

CESA Aon

ENGINEERING EXCELLENCE AWARDS

2018

CALL TO ENTRIES

CATEGORIES & CRITERIA

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CELEBRATING ENGINEERING EXCELLENCE

CESA Aon ENGINEERING EXCELLENCE AWARDS 2018

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Consulting Engineers South Africa's CESA Aon Engineering Excellence Awards celebrates and showcases the innovation, quality, outstanding workmanship and professionalism in the industry.

CESA is proud to host this annual event, as a platform to showcase the important role that infrastructure plays in the sustainable development and delivery of basic services to society. By designing state of the art infrastructure that stands that test of time, the Awards unequivocally pronounce that engineering practitioners are front-end enablers of service delivery. The Awards focus on consulting engineers and their clients who participate in or initiate projects that promote the advancement of our nation and the people of the continent.

A new category, Lifetime Industry Achievement, has been added to the engineering excellence awards to recognise an individual who has contributed significantly to the development and promotion of the Consulting Engineering Industry in South Africa during their lifetime.

Pre-entry form are available online, alternatively complete the manual form and submit by 29 March 2018.

BANQUET FUNCTION

This year the CESA Aon Awards will take place on the 15th August 2018 at Vodacom World, Midrand.



POINTS TO CONSIDER:

AWARDS BANQUET

Awards will be presented at a formal banquet in Johannesburg on Wednesday, 15th August 2018 at Vodacom World, Midrand, Johannesburg.

PREVIOUS AWARD WINNERS

<http://cesa.co.za/awards/>

CLOSING DATE FOR ENTRIES

- Pre-entries close on Thursday, 29th March 2018. Successful Pre-entries will be notified by Friday, 6 April 2018. Companies that successfully meet the pre-entry criteria will then be invited to submit a full entry.
- Full Entries close on **Thursday, 24th May 2018.**

COSTS OF ENTRIES EXCLUDING VAT.

- A non-refundable **deposit/entry fee** of **R4 617.00.**
- A non-refundable **submission fee** of **R15 390.00** per successful award entry. This entry fee includes one table that seats ten people, at the Awards Banquet.

1. CATEGORY: PROJECTS

PROJECTS WITH A VALUE GREATER THAN R250 MILLION

PROJECTS RANGING IN THE VALUE FROM R50 MILLION TO R250 MILLION

PROJECTS WITH A VALUE LESS THAN R50 MILLION

BEST INTERNATIONAL PROJECT

Engineering has played a critical role in increasing the health and quality of life in the last 70 years. From developing better water supplies, municipal sewer systems, wastewater treatment plants to the design of buildings to protect us from natural hazards and providing health care. To improved agriculture through water resource development and distribution projects to rapid and dramatic changes in transportation systems - engineers have developed the basic infrastructure on which modern society depends.

Engineers continue to be dedicated to technology development for the common good and the general public.

Projects Entries will be judged on a combination of the following criteria:

Award Criteria		Points
1)	Quality of engineering design	10
2)	Ingenuity, originality and innovation (solution during planning & design and/or solution during construction)	15
3)	Management of planning and technical design	10
4)	Aesthetics of engineering elements	5
5)	Budgetary compliance	10
6)	Influence of consulting engineer on conceptual design	5
7)	Complexity and sophistication	10
8)	Responsibility carried by consulting engineer (risk)	10
9)	Sustainability considerations	10
10)	Responsiveness to needs of client	15
11)	Social impact of the project	10
12)	Meeting the client's deadline for completion	5
13)	Logistics – (only relevant for International Projects)	5
Total		120

ELIGIBILITY CRITERIA (SUBMISSION)

1. Only member firms of Consulting Engineers South Africa (CESA) may submit projects or nominations.
2. In the case of projects submitted, the entry must be the original work or an adaptation of another design system, or it must incorporate proprietary design systems.
3. The project or relevant stage of the project forming the subject of the submission, where applicable, must have been completed satisfactorily for the beneficial use by the Owner not more than 24 months prior to the due date for submission (24 May 2018). Projects must have been completed between 1 May 2016 and 30 April 2018.
4. All JV projects submissions must include a signed letter of consent from all JV partners. This letter must be submitted together with the pre-entry form. Failure to submit this letter with your pre-entry form will result in your entry being disqualified.
5. The firm submitting the entry must not be involved in, or have any knowledge of any possible litigation or allegations of corruption (project/initiative/person), dispute or claim involving the entry.
6. There is no prescribed format for the layout of submissions, but only submissions addressing each of the 12 or 13 evaluation criteria will be considered.
7. A written motivation is required, in terms of the 12-13 criteria (**not exceeding 20 pages**)
8. Other forms of evidence can be submitted in support of the entry
9. The executive summary must explain all factors that showcase the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact.
10. See Appendix B for Physical Requirements Regarding Material for Awards Entry Submission

EVALUATION OF SUBMISSION

11. Where a specific criterion cannot be evaluated (i.e. certain "soft engineering projects"), a zero score will be assigned for that criterion and the total score adjusted pro-rata.
12. The judges reserve the right to cancel or re-arrange any of the categories due to insufficient entries or for any other reason and the decision of the judging panel is final. All results will be audited by CESA Auditors.
13. The entries for the CESA Aon Engineering Excellence Awards are evaluated by a minimum of four judges, against a set of uniform criteria, each allocated a certain number of points.
14. The total score achieved by each entry is the sum of the individual judge's scores. The winner is the entry for that category that achieves the highest average score.
15. Any outliers varying by more than 20% from the average scores, will be disregarded and the average scores will be adjusted accordingly.

ACKNOWLEDGEMENT OF ENTRANTS

16. Acknowledgements must be made to the Owner, Contractor and any other design professionals associated with the entry for mention in the Awards Magazine only (refer to Appendix B).
17. The Awards certificate will only indicate the consulting engineer/s and the client/s.
18. Entrants are advised that details of their entry will be published in an industry specific magazine which will be distributed at the Awards Banquet. Members have an opportunity to advertise their firms at their cost in this magazine.
19. The information received by the organisers may be submitted in its entirety to the publisher of the industry specific magazine for inclusion in the publication and entrants should be mindful of submitting information that might be regarded as sensitive or confidential as it will be in the public domain. If you do not want the information to be published, DO NOT SUBMIT IT UNLESS IT IS A CRITERIA FOR ADJUDICATION!
20. The Awards may be carried as a separate section within the magazine, or published separately with its own cover, but distributed together with the relevant issue of the magazine.
As such, entrants are reminded that the information they submit will be accepted verbatim by the publishers and therefore should be checked and approved by all parties, clients etc., and prior to submission thereof.
21. All JV partners (CESA members only) will be mentioned and their logos included in the Multimedia presentation and the Awards Magazine unless we are advised to the contrary, in writing. In addition, it is the responsibility of the firm submitting the entry to resolve any issues between the JV partners.
22. Entrants should be aware that their information will undergo an editing process, necessary to ensure that both entrants and category winners can be accommodated in the magazine as well as the Multimedia script.

2. BUSINESS AWARDS

CATEGORY: BUSINESS EXCELLENCE AWARD

Entries or nominations from consulting practices that have achieved a distinguished level of business excellence in all aspects of enterprise, are invited to participate in this category.

Entries or nominations received for this category will be judged in accordance with the following criteria / rating guideline:

Award Criteria		Points
1)	Overall management and leadership of the Firm	10
2)	Technical excellence and innovation	20
3)	Financial probity	25
4)	Extent to which the Firm embraces Broad-Based Black Economic Empowerment	15
5)	Mobilisation and optimisation of human resources	10
6)	Marketing image of the Firm	15
7)	Social impact - Demonstrate social projects	10
8)	Extent to which the Firm represents and upholds world class industry standards & International best practice	25
a)	Quality - ISO 9001	
b)	Services / solutions - awarded projects	
c)	Services / solutions - unique niche service offerings	
d)	Corruption / BIMS	
e)	Sustainability - project and office best practices promoting sustainability	
Total		130

SUBMISSION

- A **written motivation** is required, in terms of the 8 criteria (not exceeding 10 pages)
- Other forms of evidence can be submitted in support of the entry
- **See Appendix B** for Physical Requirements Regarding Material for Awards Entry Submission

CATEGORY: YOUNG COMPANY OF THE YEAR

CESA encourages the start-up and growth of small firms/practices in the consulting engineering sector. The role of engineers is paramount in effectively and efficiently delivering services and public infrastructure, leading to the creation of employment and expanding the economy.

This award targets consulting engineering firms with less than 25 employees with a turnover below R25 million per annum. The nominee must be a CESA Member, as at the 1st January 2018.

CRITERIA

Entries or nominations for this category will be judged in accordance with the following criteria / rating guideline:

Award Criteria		Points
1.	The company's ability in terms of technical excellence (demonstrated on projects executed in the past 2 years)	30
2.	The company's ability to manage its operations effectively and as a sustainable business	20
3.	The Company's strategy for the development of Young Engineers for future sustainability	10
4.	Examples of projects showcasing the entrants participation in the project resulting in a beneficial impact on the community it serves	20
5.	The company's ability to demonstrate growth in meeting the needs of clients.	20
6.	Implementation of an effective Quality Management System	10
7.	Implementation of systems to promote proactive integrity and risk management	10
8.	Extent to which the Firm embraces Broad-Based Black Economic Empowerment	20
Total		140

SUBMISSION

- A **written motivation** is required, in terms of the 8 criteria (not exceeding 10 pages)
- Other forms of evidence can be submitted in support of the entry
- **See Appendix B** for Physical Requirements Regarding Material for Awards Entry Submission

2. BUSINESS AWARDS (CONTINUED)

CATEGORY: MENTORING COMPANY OF THE YEAR

Our future depends on companies creating an enabling mentoring environment for the development of future engineers and leaders.

Award Criteria		Points
1.	A documented and structured mentoring policy and process – embedded in the firm’s Workplace Development plan	35
2.	Records of employees impacted by the mentoring programme, and evidence on progress to date of the programme	15
3.	Evidence of mentor’s registration and company’s commitment and undertaking in accordance with ECSA regulations	15
4.	Written reports comprising 300 – 600 words from approximately 5% (but not fewer than 2 reports) of those mentored in the firm detailing their experience that clearly illustrates the effectiveness of the firm’s mentoring programme	30
5.	Generalised business mentoring and coaching programmes for company staff	25
Total		120

SUBMISSION

- A written motivation is required, in terms of the 5 criteria (**not exceeding 10 pages**)
- Other forms of evidence can be submitted in support of the entry
- See Appendix B for Physical Requirements Regarding Material for Awards Entry Submission

3. INDIVIDUAL AWARDS

CATEGORY: YOUNG ENGINEER OF THE YEAR

In an effort to promote the consulting engineering industry to young professionals, CESA recognises the contribution Young Engineers make to the industry and the future of the profession.

Award Criteria		Points
1)	Technical achievement on a Project	20
2)	Post matriculation educational achievement	20
3)	Career achievements after completion of baccalaureate degree	10
4)	Recognition, such as awards received	10
5)	Contribution to sustainable development / green economy	10
6)	Papers and presentations delivered	10
7)	Community involvement and social responsibility	10
8)	Leadership skills	15
9)	Industry involvement (position held & achievements) – CESA YPF / FIDIC	15
Total		120

- 1) **Technical achievement on a Project**
The nominee is required to show how he /she contributed (within a team or on his/her) to the technical achievement on a Project / Projects. The nominee’s role in developing a solution needs to be demonstrated. The explanation needs to include their level of responsibility in the design and implementation, including stakeholder management as well as the complexity of the problem and how the technical achievement added value to the project, community and/or industry.
- 2) **Post matriculation educational achievement**
Include all tertiary qualifications, both undergraduate and postgraduate, including those currently in progress. Other notable training that does not necessarily have to be a Degree/ Diploma, should be added.
- 3) **Career achievements after completion of baccalaureate degree**
The candidate must demonstrate how their career has developed after completing their bachelor degree. This can be demonstrated through industry involvement through participation in committees and institutions, growth within the company, participation in academia and development of youth, professional registration etc.
- 4) **Industry recognition, such as awards**
- 5) **Contribution to sustainable development / green economy**
The candidate must demonstrate how they have supported sustainability and a green economy in a project, within the workplace and in their personal capacity. This could include design / construction solutions that were implemented on a projects that were driven by sustainability considerations; or personal ideas on sustainable development / green economy etc.
- 6) **Papers and presentations delivered**
- 7) **Community involvement and social responsibility**
- 8) **Leadership ability of the nominee and his or her contribution to building the image of the firm and the engineering industry in general**
- 9) **Industry involvement (position held and achievements) – CESA / CESA YPF / FIDIC**

CATEGORY: YOUNG ENGINEER OF THE YEAR (CONTINUED)

The candidate must showcase their leadership ability on a project, within the team and firm. The nominee must also demonstrate how they have contributed to building the image of the firm as well as the engineering industry, in general.

The entrant must showcase their skill at managing a team to successfully produce the necessary deliverables. They must describe any involvement in company mentoring programmes, their involvement in giving technical and self-development talks, committee work, involvement in university work or industry committees.

Nominees for this category will be adjudicated according to the following eligibility criteria:

1. The nominee must be younger than 36 years of age on the 1st of January 2018.
2. The nominee must be an ECSA registered professional engineer/ technologist or registered with ECSA as an engineer/ technologist in training
3. The nominee must be a member of the CESA YPF
4. The nomination may be made by co-workers BUT must be approved by the head of the Firm
5. The nominees must be available, should they receive the award, to attend the FIDIC Conference due to take place in Berlin (Germany) from 9 - 11 September 2018, and if required, give a presentation within the dedicated YPF Programme at the Conference
6. In addition, the nominee must be available to serve on CESA’s Young Professionals Forum (YPF Executive Committee) for a 12-month period in line with the responsibilities given to them by the YPF Chairperson
7. The entry must include written consent from the nominee and Head of the Firm
8. The entry must include a well-presented and neatly bound **report or motivation** that is sufficiently comprehensive in describing the nomination. Where relevant, drawings, graphics, tables and other supporting material must be included. The report has to contain as one of its main headings, a clear motivation (**not exceeding 10 pages**) by the entrant, highlighting the merits of the nomination in terms of the CESA Aon Engineering Awards criteria
9. A high resolution (minimum 1MB) photograph (head and shoulders) of the nominee in jpeg format must be included
10. Other forms of evidence can be submitted in support of the entry
11. See Appendix B for Physical Requirements Regarding Material for Awards Entry Submission

NB: Young Engineer of the Year nominees will be interviewed personally at CESA, Paulshof offices from 4 – 15 June 2018.

Time slots will be allocated closer to the time.

3. INDIVIDUAL AWARDS (CONTINUED)

CATEGORY: MENTOR OF THE YEAR

This award emphasises the mentorship of young engineers and technologists and recognises the valuable contribution mentors make in the consulting engineering industry.

Award Criteria		Points
1.	Passion and ability to support and guide young engineering professionals to develop and grow holistically in: a. Technical competence b. Independent decision making c. Interpersonal relationships and teamwork d. Management competence e. Personal matters that affect the mentee’s growth and development f. Understanding the environment in which consulting engineers operate g. Developing a career path	70
2.	Maintaining ongoing contact and interaction with the supervisor/line manager of the mentee/candidate	10
3.	Regular documented monitoring of development and growth	20
4.	Level of planning to achieve ECSA registration	10
5.	Understanding ECSA requirements for candidacy training	15
6.	Registration with ECSA as a mentor (yes or no)	15
Total		140

SUBMISSION

The nomination must be a well-presented bound document containing:

1. The written consent of the nominee and the head of the firm
2. A clear **motivation** highlighting the merits of the nomination in terms of the competition award criteria (**not exceeding 10 pages**)
3. Testimony of at least three mentees/candidates who have been mentored by the nominee (no more than one A4 page per testimony)
4. Any supporting documents (action plans, 2-5 year mentoring plans, etc.) that the nominee or proposer may wish to submit.
5. A high resolution (minimum 1 MB) photograph (head and shoulders) of the nominee in 'jpeg' format.
6. Other forms of evidence can be submitted in support of the entry
7. See Appendix B for Physical Requirements Regarding Material for Awards Entry Submission

CATEGORY: THE LIFETIME INDUSTRY ACHIEVEMENT AWARD

This is a discretionary award to recognise an individual who has contributed significantly to the development and promotion of the Consulting Engineering Industry in South Africa during their lifetime.

CESA Exco will consider an individual with a consistent and outstanding track record of no less than 20 years' active involvement in a consulting engineering practice who has provided leadership, commitment, mentorship entrepreneurship with unfailing integrity and professionalism.

The Award may be made to retirees even to the point of recognising individuals posthumously who have made such contribution from the dawn of our democracy in 1994 that may have passed on.

Individual

1. The nominees shall be visionary who has influenced the shaping of the business of consulting engineering;
2. The nominees shall have achieved great success using their engineering and business acumen to become a leader and trusted advisor in their communities, engineering institutions and client bodies.
3. The nominee must have unquestioned integrity, have displayed visionary attributes, determination to succeed, professionalism, inventiveness, entrepreneurship, individuality, team leadership and selflessness resulting in a pre-eminently high measure of accomplishment in the business of Consulting Engineering according to the judgment of the associates of the nominee and other industry leaders.
4. The nominee must be of such stature in the Consulting Engineering and broader business environment so as to be seen as an icon in the Industry.
5. The nominees shall be or should have been a principal or executive manager in a member firm of CESA for at least 15 years.
6. The nominees shall be a South African citizen (by birth or naturalisation) and an engineering practitioner who has succeeded and achieved major successes in the business of consulting engineering services for a period of no less than 20 years.
7. The nominees shall have an extensive track record with regard to the mentoring of upcoming engineering practitioners and involvement in projects aimed at uplifting the engineering profession and the consulting engineering industry in South Africa.
8. This award shall be given to an individual for exemplary achievement in the business of consulting engineering.

NB: Your nomination must include a written motivation no longer than 4 pages.

4. INITIATIVE AWARDS

CATEGORY: JOB SHADOW INITIATIVE & POSTER AWARD

CATEGORY: CESA BRANCH OF THE YEAR AWARD

5. MEDIA AWARD

PUBLISHING EXCELLENCE: TRADE PUBLICATIONS

PUBLISHING EXCELLENCE: DAILY NEWSPAPERS

6. CLIENT AWARD

CATEGORY: VISIONARY CLIENT OF THE YEAR

The Visionary Client of the year is recognition by CESA bestowed on the public, parastatal or private sector, not limited to infrastructure clients. It can be awarded for a particular project/programme – its plan or method of execution or completed project/initiative or maintenance of infrastructure or funding or for creating an enabling environment for the aforementioned.

A visionary client is an advocate and champion of innovative designs, engineering, service delivery and infrastructure for the betterment of society and industry. The reputation of the client also plays a significant role in the final decision by CESA Board.

The following aspects are measured to determine the reputational status of the nominated client/s: corruption/ integrity, impact on society and delivery of socio economic needs – jobs, value for money and growth, expression and transformation of the engineering profession i.e. consulting engineering.

Your motivation must include the following aspects of how the entrant:

1. Promoted or enhanced sustainable economic growth and job creation
2. Provided opportunities for growth and expression of professionals, including those from formerly disadvantaged communities
3. Embraced innovative design that highlighted the ability of South Africa in the field of technology
4. Created sustainable development in communities through skills and knowledge transfer
5. Improved the quality of life of ordinary citizens
6. Showcased a track record of effective service delivery to clients and users

SUBMISSION AND LOGISTICS

- This is a CESA Award for which we are asking member firms to nominate client/s (Public / Private Sector), who promote engineering excellence and are deserving of the honour.
- Nominations must be forwarded to your CESA head office. They must reach the CESA offices, within which the nominee is located, no later than Thursday, 24 May, 2018.
- All nominations should be forwarded to the CESA EXCO for consideration for the Award.
- "Winner/s" of these awards are chosen by the CESA Executive Committee/ Board
- Your nomination must include a written motivation no longer than 10 pages presented in Word format with no more than 10 supporting images attached as high-resolution pictures in jpeg format (minimum 1MB each).
- The firm responsible for suggesting the final nominee will not be mentioned in any way during the Awards ceremony, or in any subsequent publications.

APPENDIX A – Executive summary

NB: Heading: You must mention your company name or the JV name, the name of the project and the client (all-inclusive in not more than 200 words) exactly as you would like it recorded.

Example of proposed script:

Rehabilitation of the Main Road between Atlantic Road, Muizenberg and Clovelly Road.
Clovelly Phase 2: Leighton Road, St James to Kalk Bay Harbour Entrance for the City of Cape Town from Knight Piesold.

The scenic 4.5km stretch of coastal road between Muizenberg and Clovelly is one of only three routes linking the Cape Town metropolis to the South. The road carries around 20 000 vehicles per day. This section saw the contractor undertake repairs and replace the municipal services including water, sewer and storm water.

APPENDIX B – Submission: Physical requirements

Failure to comply with the full submission entry requirements will result in disqualification.

- 2 x hard copy submission,
- 2 x flash stick copies
- 2 CD Copies
- Executive summary of the project of no more than **200 words**.
- All flash sticks and CDs must contain an MS Word version of the written submission.
- Photos: a minimum of 20 high resolution photos are required for each entry. All photos used must be titled correctly.
- Photos must be jpg format of at least 1MB minimum and should be 1920 x 1280 in size.
- Company logos in JPG format of 1920 x 1080 pixel size minimum 1MB.

MP4 Video footage and cell phone footage may also be supplied for use in the Awards. Should you wish to film footage of your project using your cell phone please ensure it is filmed horizontally ie: shape of a plasma tv screen.

CASSETTE TAPES AND DVD WILL NOT BE ACCEPTED

PRE – ENTRY FORM - PROJECTS

Name of CESA Member Firm submitting the entry		
Name of Award Category (e.g. Projects > R100M)		
Name of Project Entered		
Start Date of Project		
Completion Date of Project i.e. hand-over to client (Client must confirm completion date on consent letter)		
Name and Contact details for Lead Consultant (Kindly state your role in the project)	Office Number: Mobile: Email Address:	
List of JV Partners (CESA Members Only) If space is inadequate, please continue on a new page and attach to this pre-entry form.	1. 2. 3. 4. 5. 6.	Letter of Consent Attached Yes / No
Name of Client being nominated		
Letter of Consent from client	<i>Please attach letter of consent from nominee to this pre-entry form.</i>	
Description of Project or Motivation for Nominee Minimum: 1 x A4, Arial 10	Describe the project you are entering or provide a motivation if you have nominated your company/colleague/client for an award. Must be attached to this pre-entry form.	
Contact Details for person submitting this entry	Name: Job Title: Tel. Office: Tel. Direct:	Email:
A1 poster at a cost of R2 800. 00 (excluding VAT) (Yes/No)?	Yes / No:	

PRE-ENTRY FORM – INDIVIDUAL AWARD

Name of CESA Member Firm submitting the entry		
Name of award Category	PLEASE INDICATE WITH ✓	
	Young Engineer of the Year	
	Mentor of the Year	
	Lifetime industry Achievement Award	
Name of Nominee		
Letter of Consent from Nominee (Optional)		
Motivation for the nomination (Abridged CV and 1 page write-up (A4, Arial 10)		
Contact details for the person submitting this entry		

PRE-ENTRY FORM – BUSINESS AWARD

Name of CESA Member Firm submitting the entry		
Name of award Category	PLEASE INDICATE WITH ✓	
	Business excellence	
	Mentoring Company of the Year	
	Young Company of the Year	
Motivation for the nomination (Abridged profile/ website and 1 page write-up (A4, Arial 10)		
Contact details for the person submitting this entry		
Proof of payment		

PRE-ENTRY FORM – CLIENT

Name of CESA Member Firm submitting the entry		
Name of award Category	PLEASE INDICATE WITH <input checked="" type="checkbox"/>	
	Visionary Client of the year	
Name of the Nominated Client* Optional: Contact details for the contact person		
Motivation for the nomination (Abridged profile and 1 page write-up (A4, Arial 10)		
Contact details for the person submitting this entry		
*See page x of the brochure for qualifying criteria		

PRE – SUBMISSION – FINANCIAL COMMITMENT FORM

I, _____ (Full Name, Surname)
agree to abide by the rules and regulations of the CESA Aon Engineering Excellence Awards and also pay a non refundable deposit of R4 617.00 (excluding VAT) on submission of this Pre-entry form.

This amounts to 30% of the total entry fee of R15 390.

The balance of R10 773.00 (excluding VAT), I agree to pay on invitation to submit a full entry if all criteria for full entry are met. To be paid within 7 days of receiving invitation to submit full entry.

Project Poster, A1 Size, at an additional cost R2 800 excl. VAT.

☐ YES

☐ NO

Signature:	
Date:	
Designation:	
Telephone (Office):	
Telephone (Direct):	

Please take note of the following:

- This is a preliminary entry only and indicates your intention to submit a full entry at a later stage in accordance with the rules of the competition.
- Once the Awards Committee has reviewed your pre-entry form/s, an email of confirmation will be sent to you, should your entry/entries be successful by no later than Friday 13th April 2018.
- Incomplete or late entries will not be considered.
- If your Pre-entry is successful the full entry will be required by Friday, 25th May 2018.

*** THIS FORM IS FOR CATEGORY: PORJECTS AND BUSINESS AWARDS ONLY**

TERMS AND CONDITIONS

1. Only member firms of Consulting Engineers South Africa (CESA) may submit projects or nominations.
2. In the case of projects submitted, the entry must be the original work or an adaptation of another design system, or it must incorporate proprietary design systems.
3. The project or relevant stage of the project forming the subject of the submission, where applicable, must have been completed satisfactorily for the beneficial use by the Owner not more than one year prior to the due date for submission (24 May 2018).
4. Acknowledgements must be made to the Owner, Contractor and any other design professionals associated with the entry for mention in the Awards Magazine only (see Appendix B). The Awards certificate will only make mention of the consulting engineer and the client.
5. All JV projects must submit a signed letter of consent from their JV partners. This letter must be sent in with the pre-entry form. Failure to submit this letter with your pre-entry form will result in your entry being disqualified.
6. All JV partners (CESA members only) will be mentioned and their logos included in the Multi Media presentation and the Awards Magazine unless we are advised to the contrary, in writing. Also, it is the responsibility of the firm submitting the entry to sort out any issues with JV partners.
7. The firm submitting the entry must not be involved in, or have any knowledge of any possible litigation or allegations of corruption (project/Initiative/person), dispute or claim involving the entry.
8. The judges reserve the right to cancel or re-arrange any of the categories due to insufficient entries or for any other reason and the decision of the judging panel is final. All results will be audited by CESA Auditors.
9. Entrants are advised that details of their entry will be published in an industry specific magazine which will be distributed at the Awards Banquet. Members have an opportunity to advertise their firms at their cost.
10. The information received by the organisers may be submitted in its entirety to the publisher of the industry specific magazine for inclusion in the publication and entrants should be mindful of submitting information that might be regarded as sensitive or confidential as it will be in the public domain. If you do not want the information to be published, DO NOT SUBMIT IT UNLESS IT IS A CRITERIA FOR ADJUDICATION!
11. The Awards may be carried as a separate section within the magazine, or published separately with its own cover, but distributed together with the relevant issue.
As such, entrants are reminded that the information they submit will be accepted verbatim by the publishers and therefore should be checked and approved by all parties, clients etc., and prior to submission thereof.
12. Entrants should be aware that their information will undergo an editing process, necessary to ensure that both entrants and category winners can be accommodated within the pages of the magazine as well in the script of the Multimedia.
13. Submitted material becomes the property of CESA, may be handed back to the submitting member firm in full or part.

Please complete the required details and either fax (011 463 7383) or email (bonolo@cesa.co.za).

This pre-entry form must reach the CESA office by no later than **Thursday, 29th March, 2018.**

**For more information
please contact:**

Bonolo Nkgodi

Email: bonolo@cesa.co.za

Tel: 011 463 2022