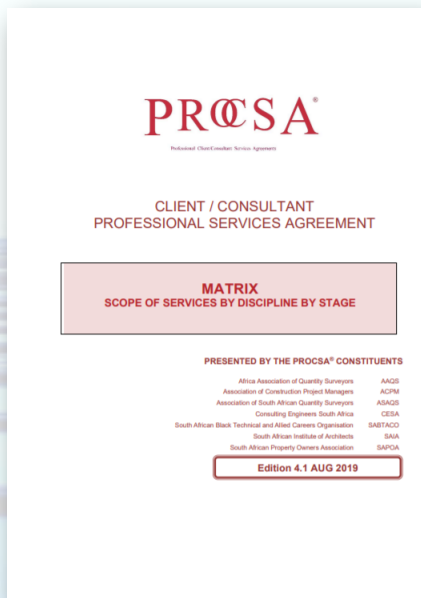
One Document for each Discipline is signed by the Client and each Consultant involved in a Project. e.g. Architectural professionals, Engineers, etc. The Agreements are applicable to most Building and Construction Projects that employ Consultants. Each Document contains the following:

- *Terms & Conditions* - all definitions and interpretations of the Agreement.
- *The Schedule - Annexure A* - the Variables, Amendments and Special Conditions pertaining to the Project. These variables and / or special conditions take precedence over anything in conflict with the Terms and Conditions.
- *The Scope of Services - Annexure B* - provides the Employer / Client with details of the Services provided by each Professional Discipline on the Project, indicating their Scope of Work by Project Stage.

The Matrix Document (Scope of Services by Project Stage and by Discipline)

The first publication of the Terms & Conditions took place in 2007. The Second Edition, in September 2009. The Third Edition in October 2012. The fourth Edition in October 2017. The Matrix Document was first published in 2009. The Agreements are now only available electronically online through the PROCSA Website.

This series of Agreements are seen by the Clients / Employers and the Professional decision makers in each Discipline. (See list of documents). PROCSA Agreements are being supported and used extensively. The electronic advertising exposure period is one calendar year from the month following placement of the order. Each PROCSA Agreement, including your company's advertisement, is available for purchase, collaborative completion, viewing and printing via the PROCSA Website.



PROCSA Agreement Documents

Agreements are available for each of the following Disciplines:

PROCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

QUANTITY SURVEYOR

Project: Educational / Reference

Client: Reference Client

PROCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

PRINCIPAL AGENT

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PROCSA® CONSTITUENTS

Africa Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.0 OCTOBER 2017

PROCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

ARCHITECT

Project: Educational / Reference

Client: Reference Client

PROCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

PROJECT MANAGER

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PROCSA® CONSTITUENTS

Africa Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.0 OCTOBER 2017

PROCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

CONSTRUCTION HEALTH AND SAFETY(CHS)

Project: Educational / Reference

Client: Reference Client

PROCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

STRUCTURAL ENGINEER

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PROCSA® CONSTITUENTS

Africa Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.0 OCTOBER 2017

PRCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

MECHANICAL ENGINEER

Project: Educational / Reference

Client: Reference Client

PRCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

FIRE CONSULTANT

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PROCSA® CONSTITUENTS

Africa Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.0 OCTOBER 2017

PRCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

WET SERVICES

Project: Educational / Reference

Client: Reference Client

PRCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

CIVIL ENGINEER

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PROCSA® CONSTITUENTS

Africa Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.0 OCTOBER 2017

PRCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

ELECTRICAL ENGINEER

Project: Educational / Reference

Client: Reference Client

PRCSA®

Professional Client/Consultant Services Agreements

CLIENT / CONSULTANT PROFESSIONAL SERVICES AGREEMENT

INTERIOR DESIGNER

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PROCSA® CONSTITUENTS

Africa Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.0 OCTOBER 2017

Available advertisement positions in each Agreement

Position 1: Front Inside Cover - Opposite Table of Contents page

PRCOSA®
Professional Client/Consultant Services Agreement

CLIENT / CONSULTANT
PROFESSIONAL SERVICES AGREEMENT

LANDSCAPE ARCHITECT

Project: Educational / Reference

Client: Reference Client

Page 1

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PRCOSA® QUANTITY SURVEYOR - OCTOBER 2017 Initial

Your A4
Advertisement

PRCOSA®
Professional Client/Consultant Services Agreement

CLIENT / CONSULTANT
PROFESSIONAL SERVICES AGREEMENT

DEVELOPMENT MANAGER

Project: Educational / Reference

Client: Reference Client

Consultant: Reference Consultant

Reference: Reference Purposes Only - Not Legally Valid

REPRESENTED BY THE PRCOSA® CONSTITUENTS

Afrika Association of Quantity Surveyors	AAQS
Association of Construction Project Managers	ACPM
Association of South African Quantity Surveyors	ASAQS
Consulting Engineers South Africa	CESA
South African Black Technical and Allied Careers Organisation	SABTACO
South African Institute of Architects	SAIA
South African Property Owners Association	SAPOA

Edition 4.1 JULY 2019

Position 2: Before Annexure A - Opposite the first page of Annexure A - The Schedule

**ANNEXURE A
SCHEDULE**

This schedule contains all variables, amendments and/or special conditions pertaining to this agreement. In the event of inconsistency, divergence, discrepancy or ambiguity, the variables and the amendments or special conditions shall take precedence.

Spaces requiring information shall be filled in or shown as "not applicable" and not left blank.

Where insufficient space is provided the information should be annexed hereto and cross-referenced to the applicable clause of this schedule. Square bracketed references in *italics* refer to clauses in the agreement.

A.1 CONTRACTING PARTIES

Client
[1.1.3, 1.2]

Reference Client

Postal address

Country Postal code

Tel

E-mail

Physical address

Country Postal code

Consultant
[1.1.5, 1.2]

Reference Consultant

Postal address

Country Postal code

Tel

E-mail

Physical address

Country Postal code

A.2 EFFECTIVE DATE
[4.1]

The agreement shall be effective from

A.3 CLIENT'S REPRESENTATIVE

Client's representative
[1.4, 5.1]

PRCOSA® QUANTITY SURVEYOR - OCTOBER 2017 Initial

Your A4
Advertisement

Position 3: Before Annexure B - Opposite the first page of Annexure B - The Scope of Services

Your A4 Advertisement

ANNEXURE B

SCOPE OF SERVICES

QUANTITY SURVEYOR

Including "basic" principal consultancy services (yes/no) ☒ **yes**

"Basic" services are services where no project manager is appointed as principal consultant. If no principal consultancy services are required from the consultant, the clauses B.1.1 to B.1.12, B.1.2.4 to B.1.2.9, B.2.1.9 to B.2.1.12, B.2.2.4 to B.2.2.9, B.3.1.9 to B.3.1.15, B.3.2.3 to B.3.2.6, B.4.1.9 and B.4.1.19, B.4.2.3 to B.4.2.9, B.5.1.10 and B.5.1.12, B.5.2.6, B.6.1.3 and B.6.2.2 are not applicable.

Including "basic" principal agency services (yes/no) ☒ **yes**

"Basic" services are services where no project manager is appointed as principal agent. If no principal agency services are required from the consultant, the clauses B.1.1.3, B.1.2.1.14, B.2.2.10, B.3.1.16, B.3.2.7, B.4.1.10 to B.4.1.15, B.4.2.10 to B.4.2.14, B.5.1.10 to B.5.1.12, B.5.2.7 to B.5.2.10, B.6.1.4 to B.6.1.7, B.6.2.4 to B.6.2.7 are not applicable.

The consultant shall in broad terms provide the services related to the applicable work as described in Annexure A. These services include services related to mediation, arbitration and negotiation.

B.1 STAGE 1: INCEPTION

This stage is in broad terms defined as follows:

Establish the client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, expectations and risks.

B.1.1 Stage 1 services - quantity surveyor

B.1.1.1 Assist in developing a clear project brief

B.1.1.2 Attend the project initiation meetings

B.1.1.3 Advise on the project policy for the project

B.1.1.4 Advise on other clients and services required

B.1.1.5 Define the consultant's applicable work and services

B.1.1.6 Conclude the terms of the agreement with the client

B.1.1.7 Advise on economic factors affecting the project

B.1.1.8 Advise on appropriate financial design criteria which may improve value

B.1.1.9 Provide necessary information within the agreed scope of the project to the other consultants

Stage 1 services - principal consultant

B.1.1.10 Assist the client in the procurement of necessary and appropriate other consultants including the clear definition of their roles and responsibilities

B.1.1.11 Establish in conjunction with the client, other consultants and all relevant authorities, the site characteristics, rights and constraints for the proper design of the intended project

B.1.1.12 Conduct and record consultants and management meetings

Stage 1 services - principal agent

B.1.1.13 No services

PROCSA® QUANTITY SURVEYOR - OCTOBER 2017 Initial

Approximate number of offices that have access to the PROCSA Agreements:

- 500 Government Agencies
- 500 Developers
- 1000 Property Owners
- 2000 Architects
- 2500 Quantity Surveyors
- 10000 Mechanical & Electrical Engineers
- 8000 Civil & Structural Engineers
- 200 Lawyers
- 1000 Project Managers

Active Banners

An Active Banner (electronic banner) can be imbedded at the bottom section of your A4 advertisement (as seen in the example on the right). The Active Banner is designed to maximize your digital marketing via your A4 advertisement linking to:


- Your website
- A Web-Page of your choice
- Social Media pages

Your Active banner will also include:

- Your company name, slogan and contact details
- Email and SMS buttons for users to directly contact your company

A4 Advertisement Branding

Advertising Branding Pages are sold to companies who wish to always see their own advertisement page opposite their 'Project Agreement' signing page, whenever they purchase an Agreement for their own use.





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 <p>DE LEEUW GROUP</p>	  <p>Postnet Suite 31, Private Bag X9976, Sandton 2146, South Africa</p>	<p>De Leeuw Group Distinctive Solutions for the Built Environment</p> <p>93 Oxford Road, Saxonwold 2196</p> <p>Telephone: +27 (0)11 380 6400 Fax: +27 (0)86 262 2500 Email: cdewet@deleeuw.co.za Cell: 27828811615</p>
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SMS Email

Constituent Bodies of PROCSA

The following Professional organisations formulate the PROCSA Agreements:

- Association of Construction Project Managers
- Africa Association of Quantity Surveyors
- Association of South African Quantity Surveyors
- Consulting Engineers South Africa • Association of
- Construction Health & Safety Management
- South African Property Owners Association
- The Institute for Landscape Architecture in South Africa
- South African Institute of Architects
- South African Black Technical and Allied Careers Organisation

For further information please call Thinus on: 010 015 0431 / thinus@e-cloud.co.za

