



# BUILDSPACE

# PRO

*Master User Guide*

Demo User

Powered by:



**GLOBAL PCK SOLUTIONS SDN BHD** (973124-T)

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**(BuildSpace Demo Server)**

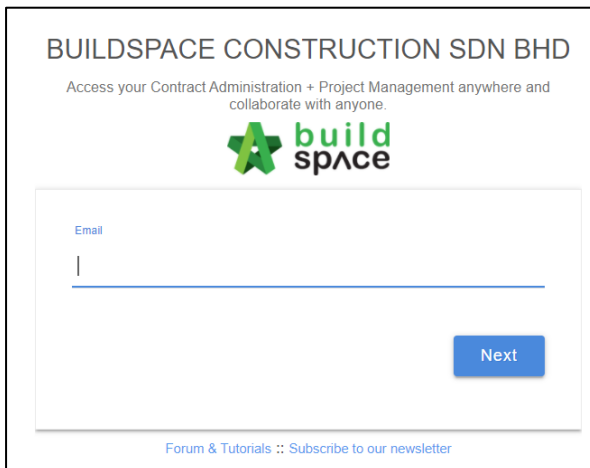
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## Change Password

1. Login to **BuildSpace Pro** by key in your **registered email** and **default password** as per given in the email.



BUILDSPACE CONSTRUCTION SDN BHD

Access your Contract Administration + Project Management anywhere and collaborate with anyone.

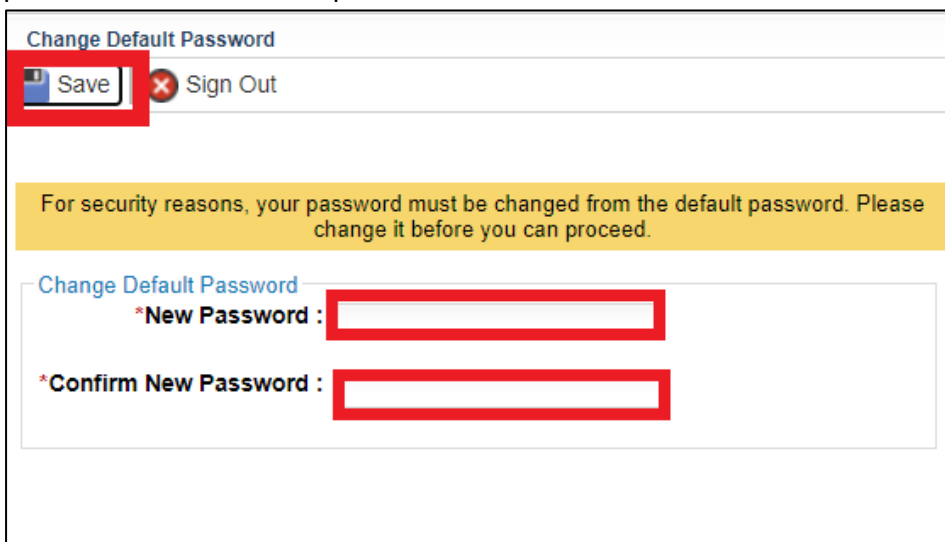


Email

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2. For first time login, user will encounter this pop-out box to change to their new password. Fill in the new password and then click **“Save”**.



Change Default Password

For security reasons, your password must be changed from the default password. Please change it before you can proceed.

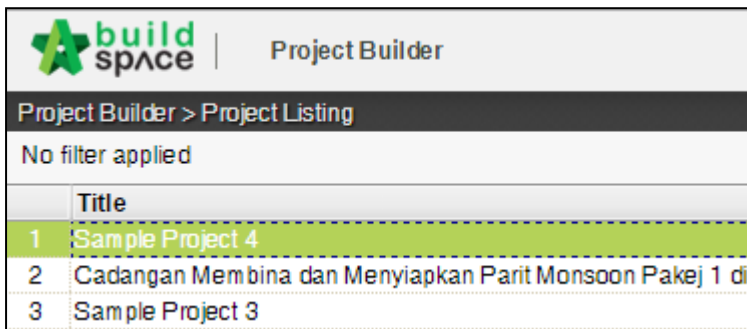
Change Default Password

\*New Password :

\*Confirm New Password :

## How to assign users to an existing project

1. Double click the **Project Title** to open a project.



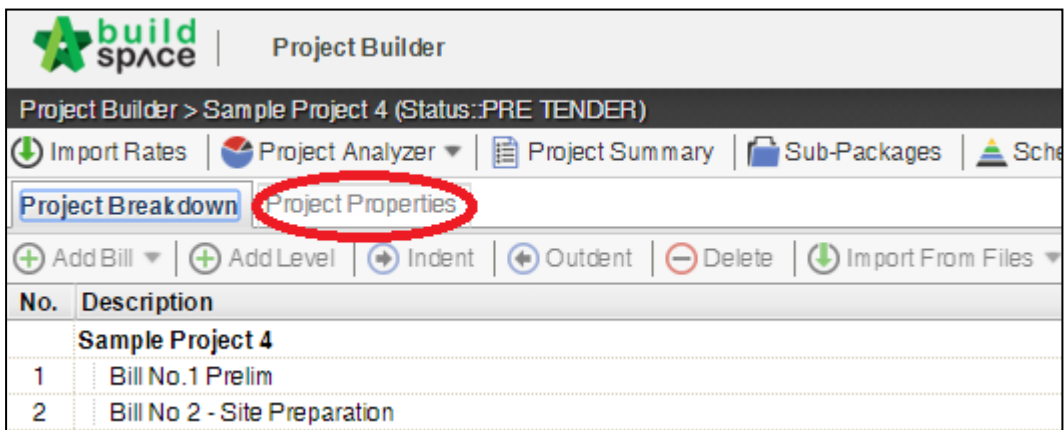
Project Builder

Project Builder > Project Listing

No filter applied

	Title
1	Sample Project 4
2	Cadangan Membina dan Menyiapkan Parit Monsoon Pakej 1 di
3	Sample Project 3

2. Click at “**Project Properties**” tab.



Project Builder

Project Builder > Sample Project 4 (Status::PRE TENDER)

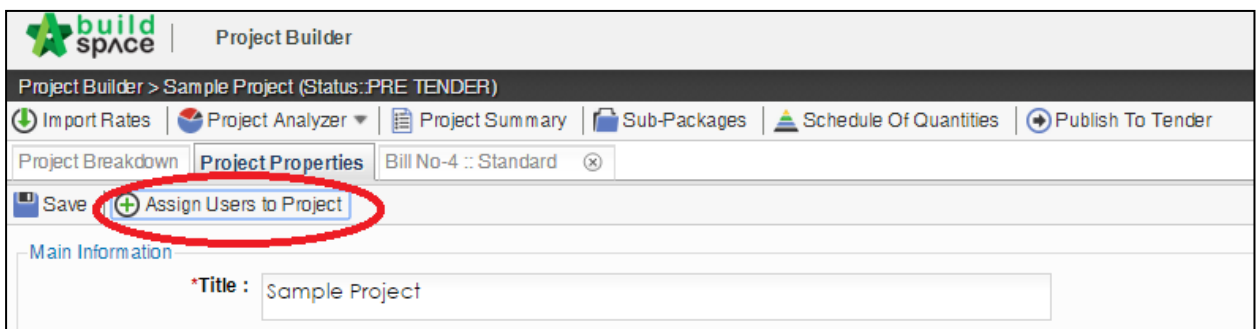
Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule

Project Breakdown | **Project Properties**

+ Add Bill | + Add Level | Indent | Outdent | Delete | Import From Files

No.	Description
<b>Sample Project 4</b>	
1	Bill No.1 Prelim
2	Bill No 2 - Site Preparation

3. Click at “**Assign Users to Project**”.



Project Builder

Project Builder > Sample Project (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

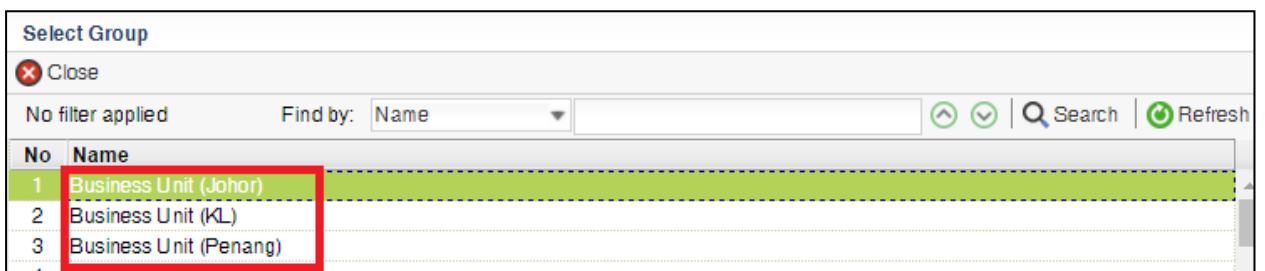
Project Breakdown | **Project Properties** | Bill No-4 :: Standard

Save | **Assign Users to Project**

Main Information

\*Title : Sample Project

4. **Double click** to select a group.



Select Group

Close

No filter applied Find by: Name Search Refresh

No	Name
1	Business Unit (Johor)
2	Business Unit (KL)
3	Business Unit (Penang)
4	Business Unit (Perak)

5. Then **tick** to select users and click **“Save”**. You also can set the users as **“Admin”** for this project which they can **share the project with other users** as well and to give access to them to edit the BQ.

**Assign Users to Project (Sample Project)**

Click here to select other group

Business Unit (Johor)

No filter applied Find by: Name

	No	Name	Email	Admin
<input checked="" type="checkbox"/>	1	Alibaba	alibaba@buildspace.my	NO
<input type="checkbox"/>	2	Global PCK	global@gmail.com	NO
<input type="checkbox"/>	3			

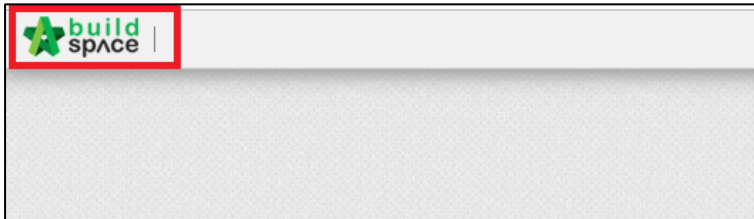
Tick to select users

Click here to set user as Admin for this project if you want

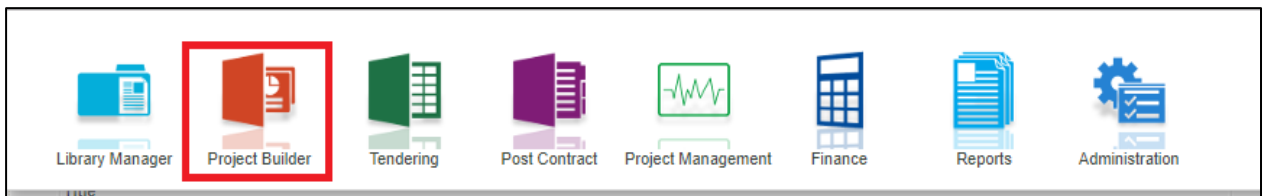
## BQ Preparation

### Create Project and add bills

1. Click at **Buildspace** logo on the top left corner to view the modules.

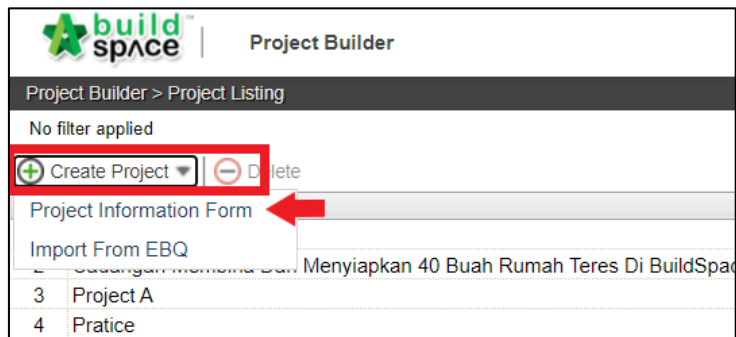


2. Select **“Project Builder”** module.

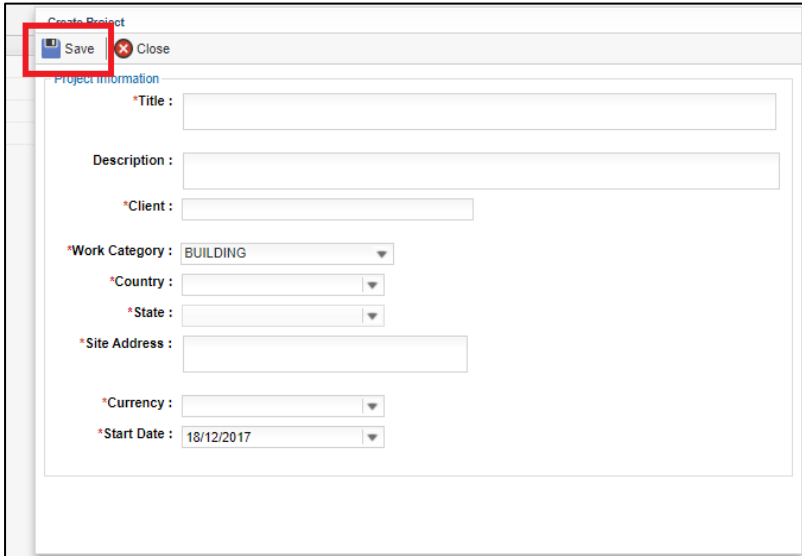


3. Click **“Create Project”** to create new project and choose **“Project Information Form”**.

**Notes: “Import from EBQ” only can be used to import project that has been created in BuildSpace Pro.**



- Then fill in the project details. After that, click “Save”.



Save Close

Project Information

\*Title :

Description :

\*Client :

\*Work Category : BUILDING

\*Country :

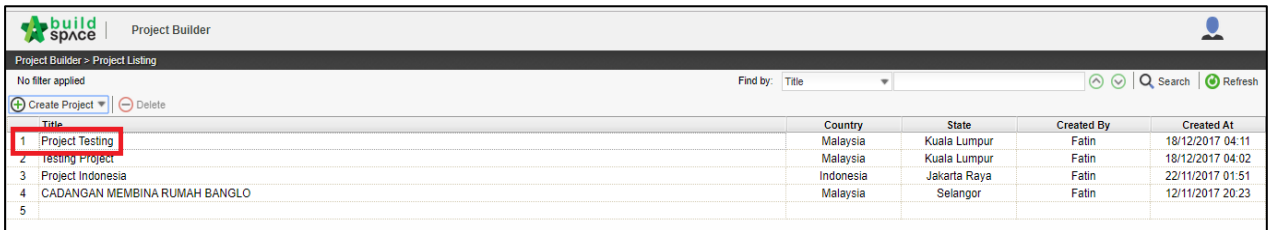
\*State :

\*Site Address :

\*Currency :

\*Start Date : 18/12/2017

- The newly created project will be shown at the top of the list automatically.



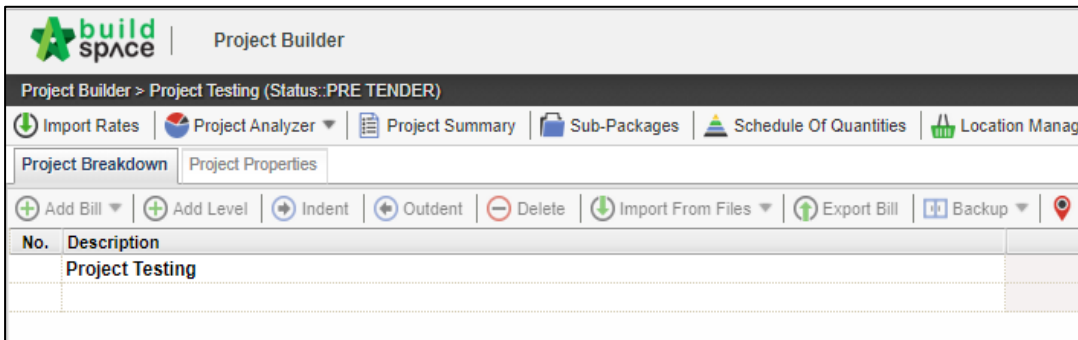
Project Builder > Project Listing

No filter applied Find by: Title Search Refresh

Create Project Delete

Title	Country	State	Created By	Created At
1 Project Testing	Malaysia	Kuala Lumpur	Fatin	18/12/2017 04:11
2 Testing Project	Malaysia	Kuala Lumpur	Fatin	18/12/2017 04:02
3 Project Indonesia	Indonesia	Jakarta Raya	Fatin	22/11/2017 01:51
4 CADANGAN MEMBINA RUMAH BANGLO	Malaysia	Selangor	Fatin	12/11/2017 20:23
5				

- Double click the project to open the project.



Project Builder > Project Testing (Status: PRE TENDER)

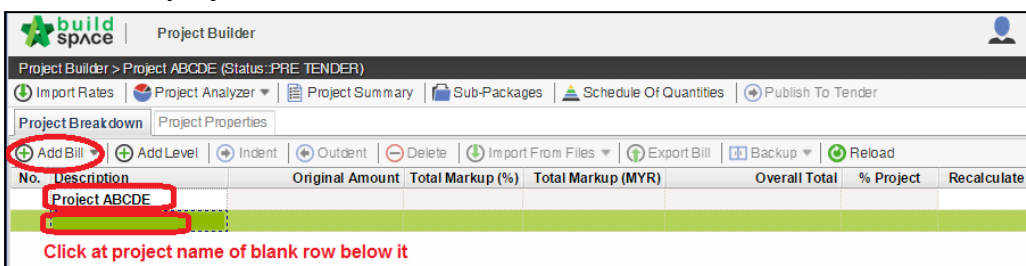
Import Rates Project Analyzer Project Summary Sub-Packages Schedule Of Quantities Location Manager

Project Breakdown Project Properties

Add Bill Add Level Indent Outdent Delete Import From Files Export Bill Backup

No.	Description
	Project Testing

- Click at the project name or blank row below it, and then click at “Add Bill”.



Project Builder > Project ABCDE (Status: PRE TENDER)

Import Rates Project Analyzer Project Summary Sub-Packages Schedule Of Quantities Publish To Tender

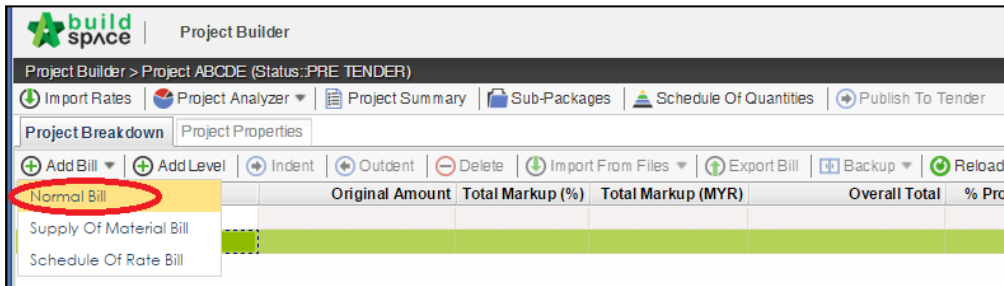
Project Breakdown Project Properties

Add Bill Add Level Indent Outdent Delete Import From Files Export Bill Backup Reload

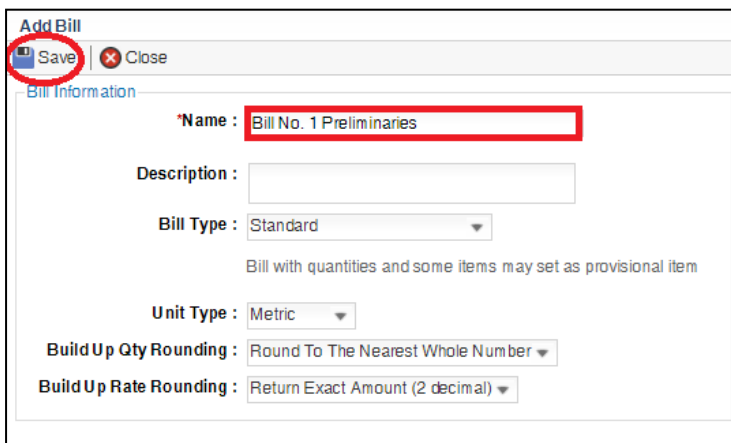
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						

Click at project name of blank row below it

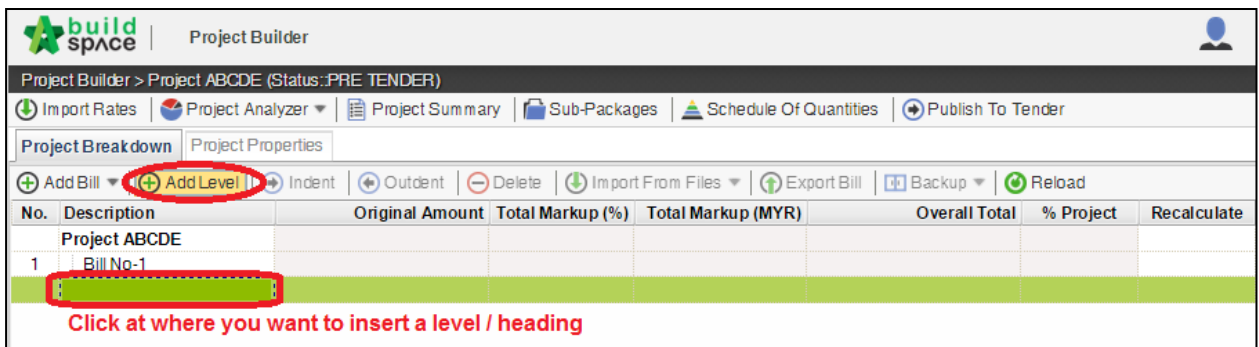
8. There are three type of bills for you to select, select **“Normal Bill”**;



9. Key in **bill name** and click **“Save”**.

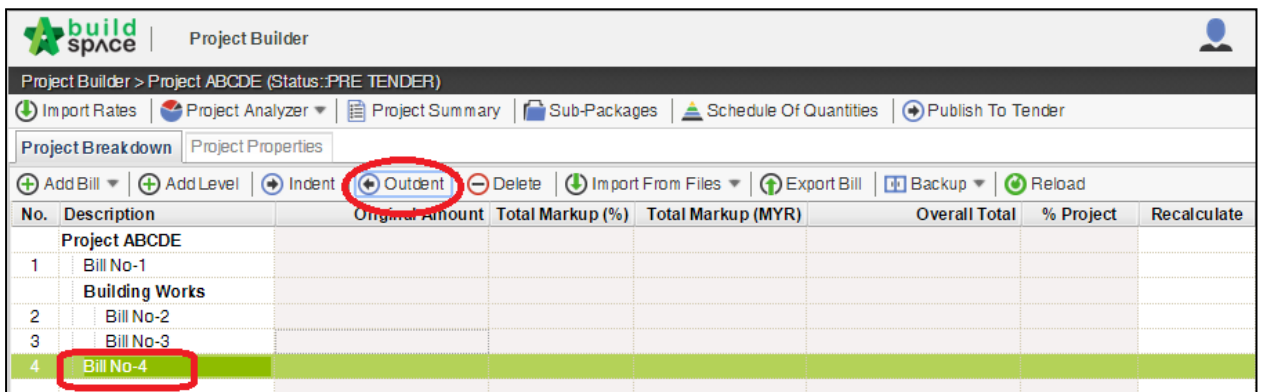


10. To group bills under the same heading, click at the row to insert heading and then click **“Add Level”**.

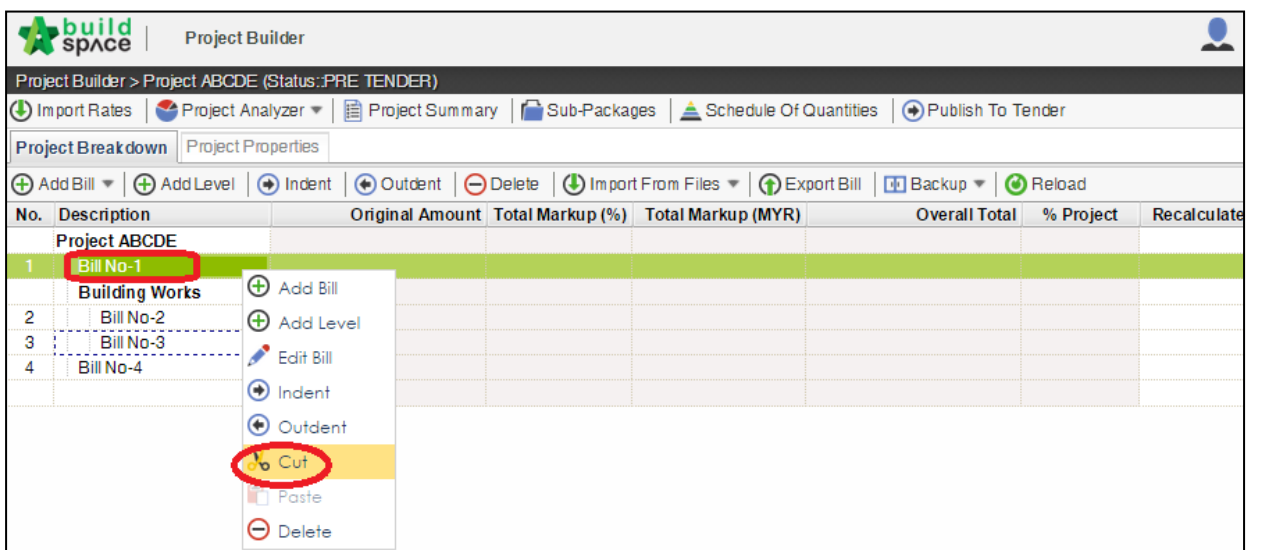




11. User can use **indent/outdent** function to differentiate the level.

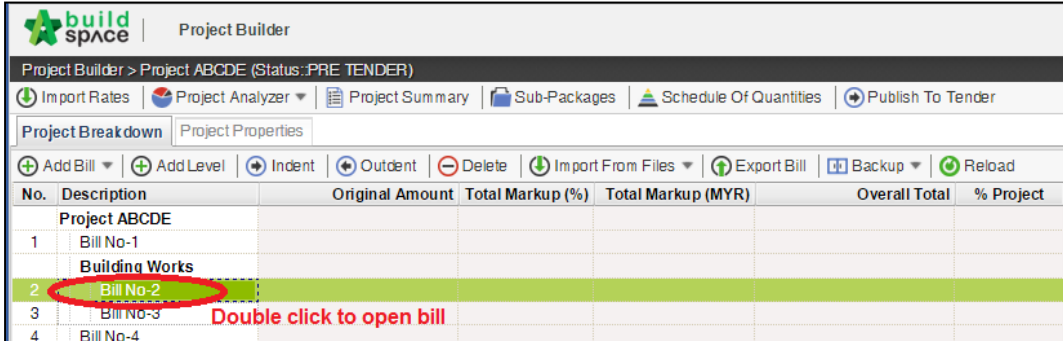


12. **BuildSpace Pro** also allows user to use the cut & paste function. Right click at a bill and select “**Cut**”. Then right click at the row that you want to paste and select “**Paste**” (it will paste above the selected row).



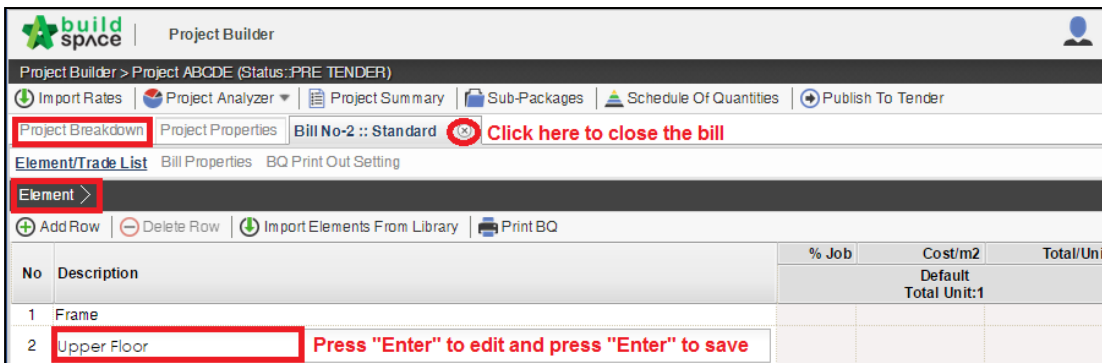
## Open a bill, key in elements & items

1. Double click at a bill.



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
Project ABCDE						
1	Bill No-1					
Building Works						
2	Bill No-2					
3	Bill No-3					
4	Bill No-4					

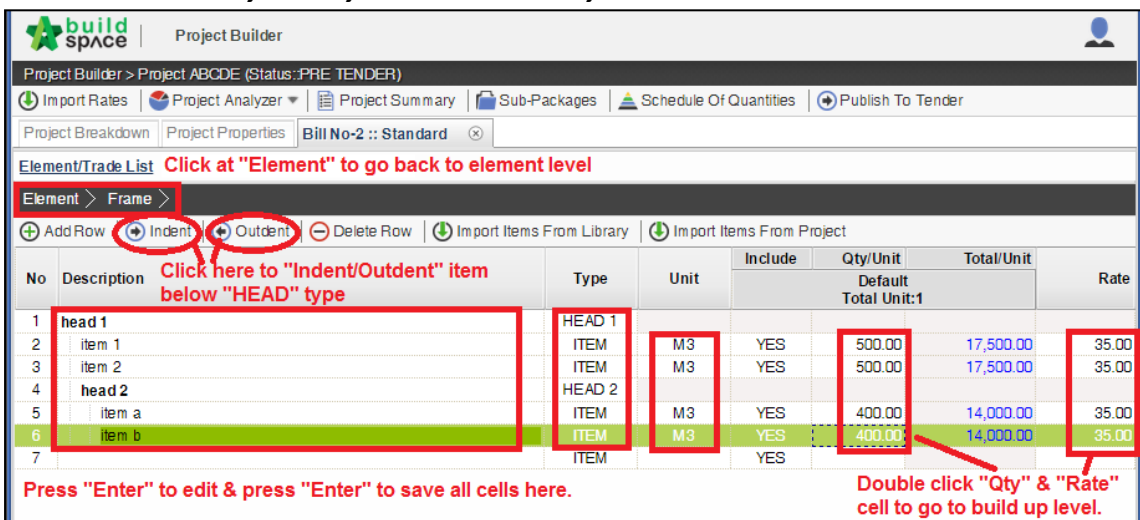
2. Press “Enter” to key in element name and press “Enter” to save. Click at “Project Breakdown” to open other bills. Double click at element name to go to item level.  
*Note: You can use your keyboard’s arrow key to move to another cell like Excel.*



No	Description	% Job	Cost/m2	Total/Unit
		Default Total Unit:1		
1	Frame			
2	Upper Floor			

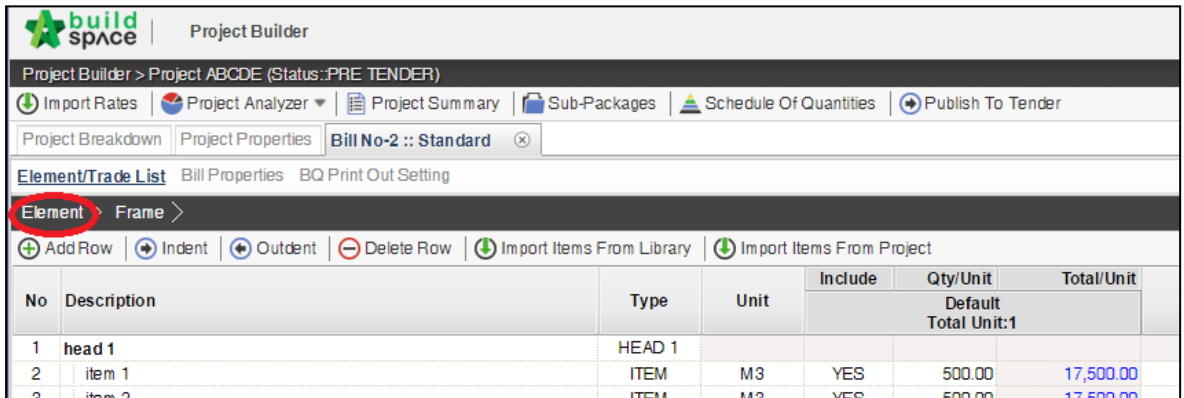
3. At item level, press “Enter” at all cells to edit and press “Enter” again to save.

*Note: You can use your keyboard’s arrow key to move to another cell like Excel.*



No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
					Default Total Unit:1		
1	head 1	HEAD 1					
2	item 1	ITEM	M3	YES	500.00	17,500.00	35.00
3	item 2	ITEM	M3	YES	500.00	17,500.00	35.00
4	head 2	HEAD 2					
5	item a	ITEM	M3	YES	400.00	14,000.00	35.00
6	item b	ITEM	M3	YES	400.00	14,000.00	35.00
7		ITEM		YES			

4. Click at “Element” to go back to element level to print BQ.



Project Builder > Project ABCDE (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

Project Breakdown | Project Properties | Bill No-2 :: Standard

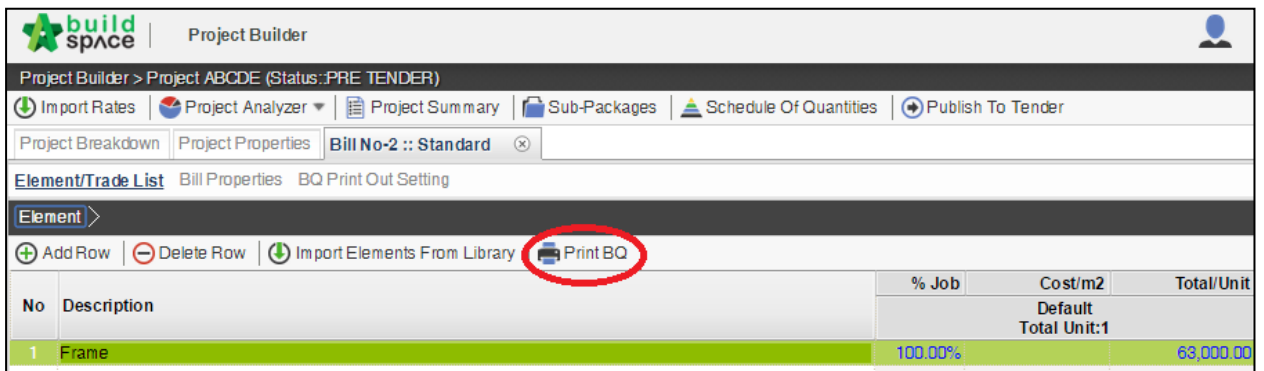
Element/Trade List | Bill Properties | BQ Print Out Setting

**Element** > Frame >

Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit	Total/Unit
						Default Total Unit:1
1	head 1	HEAD 1				
2	item 1	ITEM	M3	YES	500.00	17,500.00
2	item 2	ITEM	M3	YES	500.00	17,500.00

5. Click at “Print BQ”.



Project Builder > Project ABCDE (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

Project Breakdown | Project Properties | Bill No-2 :: Standard

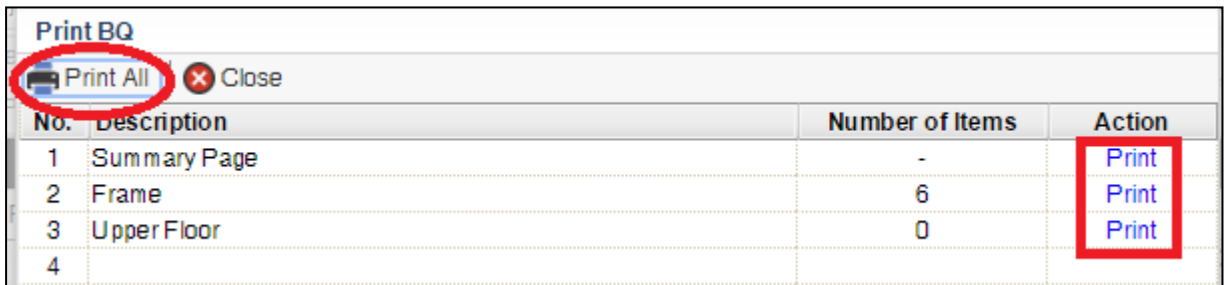
Element/Trade List | Bill Properties | BQ Print Out Setting

Element >

Add Row | Delete Row | Import Elements From Library | **Print BQ**

No	Description	% Job	Cost/m2	Total/Unit
		Default Total Unit:1		
1	Frame	100.00%		63,000.00

6. There are 2 options where you can either choose to “Print All” or “Print” by element.



**Print BQ**

Print All | Close

No.	Description	Number of Items	Action
1	Summary Page	-	Print
2	Frame	6	Print
3	Upper Floor	0	Print
4			

Note: Please make sure your item descriptions are in proper “hierarchy” (indent/outdent). It will affect the auto printing of continuous **HEADING** at the next page.

## How to import BQ from Excel

- Note:**
- You can import all sheets at the same time
  - Make sure you had unmerged all cells
  - Make sure there are blank rows in between descriptions
  - Please ensure there are no hidden rows/sheets/columns

1. Open Microsoft Excel BQ file. **Delete** the menu bar and unnecessary descriptions such as Bill No.

	A	B	C	D	E	F	G
4							
5		Item	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
6							
7							
8			Bill No. 3.1				
9			WORK BELOW GROUND FLOOR LEVEL				
10							
11			Excavate oversite, commencing from platform level				
12							
13							
14		A.	Not exceeding 250mm, to reduce level.	m <sup>3</sup>	125	3.50	437.50

2. The description in the first row will be imported as “**Element**” name in **BuildSpace Pro**. Please ensure that;
  - a) There is a **blank row** between each item description
  - b) Unit, Qty & Rate are located at **same row** with item description

	A	B	C	D	E	F	G
1			WORK BELOW GROUND FLOOR LEVEL				
2							
3			Excavate oversite, commencing from platform level				
4							
5							
6		A.	Not exceeding 250mm, to reduce level.	m <sup>3</sup>	125	3.50	437.50
7							
8			Excavate, commencing from reduce level.				
9							
10		B.	Maximum depth not exceeding 2.00m deep, for footings.	m <sup>3</sup>	188	8.50	1,598.00
11							
12							
13		C.	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m <sup>3</sup>	554	10.50	5,817.00
14							
15							
16		D.	Maximum depth not exceeding 1.00m deep, for ground beams	m <sup>3</sup>	469	8.50	3,986.50
17							
18							
19		E.	Maximum depth not exceeding 1.00m deep, for trenches.	m <sup>3</sup>	33	8.50	280.50
20							

- c) Delete **page total** and description with “Cont’d” (because **BuildSpace Pro** system will auto generate it).

	A	B	C	D	E	F	G
2	43	L.	Excavated materials	m <sup>3</sup>	936	3.00	2,808.00
3	44						
4	45		Hardcore, consolidated and blinded to receive				
5	46		concrete				
6	47						
7	48	M.	150mm (consolidated thickness), under floor.	m <sup>3</sup>	532	9.50	5,054.00
8	49						
9	50						
10	51				To Collection		33,560.00
11	52		PERPUSTAKAAN				
12	53		08/1409 - UiTM ARAU, PERLIS				
13	54			3.1/1			
14	55						
15	56		Work Below Ground Floor Level (Cont'd)				
16	57						
17	58		Damp proof membrane, well lapped in the joints				
18	59		and sealed with approved pressure sensitive tape,				
19	60		turned up against wall for at least the full thickness				
20	61		of floor (measured nett : allow for laps and turn				
21	62		up)				

- d) Delete **collection page** and the rest of unnecessary descriptions.

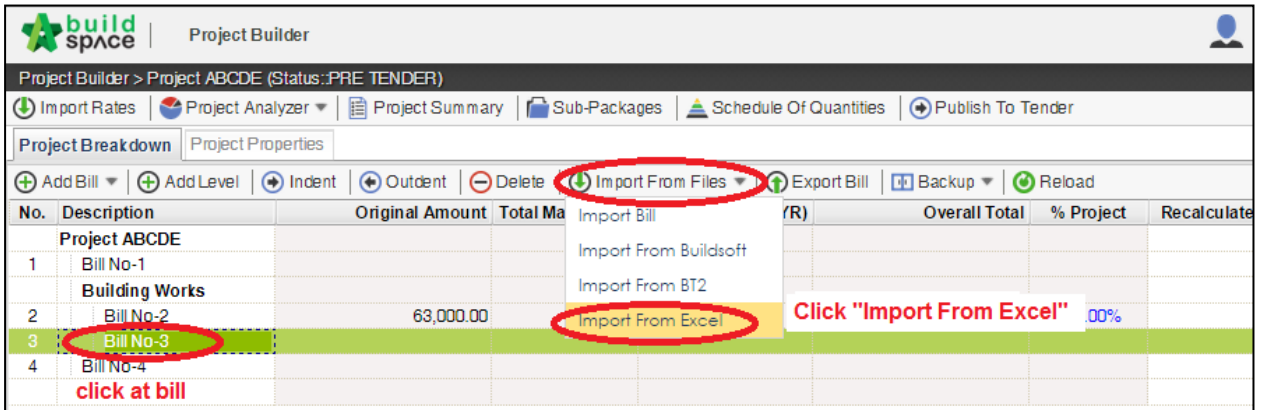
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill No. 3.1 - WORK BELOW GROUND FLOOR LEVEL				
361							
362			To Summary				
363							
364							
365							

- Repeat the above steps for other sheets and make sure each sheet has the **same position of Description, Unit, Qty & Rate** such as if description at sheet 1 is located at column "C", make sure description at any other sheets also at column "C".

	A	B	C	D	E	F	G
140		M.	Reference No. B6 (weight 3.73kg per sq. m), in floors	m <sup>2</sup>	314	17.68	5,551.52
141							
143		N.	Reference No. A8 (weight 3.95kg per sq. m), in trench bases.	m <sup>2</sup>	38	18.80	714.40
144							
146		P.	Reference No. B7 (weight 4.53kg per sq. m), in trench wall	m <sup>2</sup>	75	21.50	1,612.50
147							
149							
151							

**Make sure all sheets' description, unit, qty & rate are located at same column. For example, if description at this sheet is column "C", then make sure other sheet's description column also located at column "C".**

- After that, click to **save** or **save as** the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at **"Import from Files"** icon and select **"Import from Excel"**.



The screenshot shows the BuildSpace Project Builder interface. The 'Import From Files' dropdown menu is open, and 'Import From Excel' is selected. The table below shows the project breakdown with 'Bill No-3' highlighted.

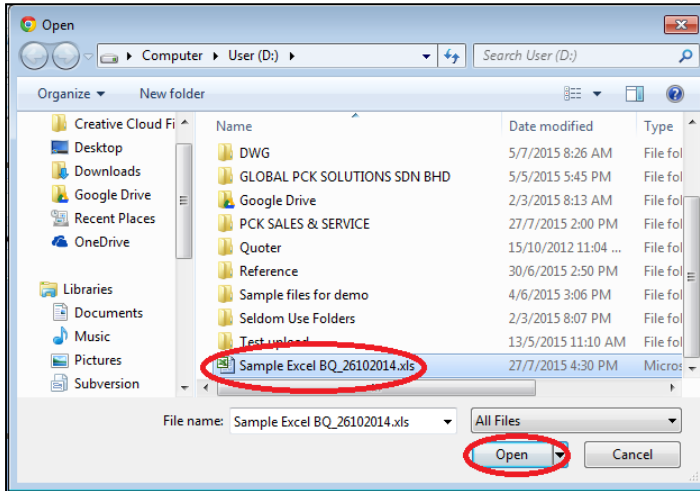
No.	Description	Original Amount	Total Ma	Import Bill	(R)	Overall Total	% Project	Recalculate
Project ABCDE (Status: PRE TENDER)								
1	Bill No-1							
Building Works								
2	Bill No-2	63,000.00						
3	Bill No-3							
4	Bill No-4							

- Click at **"Select File"**.

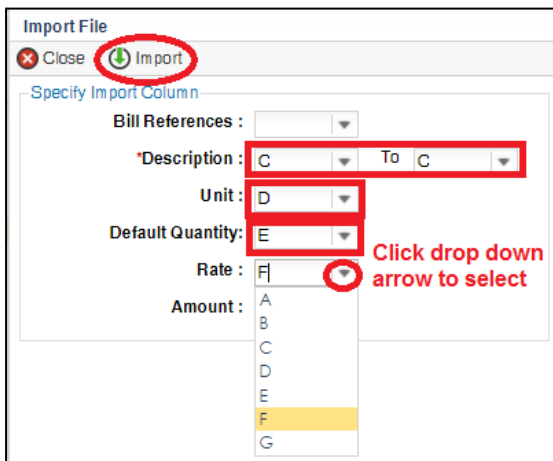


The screenshot shows the 'Import From Excel' dialog box. The 'Select File' button is highlighted with a red circle.

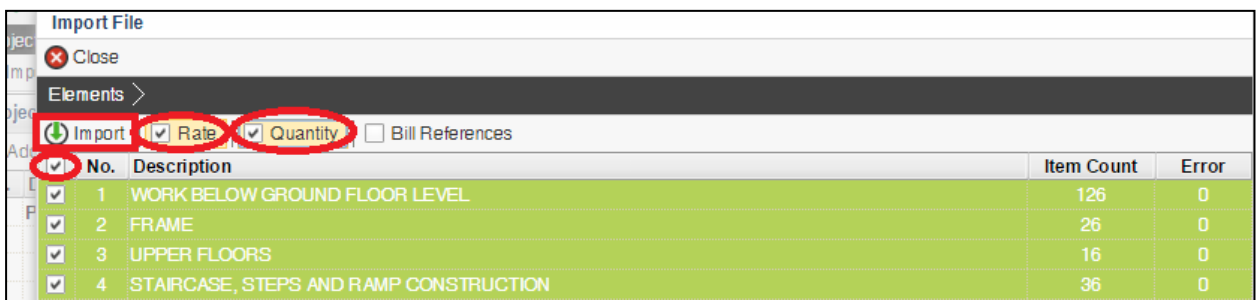
6. Select excel file and click “Open”.



7. A pop out box will appear for the user to do the mapping. Match the columns by clicking at drop down arrow. Then click “Import”.



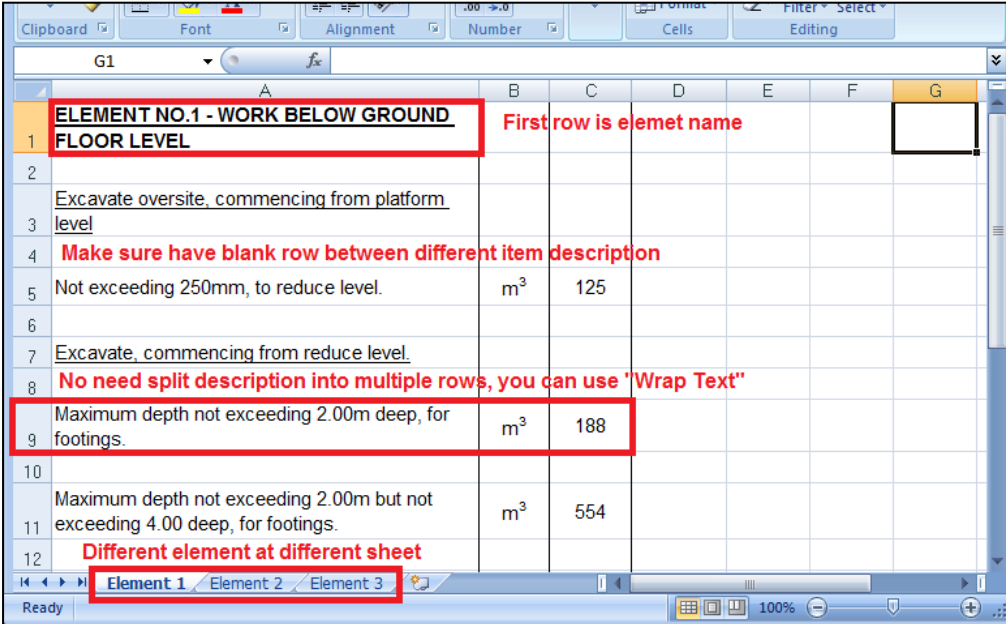
8. Then you can tick which element you want to import or tick all and select “Rate” and/or “Quantity” if you want to import with Rate or Quantity. After that click at “Import”.



**Note:** You can continue preparing BQ in Excel format and Import into BuildSpace

**Note:** If you want to import from multi columns Excel BQ, please refer to <http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf>

9. If you are used to prepare BQ in Excel format, you can still do that and you **do not need** to prepare the following at your Excel BQ;
- a) Bill reference number
  - b) Page total
  - c) Collection page



	A	B	C	D	E	F	G
1	<b>ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL</b>	First row is element name					
2							
3	Excavate oversite, commencing from platform level						
4		Make sure have blank row between different item description					
5	Not exceeding 250mm, to reduce level.	m <sup>3</sup>	125				
6							
7	Excavate, commencing from reduce level.						
8		No need split description into multiple rows, you can use "Wrap Text"					
9	Maximum depth not exceeding 2.00m deep, for footings.	m <sup>3</sup>	188				
10							
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m <sup>3</sup>	554				
12		Different element at different sheet					
	Element 1	Element 2	Element 3				



10. Follow the **step 4 to 8** to import. After the BQ has been imported into **BuildSpace**, you need to change the **ITEM type** in **BuildSpace** by going to **item level** and press “**Enter**” at “**Type**” cell, then click at the **dropdown arrow** to select the type and press “**Enter**” again to save. Besides, you also need to double check the “**heading**” by using **Indent** or **Outdent** function to differentiate the heading type.

**Note: You can use your keyboard's arrow key to move to another cell like Excel.**

Element > STAIRCASE, STEPS AND RAMP CONSTRUCTION >									
<span>+</span> Add Row   <span>↶</span> Indent   <span>↷</span> Outdent   <span>-</span> Delete Row   <span>📖</span> Import Items From Library   <span>📁</span> Import Items From Project									
No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate		
	<b>Indent or outdent the headings</b>								
20	Reinforced Concrete Step	HEAD 2							
21	Vibrated reinforced concrete Grade 35/20, as specified, in,	HEAD 2							
22	Step	ITEM	M3	YES	6.00	1,374.00	229.00		
23	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2							
24	8mm Diameter, in steps.	ITEM	KG	YES	80.00	320.00	4.00		
25	12mm Diameter, in steps.	HEAD-N	KG	YES	869.00	3,476.00	4.00		
26	Class F1 formwork finish, to,	HEAD							
27	Riser, not exceeding 250mm high.	ITEM	M	YES	69.00	455.40	6.60		
28	Sides of raking open edge of steps, exceeding 250mm but not exceeding 500mm high.	ITEM-HE	M	YES	1.00	13.20	13.20		
29	Reinforced Concrete Step	ITEM-P							
30	Vibrated reinforced concrete Grade 35/20, as specified, in,	ITEM-PC							
31	Ramps, exceeding 100mm but not exceeding 1500mm thick.	ITEM-RO							
32	Extra for ramp, for forming groove lines.	ITEM-NL							
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	ITEM-LS	M3	YES	1.00	229.00	229.00		
		ITEM-LS%	M2	YES	6.00	206.10	34.35		
		ITEM-LSX							
		NOID							

11. The following shows the common item types that you need to change if you have;

- Rate Only item** – change item type to “**ITEM-RO**”
- Lump Sum item** – change item type to “**ITEM-LS**”
- Provisional SUM or PC SUM item** – change item type to “**ITEM-LSX**”
- Profit & Attendance item** – change item type to “**ITEM-LS%**”, then **double click** at “**Rate**” cell to key in your amount and click “**Save**”.

**Lump Sum Percentage**

Save Close

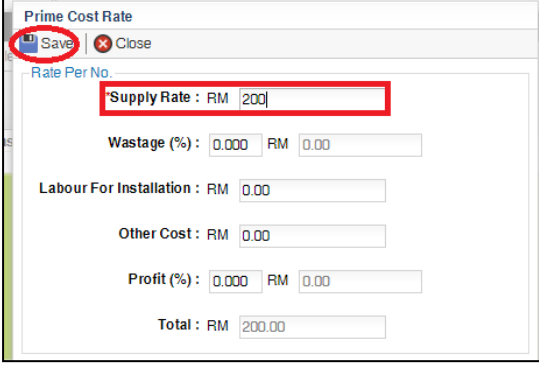
Rate and Percentage

**\*Amount : RM 1,000,000.00**

\*Percentage (%) :

Total : RM

- e) **Prime Cost Rate item** – change item type to **“ITEM-PC”**, then **double click** at **“Rate”** cell to key in your **supply rate** and click **“Save”**.



Prime Cost Rate

Save Close

Rate Per No.

Supply Rate : RM 200

Wastage (%) : 0.00 RM 0.00

Labour For Installation : RM 0.00

Other Cost : RM 0.00

Profit (%) : 0.00 RM 0.00

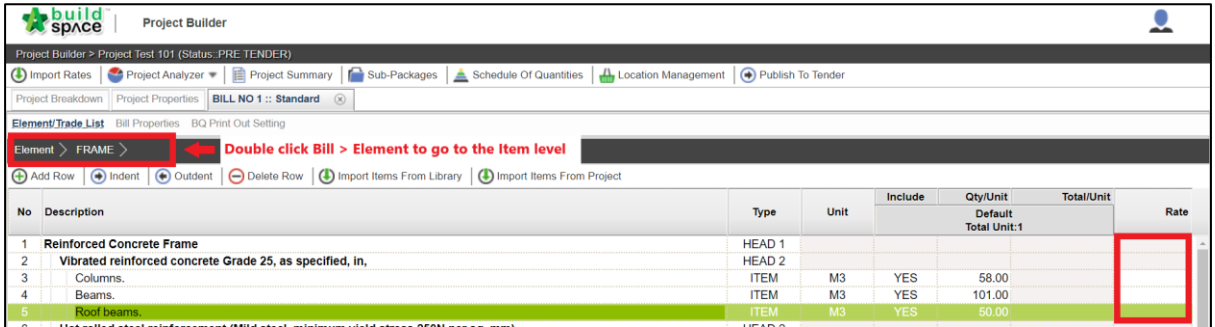
Total : RM 200.00

- f) **Allow for any other item** to be keyed in by the contractor – change item type to **“ITEM-NL”**
- g) **For other item types, please visit**  
<http://forum.buildspace.my/viewtopic.php?f=17&t=32>
- h) **Other tutorials** <http://forum.buildspace.my/viewforum.php?f=17>

## Main Tender Pricing

### Method 1 – Input BQ Item Rate

1. **Double click** on Bills > Element Level to go to the Item Level.



Project Builder > Project Test 101 (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | BILL NO 1 :: Standard

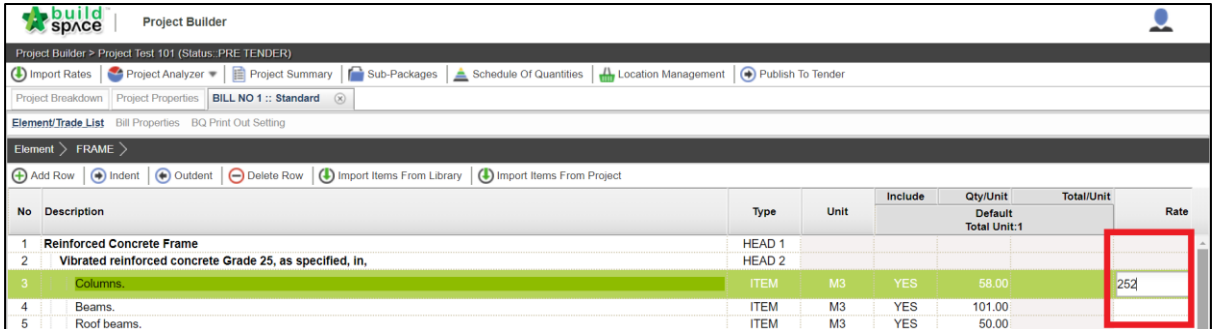
Element/Trade List | Bill Properties | BQ Print Out Setting

Element > FRAME > **Double click Bill > Element to go to the Item level**

Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rate
1	Reinforced Concrete Frame	HEAD 1					
2	Vibrated reinforced concrete Grade 25, as specified, in,	HEAD 2					
3	Columns.	ITEM	M3	YES	58.00		
4	Beams.	ITEM	M3	YES	101.00		
5	Roof beams.	ITEM	M3	YES	50.00		

2. **Single click** on the rates column of the respective bill item and press **Enter** to key in the rates and press **Enter** again to **Save**.



Project Builder > Project Test 101 (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | BILL NO 1 :: Standard

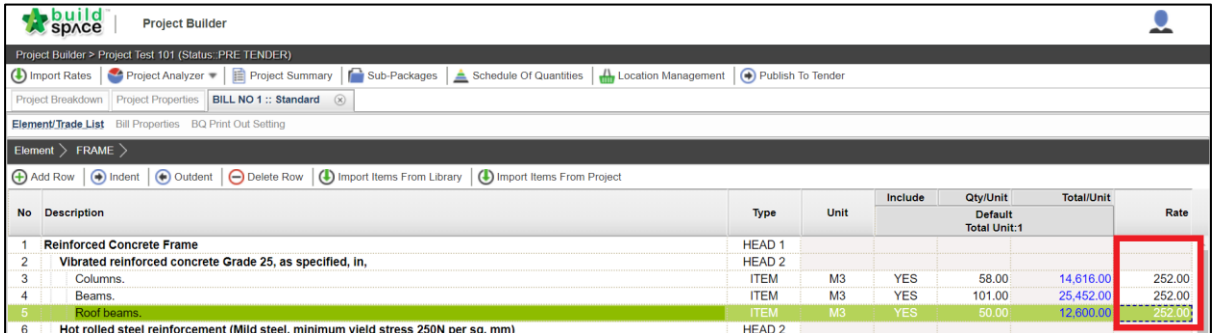
Element/Trade List | Bill Properties | BQ Print Out Setting

Element > FRAME >

Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rate
1	Reinforced Concrete Frame	HEAD 1					
2	Vibrated reinforced concrete Grade 25, as specified, in,	HEAD 2					
3	Columns.	ITEM	M3	YES	58.00		252
4	Beams.	ITEM	M3	YES	101.00		
5	Roof beams.	ITEM	M3	YES	50.00		

3. The newly keyed-in rates will be shown in **Black** colour.



Project Builder > Project Test 101 (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | BILL NO 1 :: Standard

Element/Trade List | Bill Properties | BQ Print Out Setting

Element > FRAME >

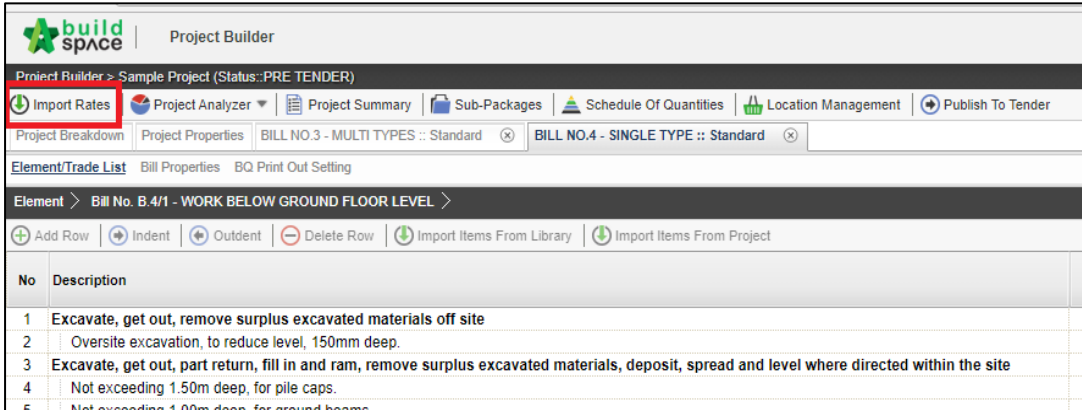
Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rate
1	Reinforced Concrete Frame	HEAD 1					
2	Vibrated reinforced concrete Grade 25, as specified, in,	HEAD 2					
3	Columns.	ITEM	M3	YES	58.00	14,616.00	252.00
4	Beams.	ITEM	M3	YES	101.00	25,452.00	252.00
5	Roof beams.	ITEM	M3	YES	50.00	12,600.00	252.00
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 2					

## Method 2 - Import Rate from Cost Data Library

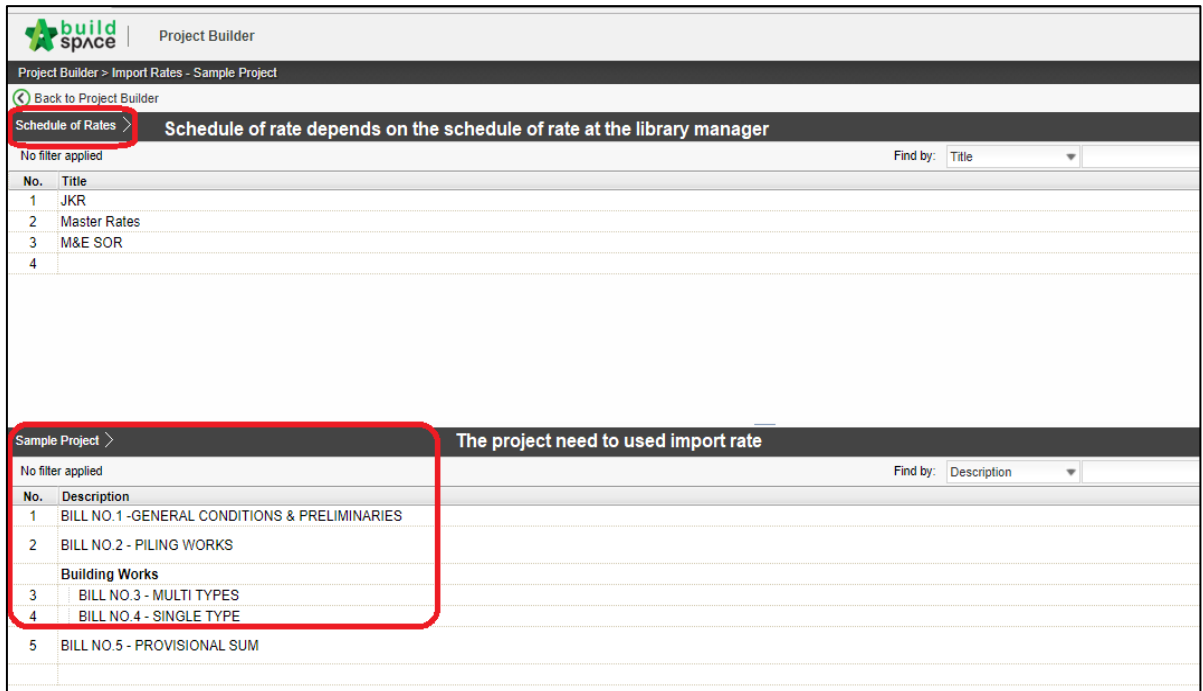
**Note: You can import BQ item rates from BuildSpace Pro default Cost Data Library. Provided that the cost data is made available with all such informations.**

1. Click “Import Rates” to import rate from Schedule of Rates.



The screenshot shows the 'Project Builder' interface. At the top, there's a navigation bar with 'Project Builder' and 'Sample Project (Status::PRE TENDER)'. Below this, a menu bar contains several options: 'Import Rates' (highlighted with a red box), 'Project Analyzer', 'Project Summary', 'Sub-Packages', 'Schedule Of Quantities', 'Location Management', and 'Publish To Tender'. Underneath, there are tabs for 'Project Breakdown', 'Project Properties', and two bill items: 'BILL NO.3 - MULTI TYPES :: Standard' and 'BILL NO.4 - SINGLE TYPE :: Standard'. The main area shows 'Element/Trade List' with 'Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL' selected. Below this, there are action buttons: '+ Add Row', '+ Indent', '+ Outdent', '- Delete Row', '+ Import Items From Library', and '+ Import Items From Project'. A table with columns 'No' and 'Description' is visible, containing items related to excavation work.

2. Double click to choose type of Schedule of Rates (*Upper panel*) and Bills of Quantities (*Lower panel*).



The screenshot shows the 'Project Builder' interface with the 'Import Rates' section active. The top bar shows 'Project Builder - Import Rates - Sample Project'. Below this, there's a 'Back to Project Builder' button and a 'Schedule of Rates' dropdown menu (highlighted with a red box) with the text 'Schedule of rate depends on the schedule of rate at the library manager'. Below this, there's a table with columns 'No.' and 'Title' containing items like 'JKR', 'Master Rates', and 'M&E SOR'. At the bottom, there's a 'Sample Project' dropdown menu (highlighted with a red box) with the text 'The project need to used import rate'. Below this, there's another table with columns 'No.' and 'Description' containing items like 'BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES', 'BILL NO.2 - PILING WORKS', 'Building Works', 'BILL NO.3 - MULTI TYPES', 'BILL NO.4 - SINGLE TYPE', and 'BILL NO.5 - PROVISIONAL SUM'.

3. Double click the **schedule of rates** to choose and select rates to be used and double click at **the bill** to view the BQ Item.

Project Builder

Project Builder > Import Rates - Sample Project

Back to Project Builder

Schedule of Rates >

No filter applied Find by: Title

No.	Title
1	JKR
2	Master Rates
3	M&E SOR
4	

Double click the which schedule of rate to used the rate

Sample Project >

No filter applied Find by: Description

No.	Description
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	Building Works
4	BILL NO.3 - MULTI TYPES
5	BILL NO.4 - SINGLE TYPE
5	BILL NO.5 - PROVISIONAL SUM

Double click the bill and can view the element have in the bill

4. Tick at the check boxes (at the left-hand side) to select items to import rate, and then click the "Import".

Project Builder

Project Builder > Import Rates - Sample Project

Back to Project Builder

Schedule of Rates > Master Rates > Vibrated Reinforced Concrete >

No filter applied Find by: Description Search Refresh

No.	Description	Type	Unit	Rate	Import Rate
1	Concrete grade 15 (50mm thick lean concrete)	ITEM	M3	10.44	Import
2	Concrete grade 15 (75mm thick lean concrete)	ITEM	M3	13.66	Import
3	Sample Concrete Grade 15	ITEM	M3	163.75	Import
4	Concrete Grade 15	ITEM	M3	163.75	Import
5	Concrete garde 20	ITEM	M3	256.45	Import
6	Concrete garde 25	ITEM	M3	235.85	Import
7	Concrete grade 30	ITEM	M3	241.00	Import
8	Concrete grade 35	ITEM	M3	269.84	Import
9	Concrete grade 40	ITEM	M3	281.17	Import
10	Concrete grade 45	ITEM	M3	292.50	Import
11	Sample Grade 20	ITEM	M3	256.45	Import

Sample Project > BILL NO.3 - MULTI TYPES > Bill No. B.3/1 - WORK BELOW GROUND FLOOR LEVEL >

No filter applied Find by: Description Search Refresh

No.	Description	Type	Unit	Rate
<input type="checkbox"/>	6 150mm (Consolidated thickness), under ground beam.	ITEM	M2	8.25
<input type="checkbox"/>	7 Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett allow for laps and turn up)	HEAD 1		
<input type="checkbox"/>	8 Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.	ITEM	M2	3.00
<input type="checkbox"/>	9 Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam.	ITEM	M2	3.00
<input type="checkbox"/>	10 Concrete Grade 15, as specified, in,	HEAD-N 1		
<input checked="" type="checkbox"/>	11 50mm Blinding, under raft foundation.	ITEM	M2	10.85
<input type="checkbox"/>	12 50mm Blinding, under ground beam.	ITEM	M2	10.85
<input type="checkbox"/>	13 Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1		
<input type="checkbox"/>	14 Raft foundations.	ITEM	M3	242.00
<input type="checkbox"/>	15 Ground beam	ITEM	M3	242.00
<input type="checkbox"/>	16 Hot rolled steel deformed reinforcement (Mild Steel, minimum yield stress 250N per sq. mm)	HEAD 1		

5. Once you have clicked “**Import**”, imported rate will be shown in green colour (linked to Schedule of Rates).

	Type	Unit	Rate	Import Rate
	ITEM	M3	10.44	Import
	ITEM	M3	13.66	Import
	ITEM	M3	163.75	Import
	ITEM	M3	163.75	Import
	ITEM	M3	256.45	Import
	ITEM	M3	235.85	Import
	ITEM	M3	241.00	Import
	ITEM	M3	269.84	Import
	ITEM	M3	281.17	Import
	ITEM	M3	292.50	Import
	ITEM	M3	256.45	Import

Find by: Description					Search	Refresh
	Type	Unit	Rate			
	ITEM	M2	8.25			
for at least the full thickness of floor (measured nett allow for	HEAD 1					
	ITEM	M2	3.00			
	ITEM	M2	3.00			
	HEAD-N 1					
<b>The import rate in green colour when they used import rate</b>	ITEM	M2	10.44			
	ITEM	M2	10.65			
	HEAD 1					
	ITEM	M3	242.00			
	ITEM	M3	242.00			

## Method 3 – Build Up Rate

1. Double click **Bill > Element** to go to the **BQ Item level**.

Project Builder > PROJECT 101 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | BQ Print Out Setting

Element > **UPPER FLOORS**

Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rate
1	Reinforced Concrete Floor	HEAD 1					
2	Vibrated reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
3	Floors, exceeding 100mm but not exceeding 150mm thick	ITEM	M3	YES	132.00		
4	Floors, exceeding 150mm but not exceeding 300mm thick	ITEM	M3	YES	105.00		
5	Steel fabric for the reinforcement of concrete to BS 4483: 1969 (MS 145: 1973), including round obstruction (measured nett: allow for laps)	HEAD 2					
6	Reference No. A8 (weight 3.95kg per sq. m), in floors.	ITEM	M2	YES	610.00		
7	Reference No. A9 (weight 4.99kg per sq. m), in floors.	ITEM	M2	YES	641.00		
8	Reference No. A10 (weight 6.16kg per sq. m), in floors.	ITEM	M2	YES	241.00		
9	Reference No. B6 (weight 3.73kg per sq. m), in floors.	ITEM	M2	YES	821.00		
10	Reference No. B7 (weight 4.53kg per sq. m), in floors.	ITEM	M2	YES	846.00		

2. Double click at the rates column of any BQ item.

Project Builder > PROJECT 101 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | BQ Print Out Setting

Element > **UPPER FLOORS**

Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rate
1	Reinforced Concrete Floor	HEAD 1					
2	Vibrated reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
3	Floors, exceeding 100mm but not exceeding 150mm thick	ITEM	M3	YES	132.00	33,264.00	252.00
4	Floors, exceeding 150mm but not exceeding 300mm thick	ITEM	M3	YES	105.00	26,460.00	252.00
5	Steel fabric for the reinforcement of concrete to BS 4483: 1969 (MS 145: 1973), including round obstruction (measured nett: allow for laps)	HEAD 2					
6	Reference No. A8 (weight 3.95kg per sq. m), in floors.	ITEM	M2	YES	610.00		
7	Reference No. A9 (weight 4.99kg per sq. m), in floors.	ITEM	M2	YES	641.00		

3. Click at the “Resource Category”.

Project Builder > PROJECT 101 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | BQ Print Out Setting

Element > UPPER FLOORS > Reference No. A8 (weight 3.95kg per sq. m), in floors. (Build Up Rate) > **+ Resource Category**

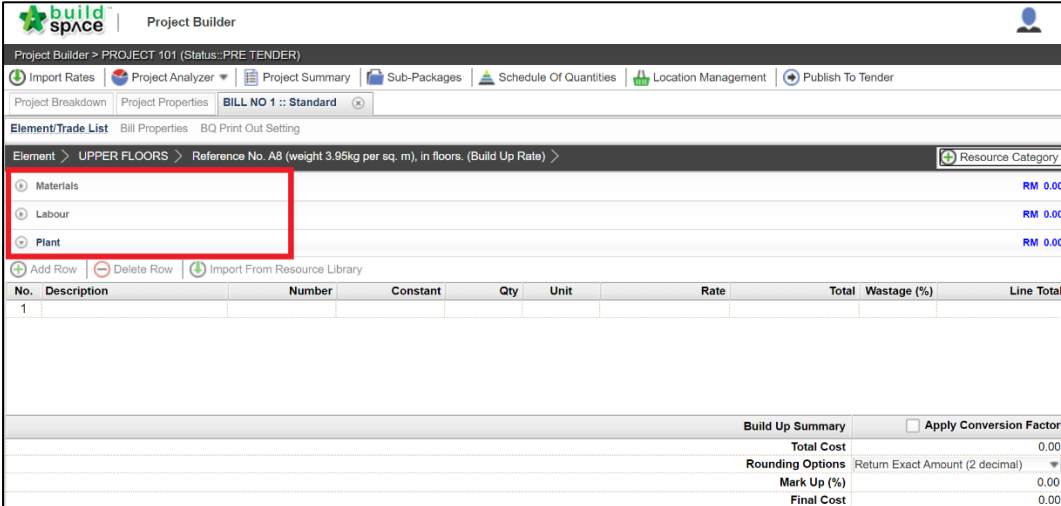
Empty Resource Category

There is no resource category in the build up. Click "+ Resource Category" button on the top right of the panel to add resource category.

- At the pop out box here, click **“Add”** to whichever resources user wants to add into the Build-up Rate. Then click **“Close”**.

Resource Category		
<input type="button" value="Close"/>		
No.	Name	Action
1	Materials	Add
2	Labour	Add
3	Plant	Add
4	Total Sub	Add
5	Labour & Machine	Add
6	Others	Add
7	Material IBS	Add
8	Labour IBS	Add
9	Plant IBS	Add
10	New Resource 1	Add

- The added resources will appear as follows;



Project Builder > PROJECT 101 (Status:PRE TENDER)

Element/Trade List | Bill Properties | BQ Print Out Setting

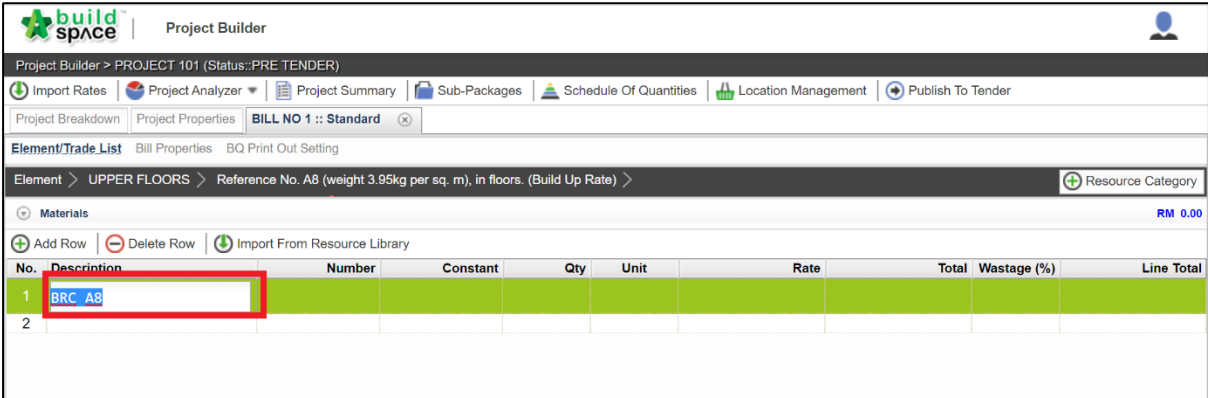
Element > UPPER FLOORS > Reference No. A8 (weight 3.95kg per sq. m), in floors. (Build Up Rate) >

No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1	Materials								
	Labour								
	Plant								

Build Up Summary  Apply Conversion Factor

Total Cost	0.00
Rounding Options	Return Exact Amount (2 decimal)
Mark Up (%)	0.00
Final Cost	0.00

- Click at the **“Resources”**, for example: Materials to key in the input. User can key in the input manually by simply **single click** at the blank row and **press Enter** to key in and **press Enter again** to save.



Project Builder > PROJECT 101 (Status:PRE TENDER)

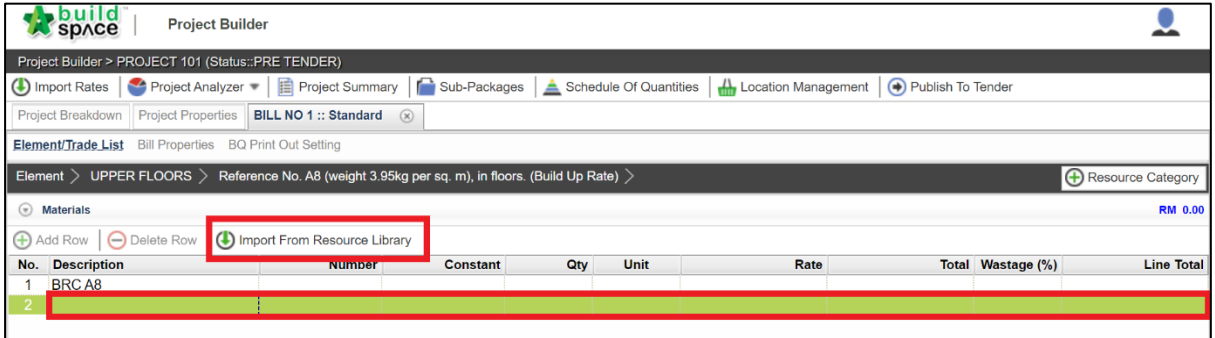
Element/Trade List | Bill Properties | BQ Print Out Setting

Element > UPPER FLOORS > Reference No. A8 (weight 3.95kg per sq. m), in floors. (Build Up Rate) >

No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1	BRC A8								
2									

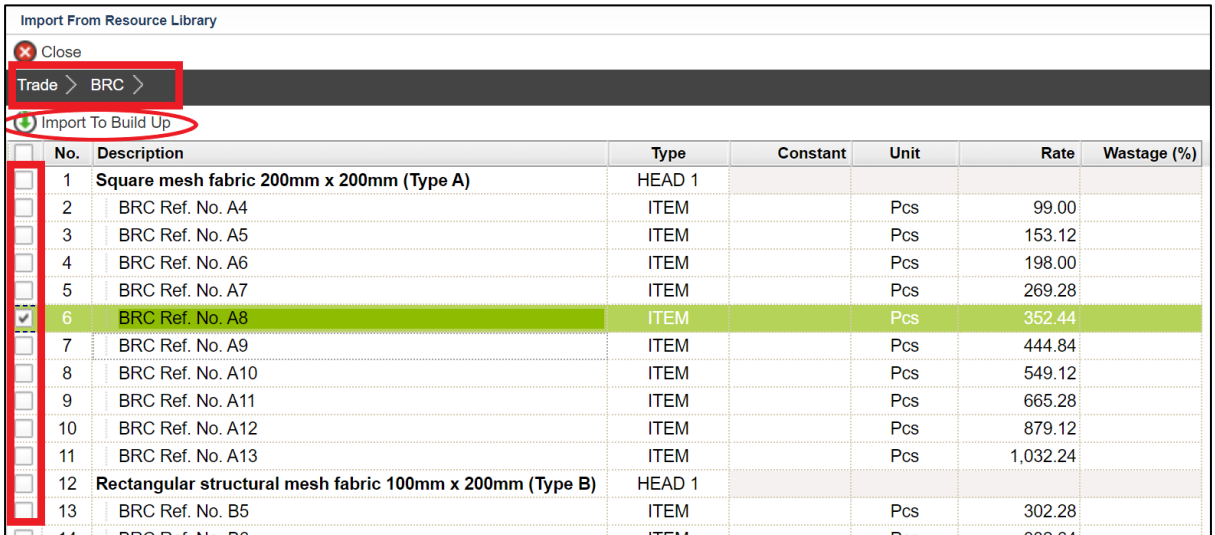


- To import the information from resource library, single click at the blank row and click **“Import from Resources Library”**.



The screenshot shows the Project Builder interface for 'PROJECT 101 (Status: PRE TENDER)'. The 'Element/Trade List' is expanded to 'UPPER FLOORS > Reference No. A8 (weight 3.95kg per sq. m), in floors. (Build Up Rate)'. A table with columns 'No.', 'Description', 'Number', 'Constant', 'Qty', 'Unit', 'Rate', 'Total', 'Wastage (%)', and 'Line Total' is visible. Row 2 is highlighted in green, and the 'Import From Resource Library' button is highlighted with a red box.

- At the pop out box, click to choose the **resources > trades > items**. Tick at the **checkbox on the left** and click **“Import to Build Up”**.

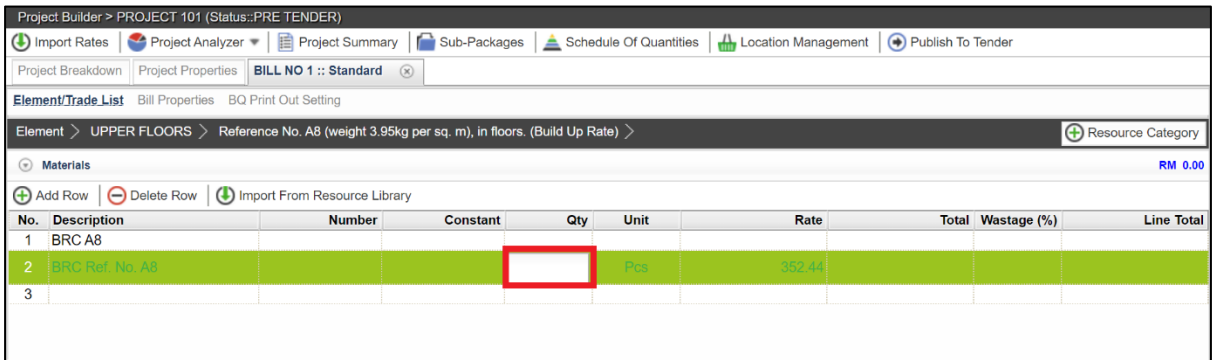


The screenshot shows the 'Import From Resource Library' pop-out box. The 'Trade' dropdown is set to 'BRC'. The 'Import To Build Up' button is highlighted with a red circle. A table of items is displayed with checkboxes in the left column. Item 6, 'BRC Ref. No. A8', is selected with a checked checkbox and highlighted in green.

No.	Description	Type	Constant	Unit	Rate	Wastage (%)
1	Square mesh fabric 200mm x 200mm (Type A)	HEAD 1				
2	BRC Ref. No. A4	ITEM		Pcs	99.00	
3	BRC Ref. No. A5	ITEM		Pcs	153.12	
4	BRC Ref. No. A6	ITEM		Pcs	198.00	
5	BRC Ref. No. A7	ITEM		Pcs	269.28	
<input checked="" type="checkbox"/>	6 BRC Ref. No. A8	ITEM		Pcs	352.44	
7	BRC Ref. No. A9	ITEM		Pcs	444.84	
8	BRC Ref. No. A10	ITEM		Pcs	549.12	
9	BRC Ref. No. A11	ITEM		Pcs	665.28	
10	BRC Ref. No. A12	ITEM		Pcs	879.12	
11	BRC Ref. No. A13	ITEM		Pcs	1,032.24	
12	Rectangular structural mesh fabric 100mm x 200mm (Type B)	HEAD 1				
13	BRC Ref. No. B5	ITEM		Pcs	302.28	
14	BRC Ref. No. B6	ITEM		Pcs	222.64	

- Once imported, **key in the quantity manually** for the system to calculate the Total automatically. Single click at the quantity column and **press Enter to key in** and **press Enter** again to save.

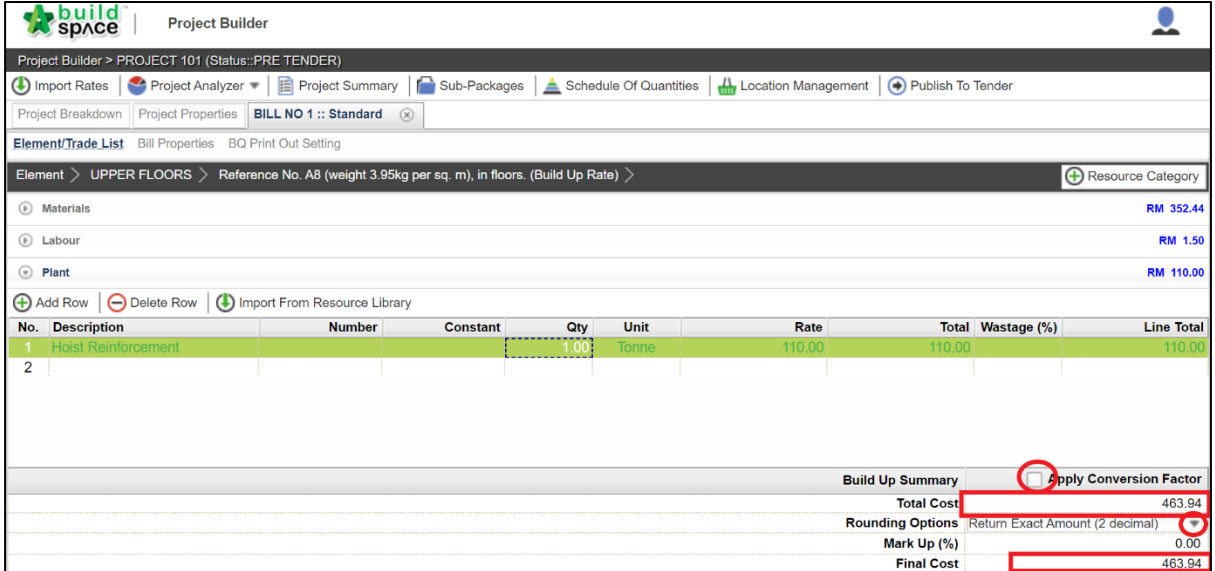
**Notes: Same steps applied for other Resources category (e.g. Labour, Plants etc.)**



The screenshot shows the Project Builder interface after importing. The table now includes the imported item 'BRC Ref. No. A8' in row 2, with the 'Qty' column highlighted in a red box.

No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1	BRC A8								
2	BRC Ref. No. A8				Pcs	352.44			
3									

10. The total will be auto calculated by the system accordingly. User can **tick to apply conversion factor** where necessary at the check box provided. To **change the rounding format**, click at the **dropdown button** to choose. The **final cost** will be automatically calculated.



Project Builder > PROJECT 101 (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | BQ Print Out Setting

Element > UPPER FLOORS > Reference No. A8 (weight 3.95kg per sq. m), in floors. (Build Up Rate) > Resource Category

Materials RM 352.44  
Labour RM 1.50  
Plant RM 110.00

Add Row | Delete Row | Import From Resource Library

No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1	Hoist Reinforcement			100	Tonne	110.00	110.00		110.00
2									

Build Up Summary  Apply Conversion Factor

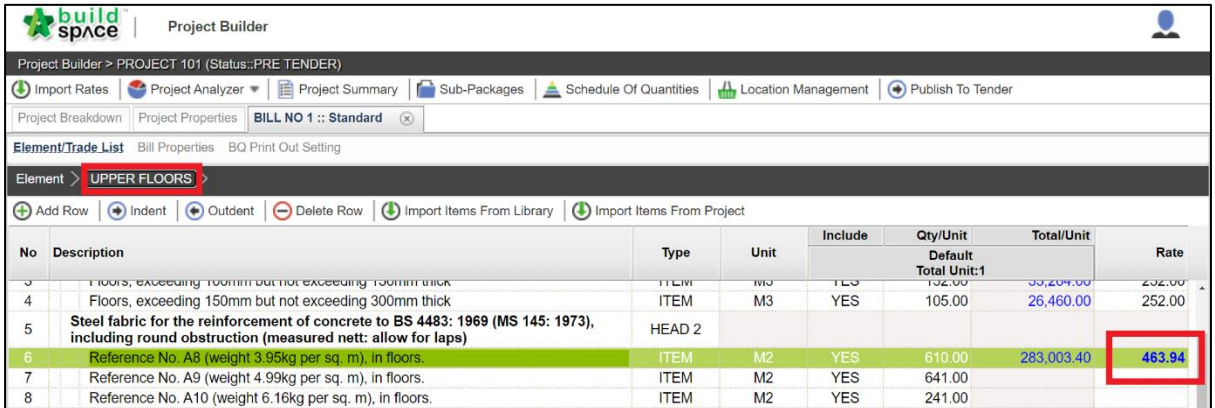
Total Cost 463.94

Rounding Options Return Exact Amount (2 decimal)

Mark Up (%) 0.00

Final Cost 463.94

11. Go back to the BQ item level by click at the **Element title**. The build up rates will be shown in **blue colour**.



Project Builder > PROJECT 101 (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | BQ Print Out Setting

Element > **UPPER FLOORS** >

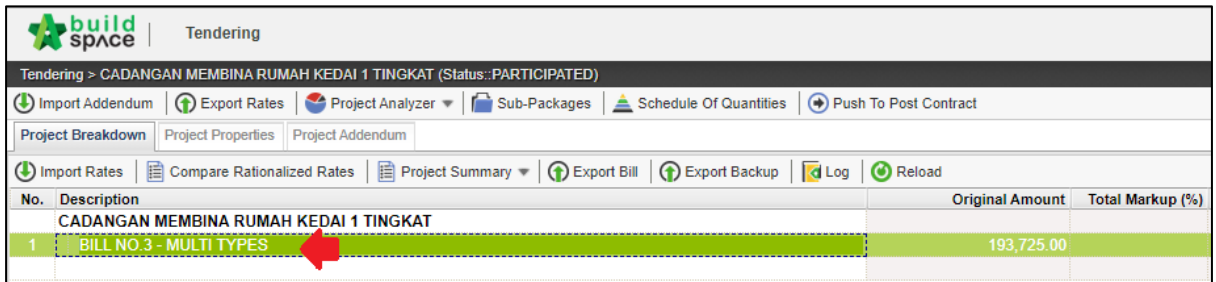
Add Row | Indent | Outdent | Delete Row | Import Items From Library | Import Items From Project

No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
3	Floors, exceeding 100mm but not exceeding 150mm thick	ITEM	M3	YES	132.00	33,204.00	232.00
4	Floors, exceeding 150mm but not exceeding 300mm thick	ITEM	M3	YES	105.00	26,460.00	252.00
5	Steel fabric for the reinforcement of concrete to BS 4483: 1969 (MS 145: 1973), including round obstruction (measured nett: allow for laps)	HEAD 2					
6	Reference No. A8 (weight 3.95kg per sq. m), in floors.	ITEM	M2	YES	610.00	283,003.40	463.94
7	Reference No. A9 (weight 4.99kg per sq. m), in floors.	ITEM	M2	YES	641.00		
8	Reference No. A10 (weight 6.16kg per sq. m), in floors.	ITEM	M2	YES	241.00		

## Apply Mark Up Function

1. Double click the **Bill**

**Note:** Mark-up function can be done either in Project Builders Modules or Tendering Module)



Tendering > CADANGAN MEMBINA RUMAH KEDAI 1 TINGKAT (Status::PARTICIPATED)

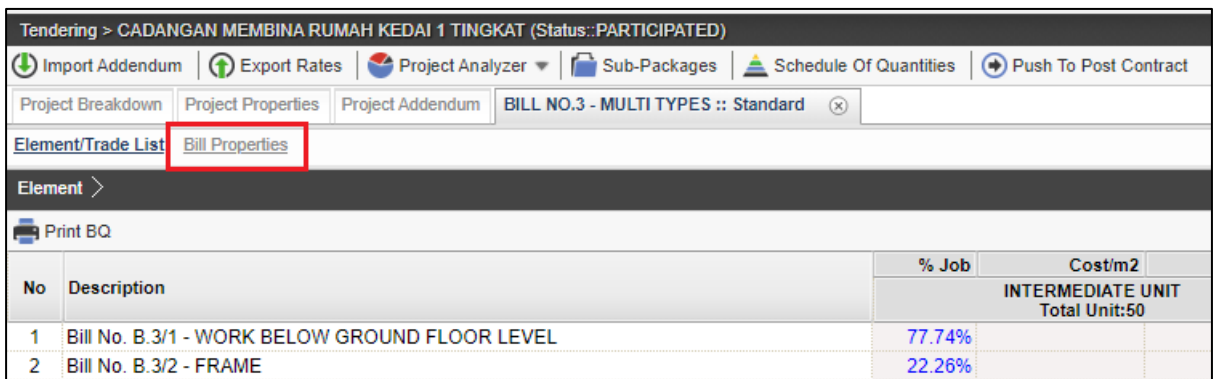
Import Addendum | Export Rates | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | Project Addendum

Import Rates | Compare Rationalized Rates | Project Summary | Export Bill | Export Backup | Log | Reload

No.	Description	Original Amount	Total Markup (%)
CADANGAN MEMBINA RUMAH KEDAI 1 TINGKAT			
1	BILL NO.3 - MULTI TYPES	193,725.00	

2. Click “Bill Properties”



Tendering > CADANGAN MEMBINA RUMAH KEDAI 1 TINGKAT (Status::PARTICIPATED)

Import Addendum | Export Rates | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | Project Addendum | BILL NO.3 - MULTI TYPES :: Standard

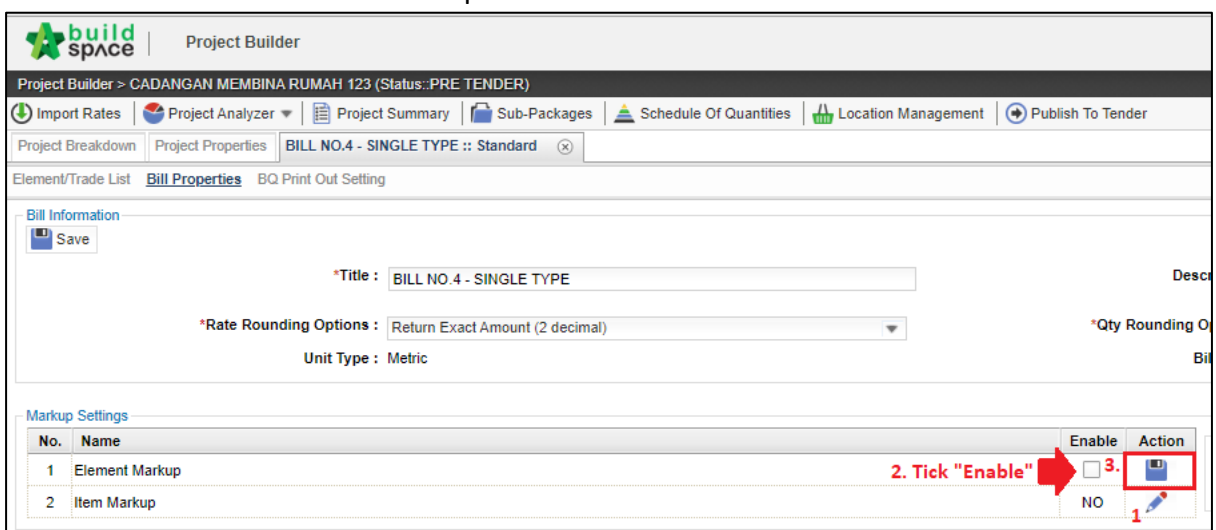
Element/Trade List | **Bill Properties**

Element >

Print BQ

No	Description	% Job	Cost/m2	INTERMEDIATE UNIT Total Unit:50
1	Bill No. B.3/1 - WORK BELOW GROUND FLOOR LEVEL	77.74%		
2	Bill No. B.3/2 - FRAME	22.26%		

3. Tick to activate the column mark-up for element and item level.



Project Builder > CADANGAN MEMBINA RUMAH 123 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | BILL NO.4 - SINGLE TYPE :: Standard

Element/Trade List | **Bill Properties** | BQ Print Out Setting

Bill Information

Save

\*Title : BILL NO.4 - SINGLE TYPE

\*Rate Rounding Options : Return Exact Amount (2 decimal)

Unit Type : Metric


Markup Settings

No.	Name	Enable	Action
1	Element Markup	<input type="checkbox"/>	
2	Item Markup	NO	

2. Tick "Enable" → 3.

Element/Trade List **Bill Properties**

Bill Information



Save 

\*Title : BILL NO.3 - MULTI TYPES

\*Rate Rounding Options : Return Exact Amount (2 decimal)

Unit Type : Metric

Markup Settings

No.	Name	Enable	Action
1	Element Markup	<input checked="" type="checkbox"/>	
2	Item Markup	<input checked="" type="checkbox"/>	

4. Click "Element/Trade list" to view the BQ.

Tendering > CADANGAN MEMBINA RUMAH KEDAI 1 TINGKAT (Status: PARTICIPATED)

Import Addendum Export Rates Project Analyzer Sub-Packages Schedule Of Quantities Push To Post Contract

Project Breakdown Project Properties Project Addendum **BILL NO.3 - MULTI TYPES :: Standard**

**Element/Trade List** Bill Properties

Bill Information



Save

\*Title : BILL NO.3 - MULTI TYPES

\*Rate Rounding Options : Return Exact Amount (2 decimal)

Unit Type : Metric


Markup Settings

No.	Name	Enable	Action
1	Element Markup	<input checked="" type="checkbox"/>	
2	Item Markup	<input checked="" type="checkbox"/>	

5. To key in the mark-up, user can either key in by % or amount at element level.

% Job	Cost/m2	Total/Unit	Grand Total	Markup (%)	Markup (MYR)	Total (%) Markup	Total (MYR) Markup	Overall Total After Markup	% Job
	Default Total Unit:1			Element Markup			(Item Element) Markup Summary		
20.16%		269,734.82	245,201.71	10.00%	24,520.17	10.01%	24,533.11	269,734.82	20.16%
14.08%		188,294.58	186,235.30	1.07%	2,000.00	1.11%	2,059.28	188,294.58	14.08%
0.45%		6,033.62	6,033.62					6,033.62	0.45%
14.62%		195,552.50	195,552.50					195,552.50	14.62%
0.91%		12,148.20	12,148.20					12,148.20	0.91%

6. Double click element to go to the item level.

No	Description	% Job	Cost/m2	Total/Unit	Grand Total	Markup (%)	Markup (MYR)
		Default Total Unit:1				Element Markup	
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL 	20.16%		269,734.82	245,201.71	10.00%	24,520.17
2	Bill No. B.4/2 - FRAME	14.08%		188,294.58	186,235.30	1.07%	2,000.00
3	Bill No. B.4/3 - UPPER FLOORS	0.45%		6,033.62	6,033.62		
4	Bill No. B.4/4 - ROOF CONSTRUCTION	14.62%		195,552.50	195,552.50		

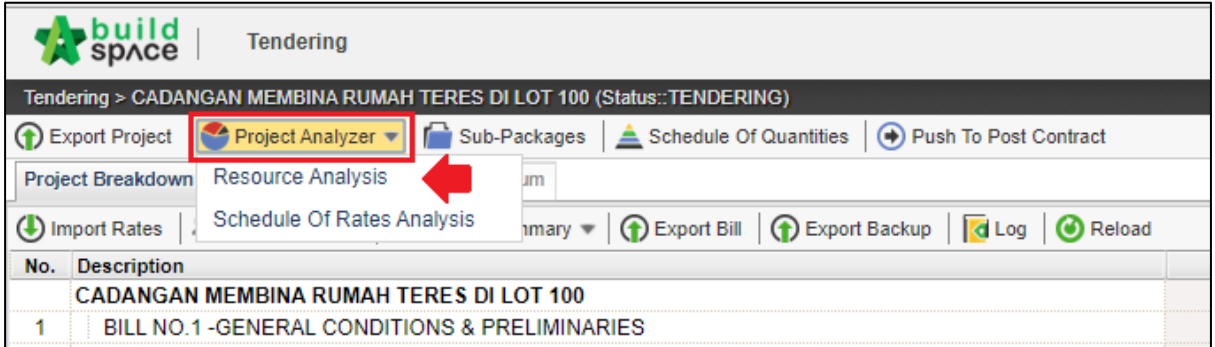
7. To key in the mark-up, user can either key in by % or amount at item level.

Include	Qty/Unit	Total/Unit	Rate	Original Grand Total	Markup (%)	Markup (MYR)	Rate After Markup	Total (%) Markup	Total (MYR) Markup	Overall Total After Markup
		Default Total Unit:1			Item Markup			(Item Element) Markup Summary		
YES	567.00	2,574.18	3.75	2,126.25	10.00%	212.63	4.54	21.07%	447.93	2,574.18
YES	64.00	1,066.88	15.00	960.00	1.04%	10.00	16.67	11.13%	106.88	1,066.88
YES	61.00	1,006.50	15.00	915.00			16.50	10.00%	91.50	1,006.50

## Project Analyser

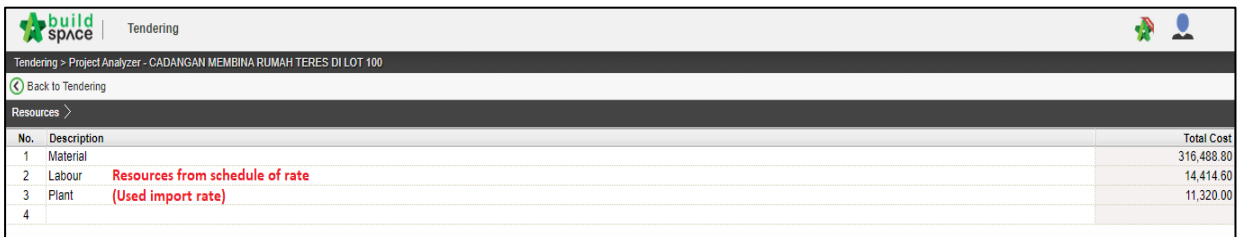
### I. Resources Analysis

1. Click **Project Analyser** and choose **Resources Analysis**



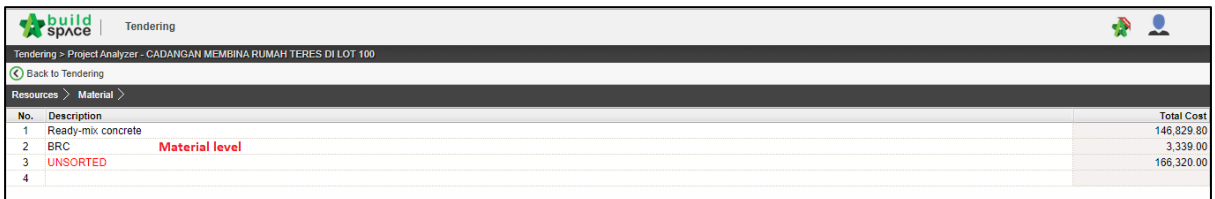
The screenshot shows the 'Project Analyser' dropdown menu open, with 'Resource Analysis' highlighted. A red arrow points to this option. The background shows the tendering interface for 'CADANGAN MEMBINA RUMAH TERES DI LOT 100'.

2. User can now see the resources that is being used in schedule of rate (**Only can detect if using import rate**). The overall total cost for each resource will be displayed as follows;



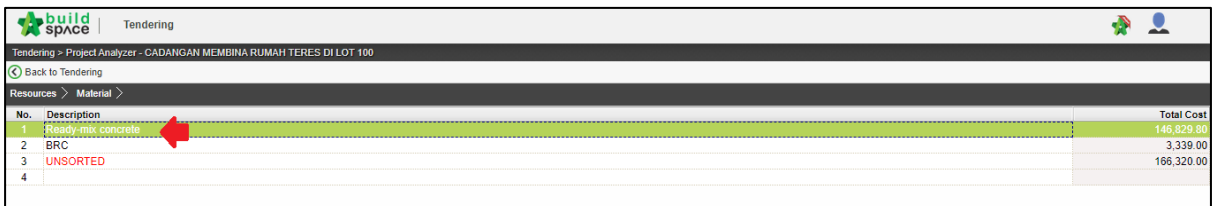
No.	Description	Total Cost
1	Material	316,488.80
2	Labour <b>Resources from schedule of rate</b>	14,414.60
3	Plant <b>(Used import rate)</b>	11,320.00
4		

3. **Double click resources**



No.	Description	Total Cost
1	Ready-mix concrete	146,829.80
2	BRC <b>Material level</b>	3,339.00
3	UNSORTED	166,320.00
4		

4. At this level user can see **different type of materials**. **Double click the material** and can see which bill and item used the same material. (exp: ready mixed concrete)



No.	Description	Total Cost
1	Ready-mix concrete	146,829.80
2	BRC	3,339.00
3	UNSORTED	166,320.00
4		

- User can see the **different type/grade** of material and the **total qty and cost for each type/grade**.

No.	Description	Unit	Rate	Wastage (%)	Total Qty	Total Cost
1	Ready Mixed					
2	Ready Mix Concrete G20 (Normal)	m3	269.09		420.00	113,017.80
3	Ready Mix Concrete G25 (Normal)	m3	208.00		64.00	13,312.00
4	Ready Mix Concrete G30 (Normal)	m3	250.00		82.00	20,500.00
5						

- Double click the **type/grade of materials** to see **which bill and item used** that particular type/grade.

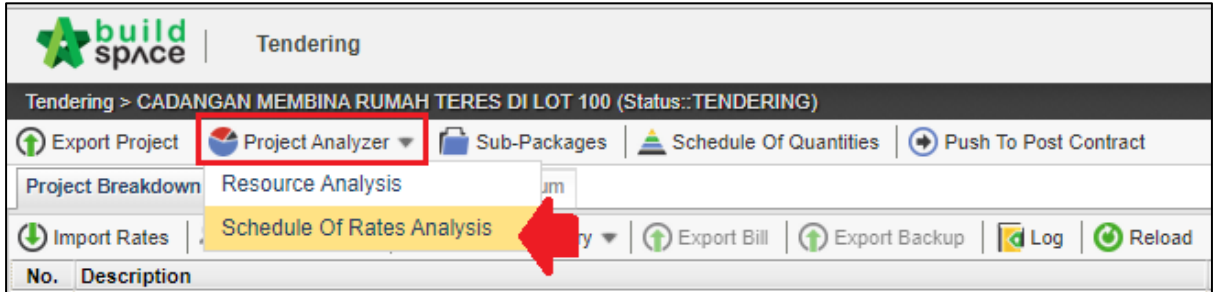
No.	Description	Unit	Rate	Wastage (%)	Total Qty	Total Cost
1	Ready Mixed					
2	Ready Mix Concrete G20 (Normal)	m3	269.09		420.00	113,017.80
3	Ready Mix Concrete G25 (Normal)	m3	208.00		64.00	13,312.00
4	Ready Mix Concrete G30 (Normal)	m3	250.00		82.00	20,500.00
5						

- User now can see the **which bill and item used** that materials, at the same time user can type the **% of wastage by item**

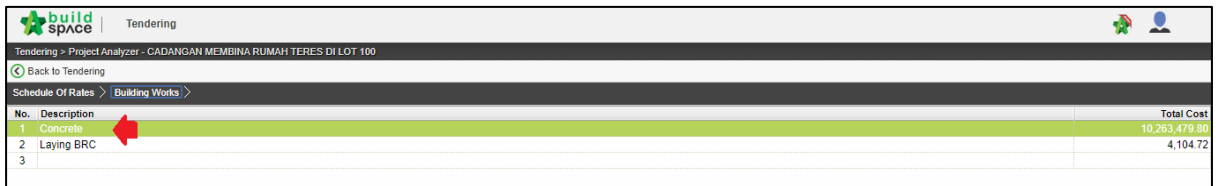
No.	Description	Unit	Total Qty	Rate	Total Cost	Wastage (%)
1	BILL NO.3 - TYPE A > Bill No. B.3/1 - WORK BELOW GROUND FLOOR LEVEL					
2	Vibrated reinforced concrete Grade 30, as specified, in,					
3	Raft foundations.	m3	2,601.00	250.00	650,250.00	
4	Ground beam	m3	153.00	250.00	38,250.00	
5	BILL NO.3 - TYPE A > Bill No. B.3/2 - FRAME					
6	Vibrated Reinforced Concrete Grade 30, as specified in,					
7	Columns.	m3	10,270.00	250.00	2,567,500.00	
8	BILL NO.4 - TYPE B > Bill No. B.4/2 - FRAME					
9	Vibrated Reinforced Concrete Grade 30, as specified in,					
10	Columns.	m3	41.00	250.00	10,250.00	
11	Floor beams.	m3	24.00	250.00	6,000.00	
12	Roof beams	m3	17.00	250.00	4,250.00	
13						

## II. Schedule of Rate Analysis

1. Click “Project Analyzer” and choose “Schedule of Rate Analysis”.

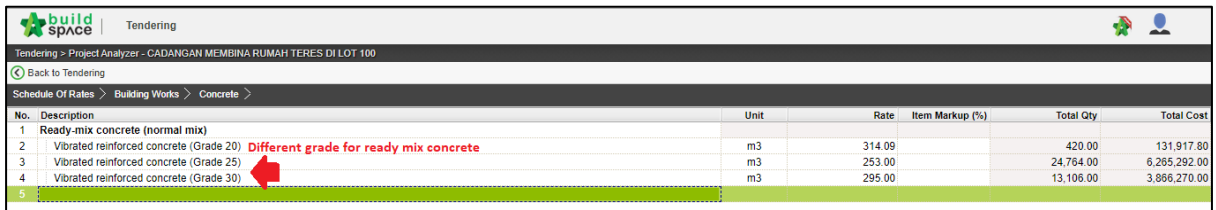


2. Double click the **Schedule of rate**



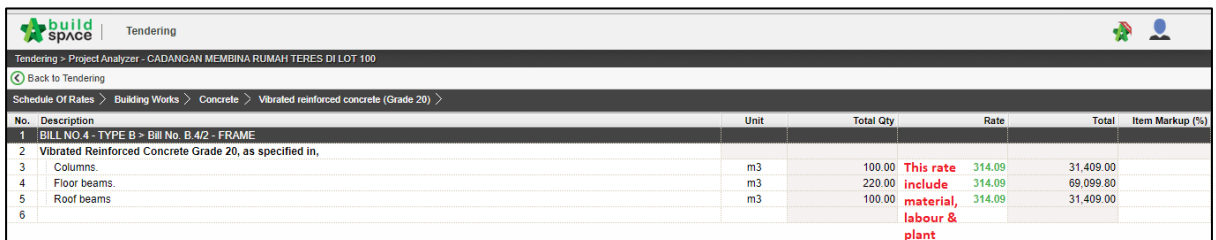
No.	Description	Total Cost
1	Concrete	10,263,476.80
2	Laying BRC	4,104.72
3		

3. System will list down **different type/grade for each trade** and double click to see which bill and item have used that type/grade of trade. At the same time, user can also apply **mark up by type/grade** at this level.



No.	Description	Unit	Rate	Item Markup (%)	Total Qty	Total Cost
1	Ready-mix concrete (normal mix)					
2	Vibrated reinforced concrete (Grade 20)	m3	314.09		420.00	131,917.80
3	Vibrated reinforced concrete (Grade 25)	m3	253.00		24,764.00	6,265,292.00
4	Vibrated reinforced concrete (Grade 30)	m3	295.00		13,106.00	3,866,270.00
5						

4. At item level, system will list down which bill and item have **used that type/grade of trade**. At the same time, user can also apply **mark up by item** at this level.

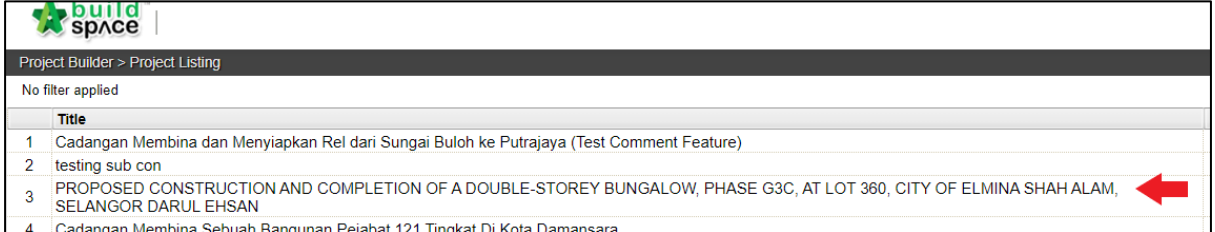


No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)
1	BILL NO.4 - TYPE B -> Bill No. B.4/2 - FRAME					
2	Vibrated Reinforced Concrete Grade 20, as specified in,					
3	Columns.	m3	100.00	This rate include material, labour & plant 314.09	31,409.00	
4	Floor beams.	m3	220.00	314.09	69,099.80	
5	Roof beams	m3	100.00	314.09	31,409.00	
6						

## Export Bills (Excel Format)

Notes: The purpose of **Export Bill** is similar with Backup. Export Bill is in excel format however Backup is in the EBQ format.

1. **Double click** at the particular project title to open the project.

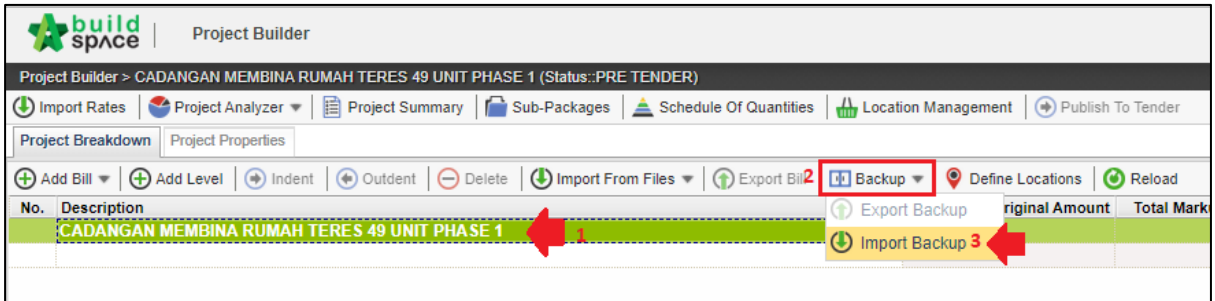


Project Builder > Project Listing

No filter applied

	Title
1	Cadangan Membina dan Menyiapkan Rel dari Sungai Buloh ke Putrajaya (Test Comment Feature)
2	testing sub con
3	PROPOSED CONSTRUCTION AND COMPLETION OF A DOUBLE-STOREY BUNGALOW, PHASE G3C, AT LOT 360, CITY OF ELMINA SHAH ALAM, SELANGOR DARUL EHSAN
4	Cadangan Membina Sebuah Bangunan Pejabat 121 Tingkat Di Kota Damansara

2. Single click the **project title** and then click **backup** and choose **import backup**



Project Builder > CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1 (Status::PRE TENDER)

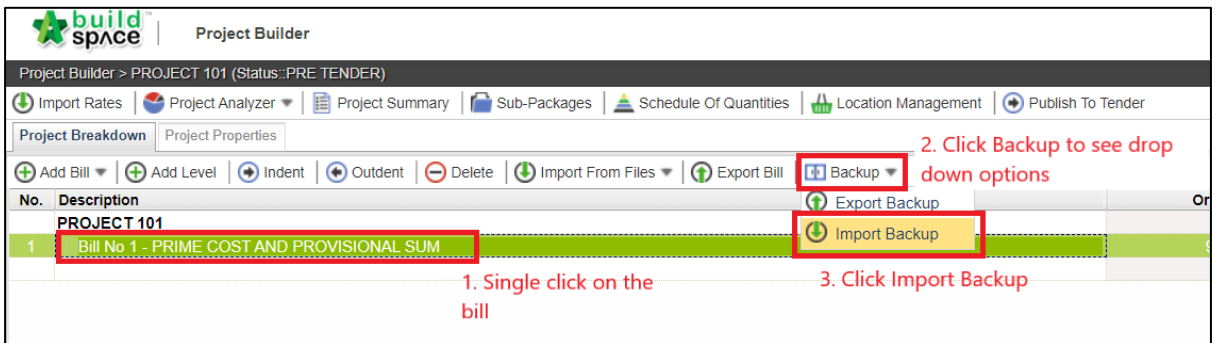
Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties

Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Define Locations | Reload

No.	Description	Original Amount	Total Mark
	CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1		

3. To import other bill using **“Import Backup”** function, (1) **single click** at the **latest bill** and then click (2) **“Backup”**. Then, choose (3) **“Import Backup”** to import another backup file.



Project Builder > PROJECT 101 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties

Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Export Backup | Import Backup

No.	Description	Original Amount	Total Mark
	PROJECT 101		
1	Bill No 1 - PRIME COST AND PROVISIONAL SUM		

1. Single click on the bill

2. Click Backup to see drop down options

3. Click Import Backup



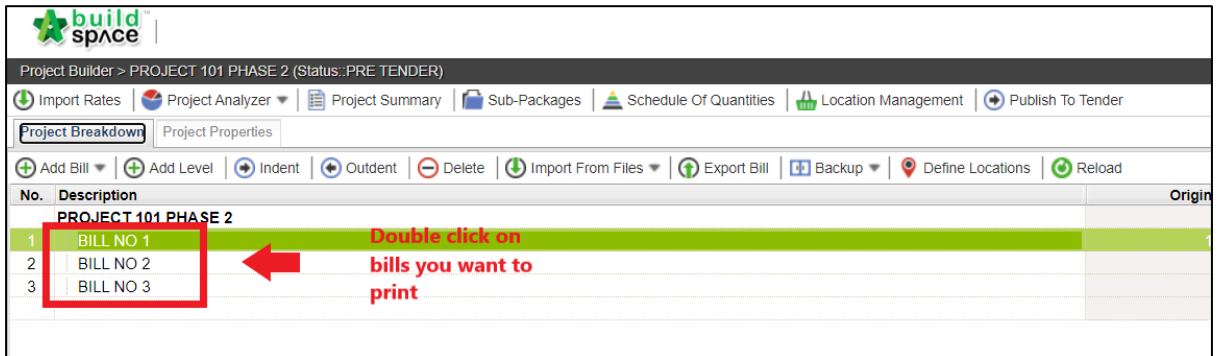
4. The sample below shows bills that have been imported from Backup file;

Project Builder		
Project Builder > CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1 (Status:PRE TENDER)		
<a href="#">Import Rates</a>   <a href="#">Project Analyzer</a>   <a href="#">Project Summary</a>   <a href="#">Sub-Packages</a>   <a href="#">Schedule Of Quantities</a>   <a href="#">Location Management</a>   <a href="#">Publish To Tender</a>		
Project Breakdown   Project Properties		
<a href="#">Add Bill</a>   <a href="#">Add Level</a>   <a href="#">Indent</a>   <a href="#">Outdent</a>   <a href="#">Delete</a>   <a href="#">Import From Files</a>   <a href="#">Export Bill</a>   <a href="#">Backup</a>   <a href="#">Define Locations</a>   <a href="#">Reload</a>		
No.	Description	Original Amount
	<b>CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1</b>	
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00
2	BILL NO.2 - PILING WORKS	1,179,754.88
	<b>BUILDING WORKS</b>	
3	BILL NO.3 - MULTI TYPES	9,919,947.45
4	BILL NO.4 - SINGLE TYPE	1,209,493.29
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00

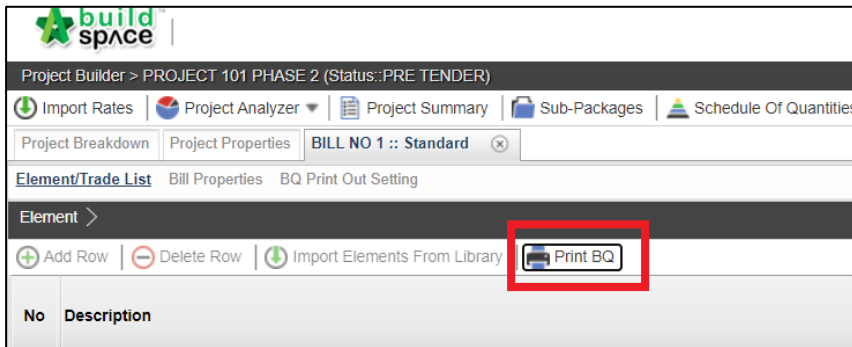
## How to print out BQ

**Note: You can print out the BQ by bills**

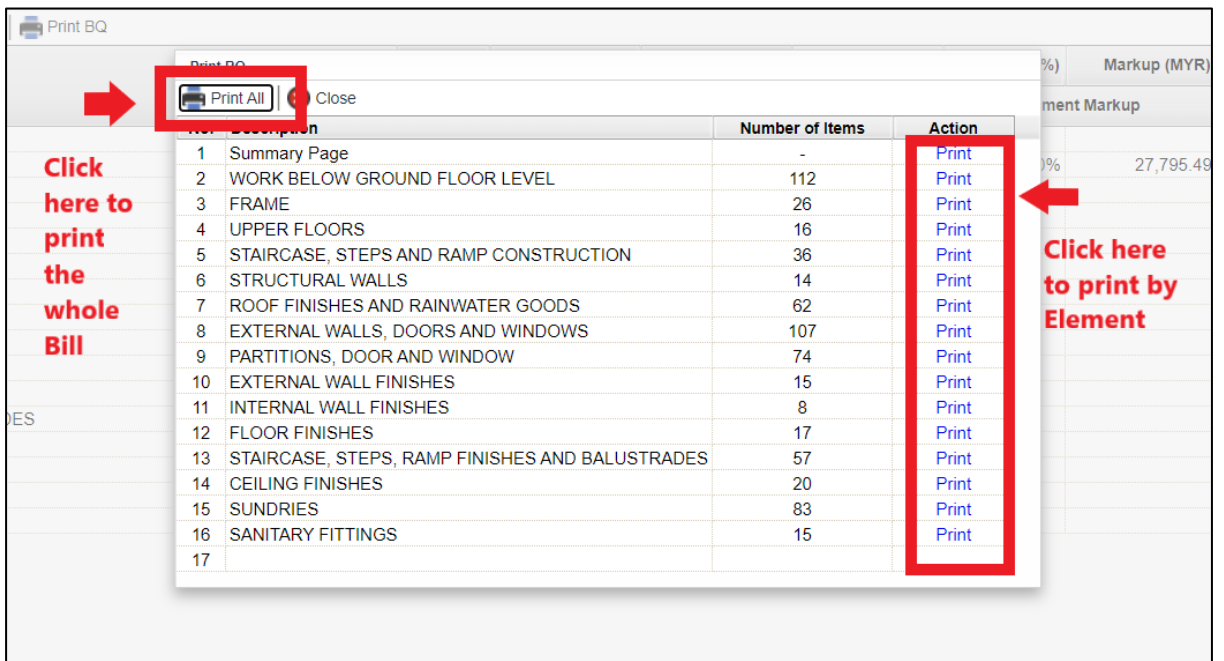
1. Double click at the desired **Bill**.



2. Click **“Print BQ”**

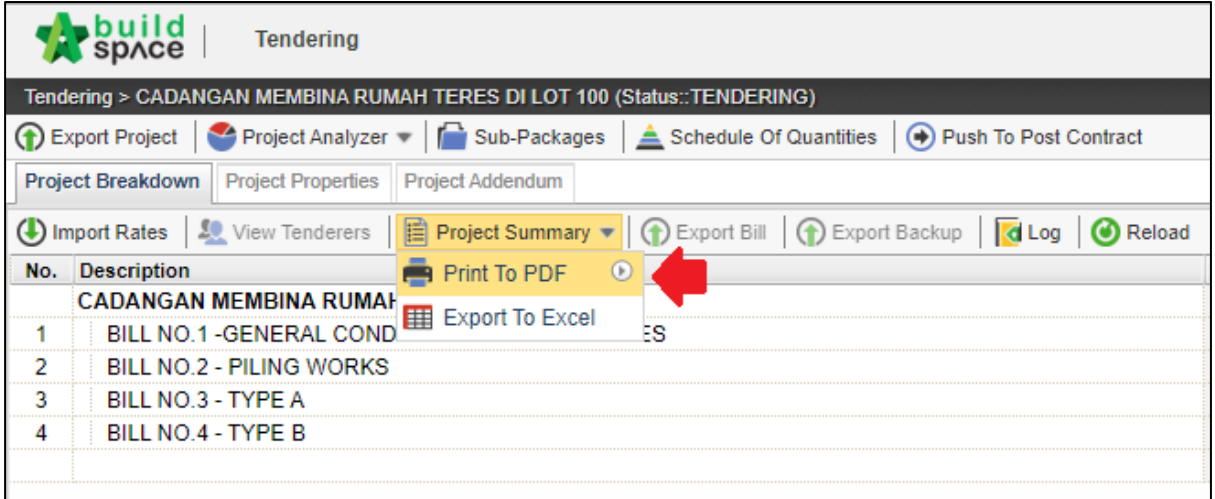


3. User can either choose to print the whole Bill by simply click at **“Print All”**. To print by Element, click **“Print”** at the action column.



## How to print project/tender summary

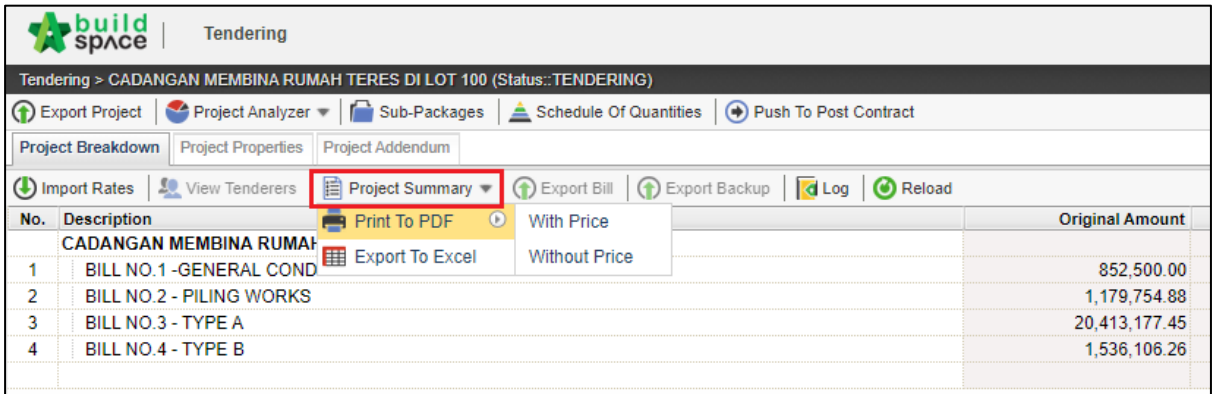
1. Click **“Project Summary”**. User can choose either to **“Print in PDF”** or **“Export to Excel”**.



The screenshot shows the 'Tendering' section for 'CADANGAN MEMBINA RUMAH TERES DI LOT 100 (Status::TENDERING)'. The 'Project Summary' dropdown menu is open, showing 'Print To PDF' and 'Export To Excel' options. A red arrow points to the 'Print To PDF' option.

No.	Description
	CADANGAN MEMBINA RUMAH TERES
1	BILL NO.1 -GENERAL COND
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - TYPE A
4	BILL NO.4 - TYPE B

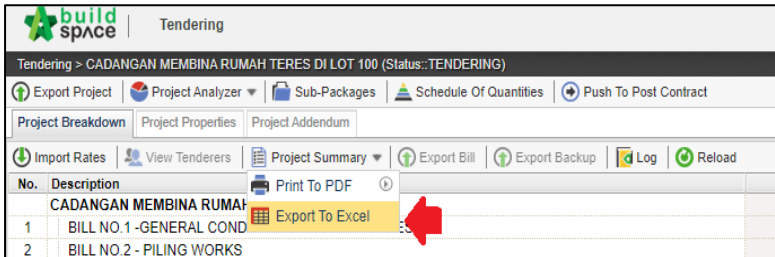
2. To **“Print to PDF”**, user can choose either to print **“With Price”** or **“Without Price”**.



The screenshot shows the 'Tendering' section for 'CADANGAN MEMBINA RUMAH TERES DI LOT 100 (Status::TENDERING)'. The 'Print To PDF' dropdown menu is open, showing 'With Price' and 'Without Price' options. A red box highlights the 'Print To PDF' dropdown menu.

No.	Description	Original Amount
	CADANGAN MEMBINA RUMAH TERES	
1	BILL NO.1 -GENERAL COND	852,500.00
2	BILL NO.2 - PILING WORKS	1,179,754.88
3	BILL NO.3 - TYPE A	20,413,177.45
4	BILL NO.4 - TYPE B	1,536,106.26

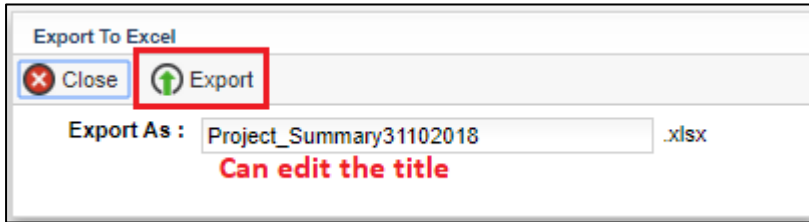
3. **OR** user can export in excel file by choosing **“Export Excel”**.



The screenshot shows the 'Tendering' section for 'CADANGAN MEMBINA RUMAH TERES DI LOT 100 (Status::TENDERING)'. The 'Export To Excel' option is highlighted by a red arrow.

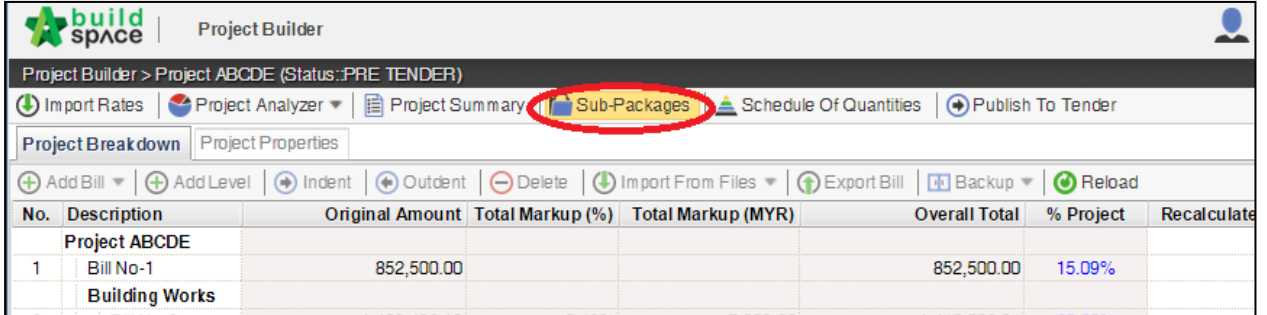
No.	Description
	CADANGAN MEMBINA RUMAH TERES
1	BILL NO.1 -GENERAL COND
2	BILL NO.2 - PILING WORKS

4. Then, click “Export”.



## Generate Sub Contractor BQ and Call for Quotation

1. Open a project either at “**Project Builder**” or “**Tendering**” modules. Click at “**Sub-Packages**”.



Project Builder

Project Builder > Project ABCDE (Status: PRE TENDER)

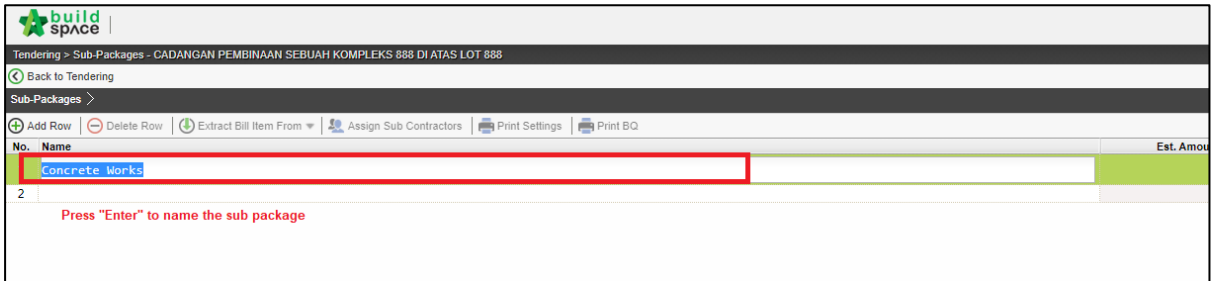
Import Rates | Project Analyzer | Project Summary | **Sub-Packages** | Schedule Of Quantities | Publish To Tender

Project Breakdown | Project Properties

+ Add Bill | + Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Reload

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						
1	Bill No-1	852,500.00			852,500.00	15.09%	
	Building Works						

2. Press “**Enter**” under Name column to name the sub-package.



Tendering > Sub-Packages - CADANGAN PEMBINAAN SEBUAH KOMPLEKS 888 DI ATAS LOT 888

Back to Tendering

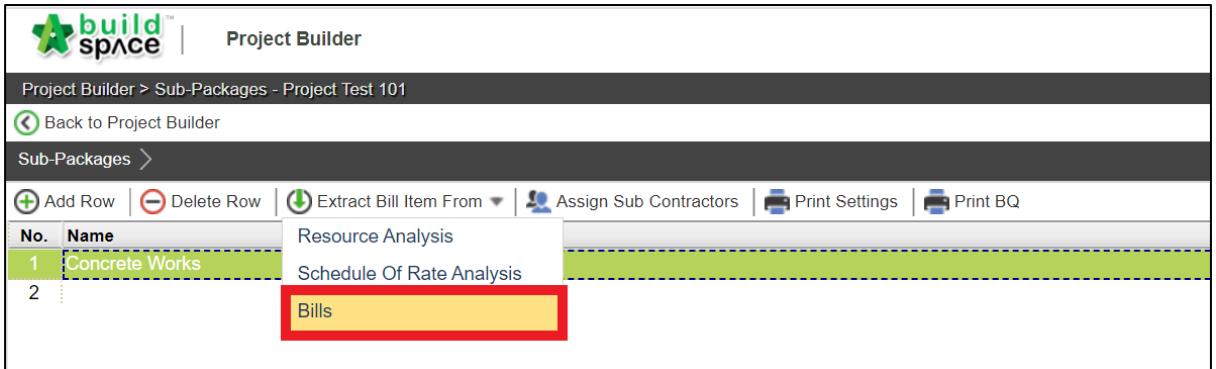
Sub-Packages >

+ Add Row | Delete Row | Extract Bill Item From | Assign Sub Contractors | Print Settings | Print BQ

No.	Name	Est. Amou
1	Concrete Works	
2		

Press "Enter" to name the sub package

3. After created the sub-package title, single click at subpackage title and click “**Extract Bill Item From**” to extract BQ item from main package into sub-package.



Project Builder

Project Builder > Sub-Packages - Project Test 101

Back to Project Builder

Sub-Packages >

+ Add Row | Delete Row | Extract Bill Item From | Assign Sub Contractors | Print Settings | Print BQ

No.	Name	Resource Analysis	Schedule Of Rate Analysis
1	Concrete Works		
2			

Bills

- A pop-out box will appears showing the **Bill No.** Double click at the Bill > Element to go to the Item level.

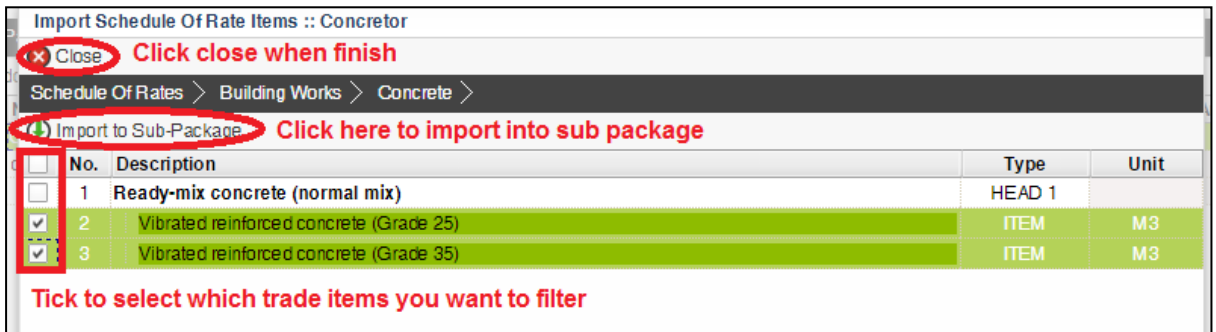
### The Bill No;

Import Bill Items :: Concrete Works	
Close	
Bills >	
No.	Name
1	BILL NO 1
2	BILL NO 2
3	

### The Element;

Import Bill Items :: Concrete Works	
Close	
Bills > BILL NO 1 >	
No.	Description
1	FRAME
2	UPPER FLOORS
3	

5. **Select which trade items** you want to filter by ticking at check box and click **“Import to Sub-Package”**. Then the project’s bill items which were tagged to these trade items will be automatically grouped together. Click **“Close”** to back to sub package level.



Import Schedule Of Rate Items :: Concretor

Click close when finish

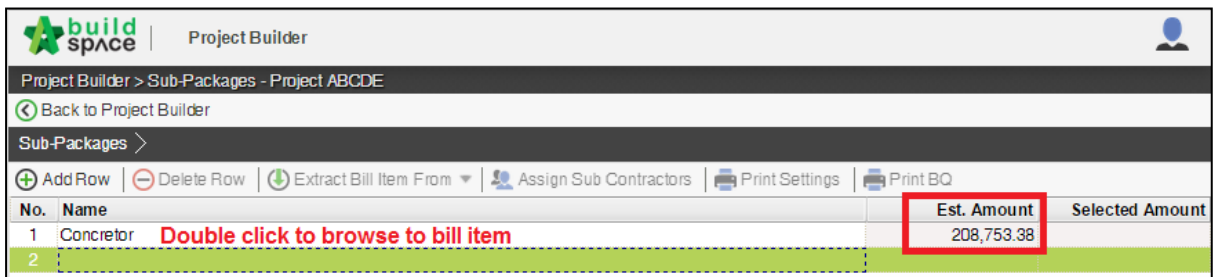
Schedule Of Rates > Building Works > Concrete >

Click here to import into sub package

No.	Description	Type	Unit
<input type="checkbox"/>	1 Ready-mix concrete (normal mix)	HEAD 1	
<input checked="" type="checkbox"/>	2 Vibrated reinforced concrete (Grade 25)	ITEM	M3
<input checked="" type="checkbox"/>	3 Vibrated reinforced concrete (Grade 35)	ITEM	M3

Tick to select which trade items you want to filter

6. After extracting BQ item from main package, you can see the project’s bill items are filtered and show the total value (based on single unit).



Project Builder

Project Builder > Sub-Packages - Project ABCDE

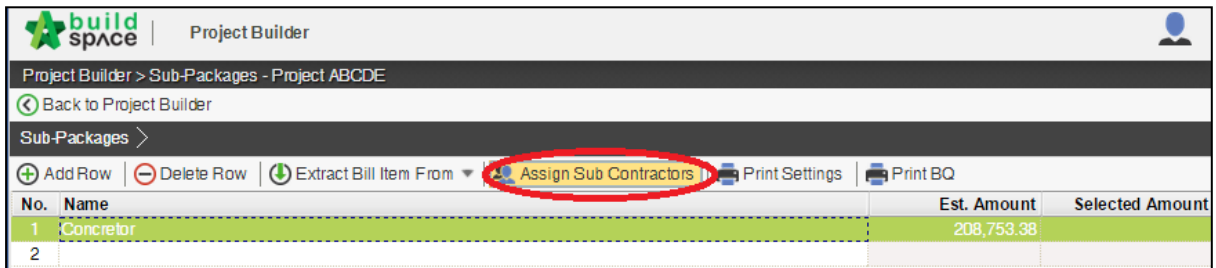
Back to Project Builder

Sub-Packages >

No.	Name	Est. Amount	Selected Amount
1	Concretor	208,753.38	
2			

Double click to browse to bill item

7. To assign additional types & units for this sub package, click **“Assign Sub Contractors”** button.



Project Builder

Project Builder > Sub-Packages - Project ABCDE

Back to Project Builder

Sub-Packages >

No.	Name	Est. Amount	Selected Amount
1	Concretor	208,753.38	
2			

- Click at **“Assign Types and Units”** to select which units you want to assign for this sub-package.

Assign Sub Contractors :: Concretor

Close Add New Sub Contractor

Select Sub Contractor

\*Sub Contractor :

Save

Remove Sub Contractor Import / Export Sub Package Print BQ **Assign Types and Units** Sort

No.	Name	Total	Action
1	Contractor ABCD		Select
2	Global Sub Con		Select
3			

- Then the following screen will appear, **double click** to go to unit level.

Assign Types and Units

Close

Concretor >

No.	Title	Selected Unit(s)
1	Bill No-1 <b>Double click to select units</b>	0
2	Bill No-2	0
3		

- Tick at check box on which units you want to assign for this subpackage, then click at **“Assign Types and Units”**. Then click **“Close”**.

Assign Types and Units

Close

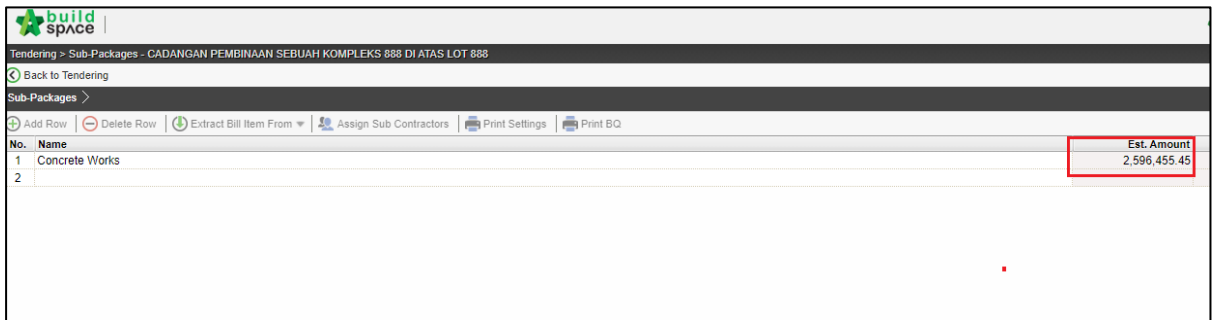
Concretor > Bill No-1 >

Assign Types and Units

No.	Description
<input type="checkbox"/>	1 Corner
<input checked="" type="checkbox"/>	2 Unit 1
<input checked="" type="checkbox"/>	3 Unit 2
<input checked="" type="checkbox"/>	4 Unit 3
<input checked="" type="checkbox"/>	5 Unit 4
<input checked="" type="checkbox"/>	6 Unit 5
<input type="checkbox"/>	7 Unit 6
<input type="checkbox"/>	8 Unit 7
<input type="checkbox"/>	9 Unit 8
<input type="checkbox"/>	10 Unit 9
<input type="checkbox"/>	11 Unit 10
<input type="checkbox"/>	12 Unit 11
<input type="checkbox"/>	13 Unit 12



11. Then you should able to see the total amount (budget) for this sub-package.



No.	Name	Est. Amount
1	Concrete Works	2,596,455.45
2		

## Tendering Module

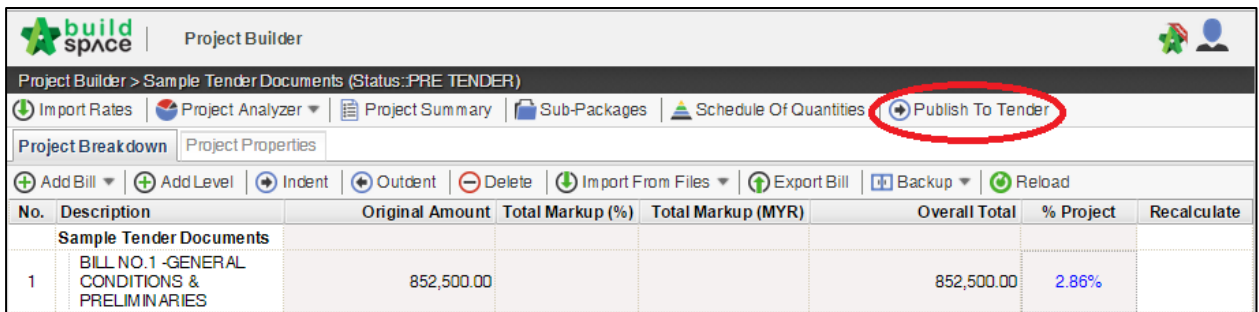
### Publish to Tendering

**Note:** - Make sure you had finalized the BQ

- BQ is no longer editable once BQ is published to Tendering stage (unless issue addendum)

1. Once you had finalized your BQ, then you need to publish the project to tendering by clicking “Publish to Tender” button to move your project to tendering stage.

**Note:** When BQ publish to tender, the *qty cannot be amended unless user issue an addendum*. However, user can still key in estimation/budget while BQ is in Tendering stage.



Project Builder | Project Builder

Project Builder > Sample Tender Documents (Status:PRE TENDER)

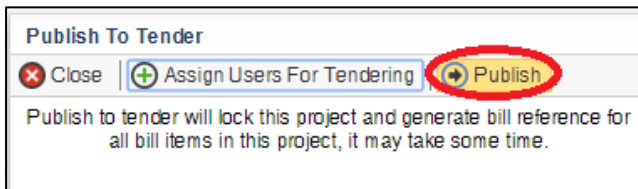
Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | **Publish To Tender**

Project Breakdown | Project Properties

Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Reload

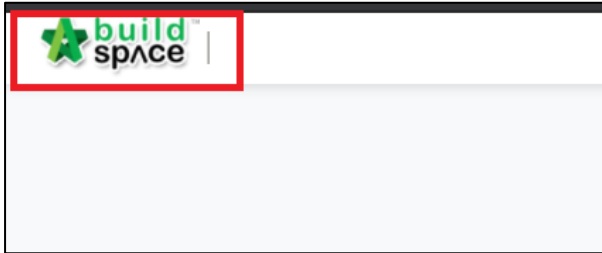
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Sample Tender Documents							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00	2.86%	

2. Then click “Publish” and project will move to “Tendering” module.

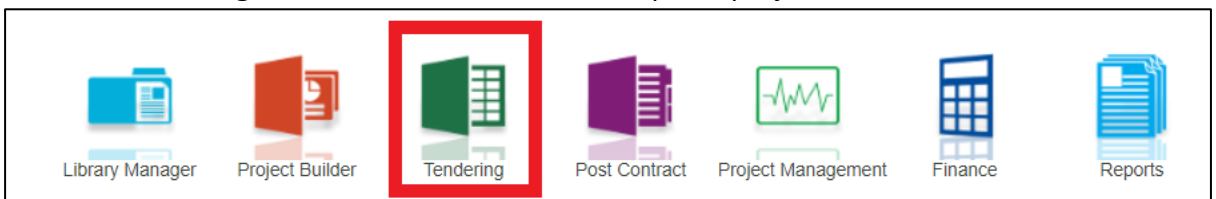


## Create Addendum

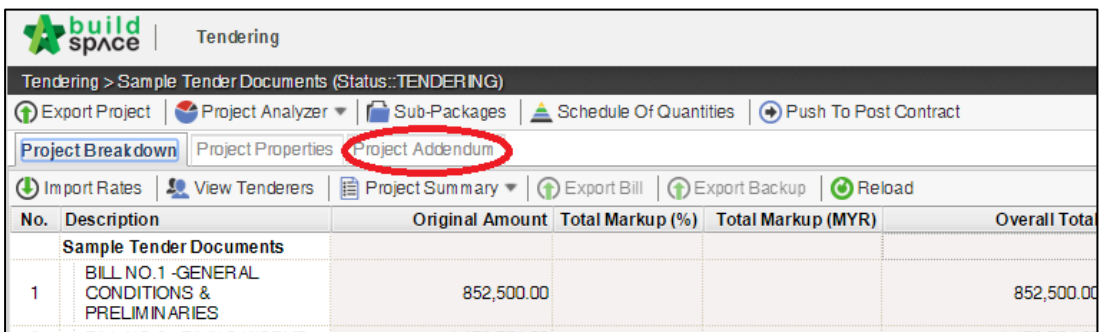
1. Log in **Buildspace Pro** and click on **Buildspace** logo at top left corner.



2. Click at **“Tendering Module”** and double click to open a project.



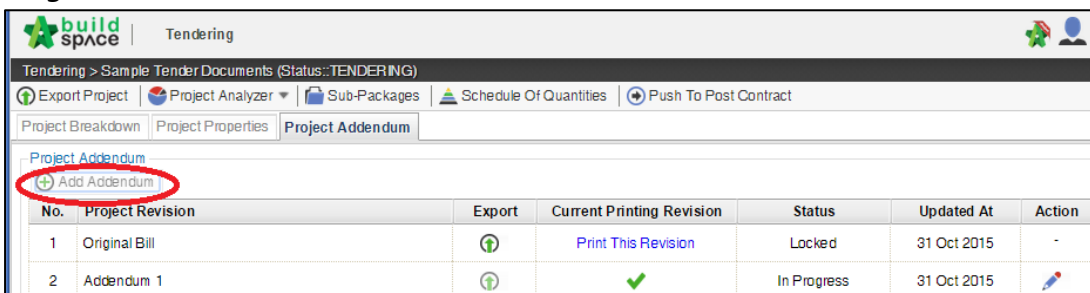
1. Click at **“Project Addendum”** tab.



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total
<b>Sample Tender Documents</b>					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00

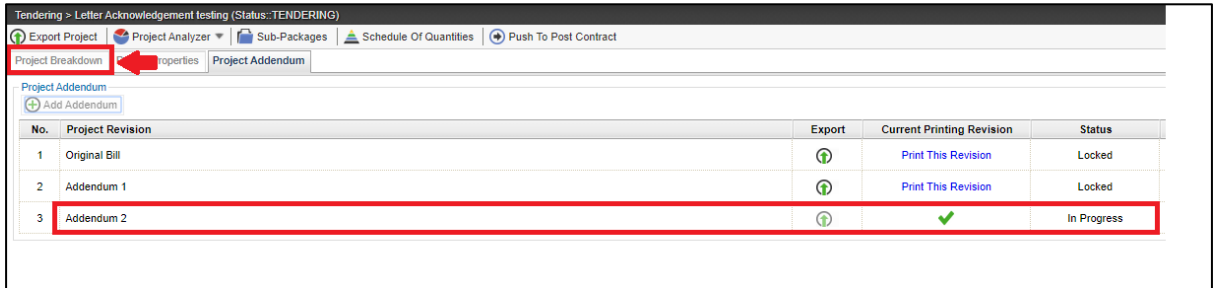
2. Click **“Add Addendum”** to create addendum.

**Note: Once added addendum, a new version of addendum will be created with “In Progress” status.**



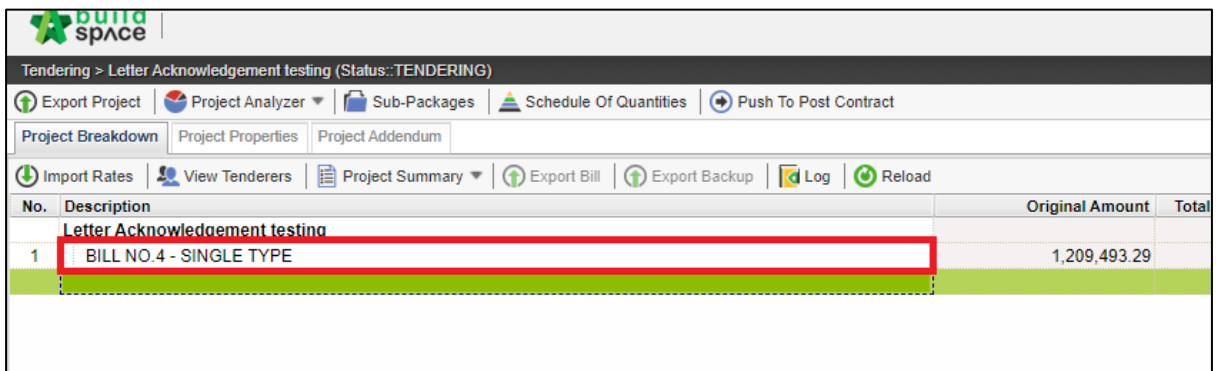
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		<a href="#">Print This Revision</a>	Locked	31 Oct 2015	-
2	Addendum 1			In Progress	31 Oct 2015	

- Then the system will generate a new revision for addendum. To edit BQ, click at **Project Breakdown** and go to bill level.



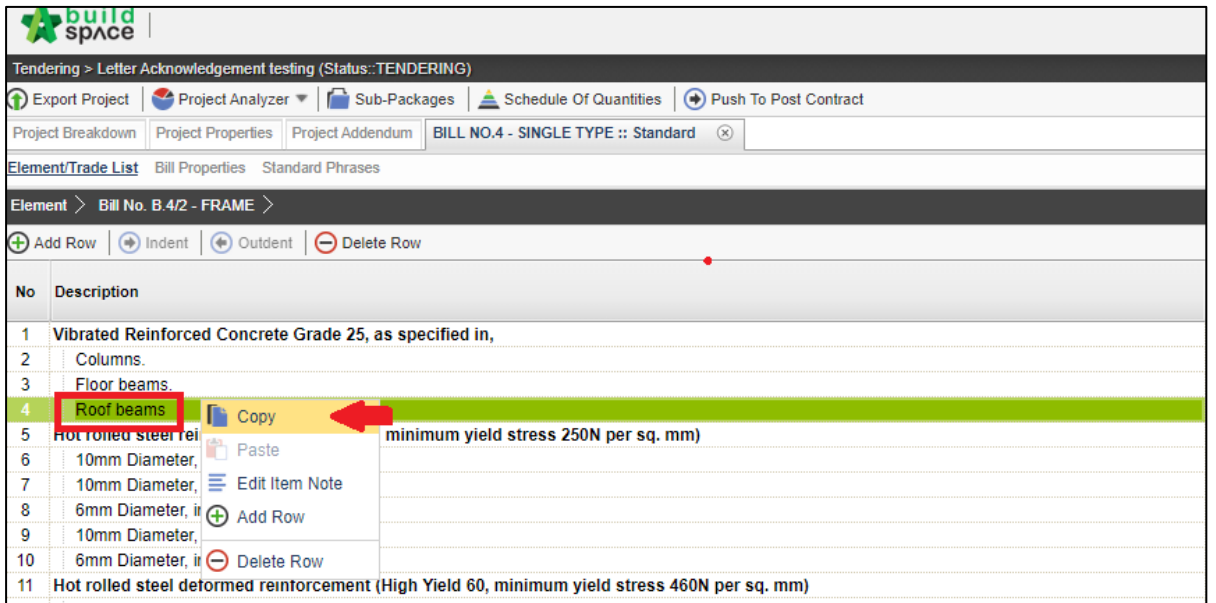
No.	Project Revision	Export	Current Printing Revision	Status
1	Original Bill		<a href="#">Print This Revision</a>	Locked
2	Addendum 1		<a href="#">Print This Revision</a>	Locked
3	Addendum 2			In Progress

- Double Click to select the bill and access to Bill/Item level.



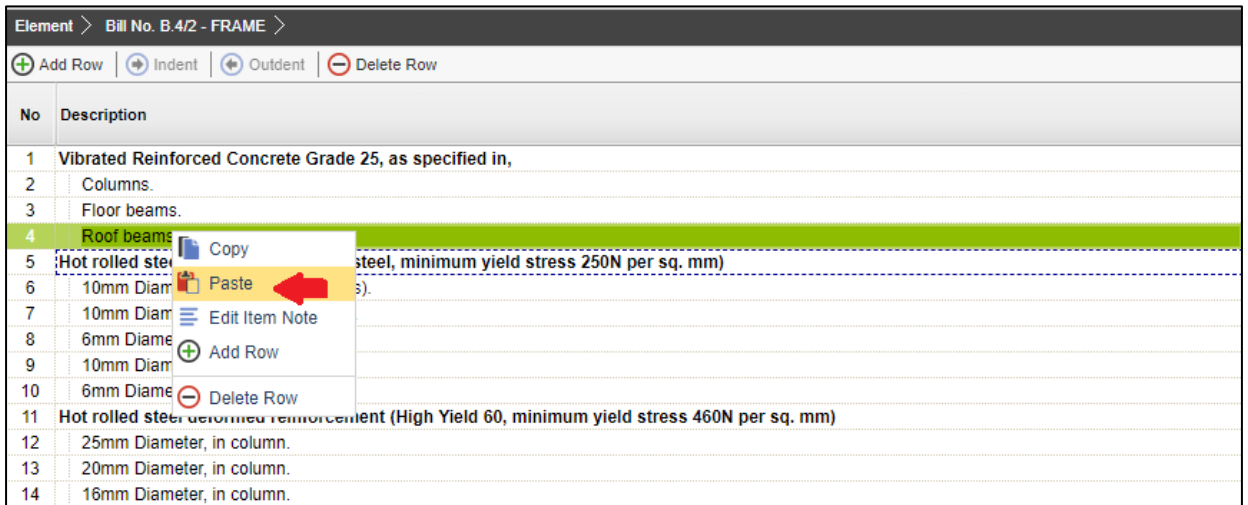
No.	Description	Original Amount	Total
1	Letter Acknowledgement testing BILL NO.4 - SINGLE TYPE	1,209,493.29	

- At item level, to edit BQ item, **right click** the item that you want to amend, then click **Copy**.



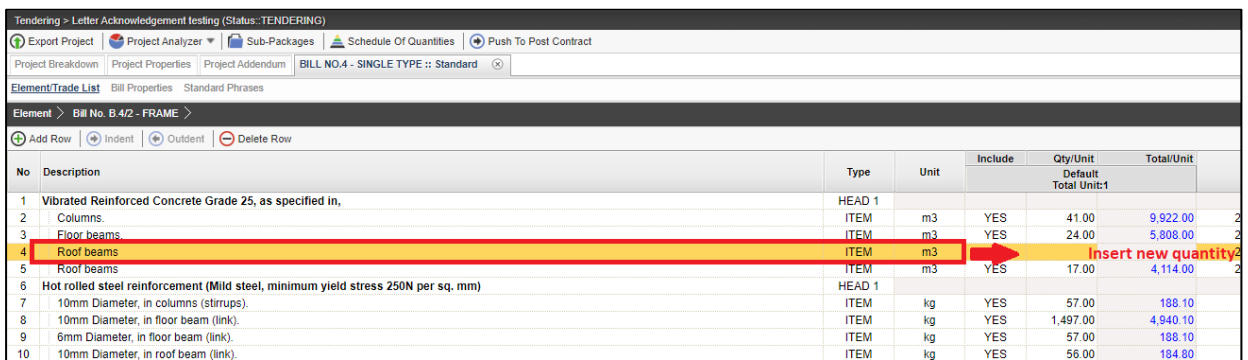
No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Hot rolled steel reinforcement (minimum yield stress 250N per sq. mm)
6	10mm Diameter,
7	10mm Diameter,
8	6mm Diameter, in
9	10mm Diameter,
10	6mm Diameter, in
11	Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)

6. Then right click the same item again and click **Paste**.



No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
6	10mm Diameter, in columns (stirrups).
7	10mm Diameter, in floor beam (link).
8	6mm Diameter, in floor beam (link).
9	10mm Diameter, in roof beam (link).
10	6mm Diameter, in roof beam (link).
11	Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)
12	25mm Diameter, in column.
13	20mm Diameter, in column.
14	16mm Diameter, in column.

7. A new item is generated with highlighted colour and you can insert new quantity under new item.



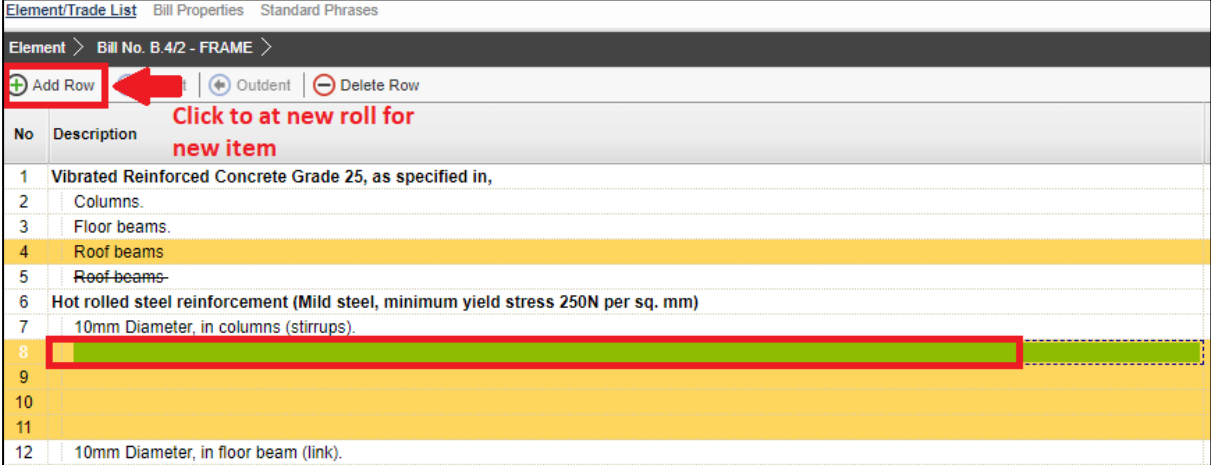
No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit
1	Vibrated Reinforced Concrete Grade 25, as specified in,	HEAD 1				
2	Columns.	ITEM	m3	YES	41.00	9,922.00
3	Floor beams.	ITEM	m3	YES	24.00	5,808.00
4	Roof beams	ITEM	m3	YES	17.00	4,114.00
5	Roof beams	ITEM	m3	YES		
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1				
7	10mm Diameter, in columns (stirrups).	ITEM	kg	YES	57.00	188.10
8	10mm Diameter, in floor beam (link).	ITEM	kg	YES	1,497.00	4,940.10
9	6mm Diameter, in floor beam (link).	ITEM	kg	YES	57.00	188.10
10	10mm Diameter, in roof beam (link).	ITEM	kg	YES	56.00	184.80

8. Once inserted new quantity for new item, you need to delete the original item. To delete, right click the original item, then click **Delete Row**. (However, the original item will still remain in item level but in "Strikethrough" text.)



No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Roof beams
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
7	10mm Diameter, in columns (stirrups).
8	10mm Diameter, in floor beam (link).
9	6mm Diameter, in floor beam (link).
10	10mm Diameter, in roof beam (link).
11	6mm Diameter, in roof beam (link).
12	Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)
13	25mm Diameter, in column.

9. Also, you can right click at any item to insert new row for new addendum item.



Element/Trade List | Bill Properties | Standard Phrases

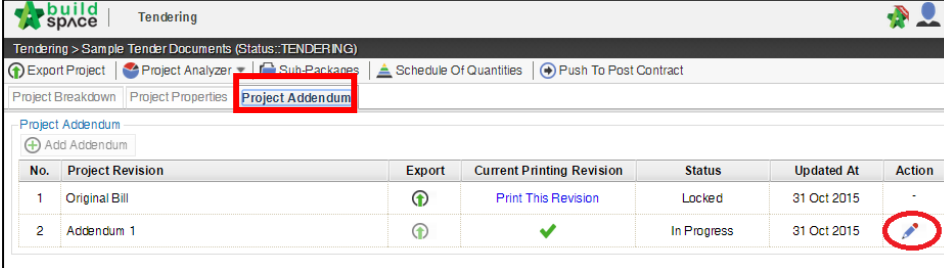
Element > Bill No. B.4/2 - FRAME >

+ Add Row | Outdent | Delete Row

**Click to at new roll for new item**

No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Roof beams-
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
7	10mm Diameter, in columns (stirrups).
8	
9	
10	
11	
12	10mm Diameter, in floor beam (link).

10. Once finish editing for addendum, click at **Project Addendum** and then click **Edit** (The pen logo) to lock it.



build space | Tendering

Tendering > Sample Tender Documents (Status: TENDERING)

Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

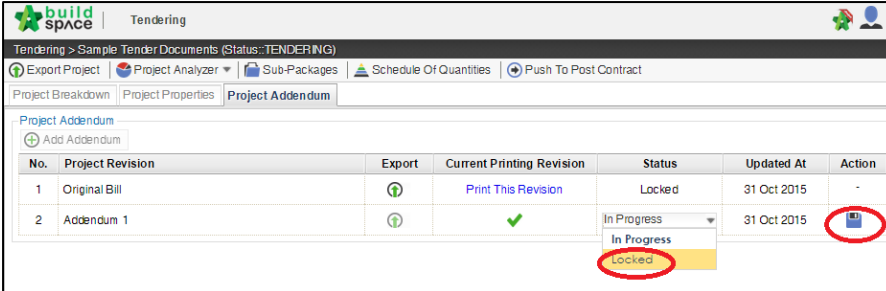
Project Breakdown | Project Properties | **Project Addendum**

Project Addendum

+ Add Addendum

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		<a href="#">Print This Revision</a>	Locked	31 Oct 2015	-
2	Addendum 1		✓	In Progress	31 Oct 2015	

11. Select "Locked" and click "Save".



build space | Tendering

Tendering > Sample Tender Documents (Status: TENDERING)

Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

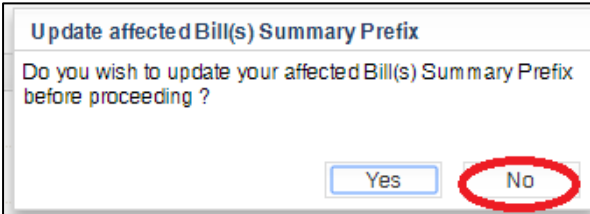
Project Breakdown | Project Properties | **Project Addendum**

Project Addendum

+ Add Addendum

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		<a href="#">Print This Revision</a>	Locked	31 Oct 2015	-
2	Addendum 1		✓	In Progress	31 Oct 2015	

12. The following message will pop up, click "No" to proceed to lock the addendum.



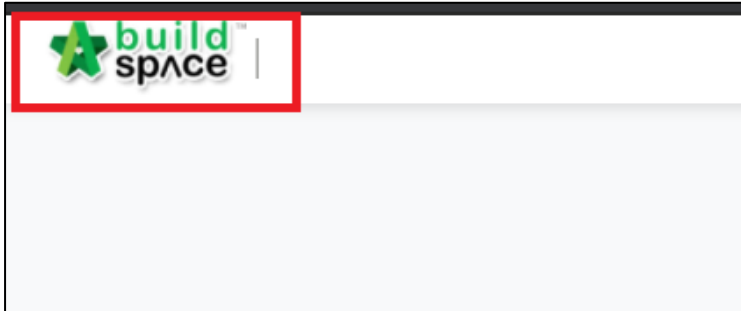
**Update affected Bill(s) Summary Prefix**

Do you wish to update your affected Bill(s) Summary Prefix before proceeding ?

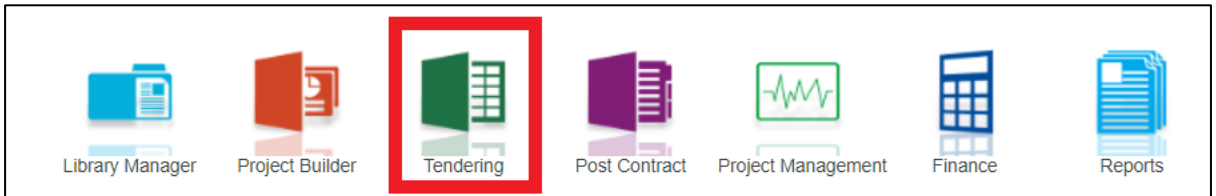
Yes No

## Tender Comparison & Rates Rationalization

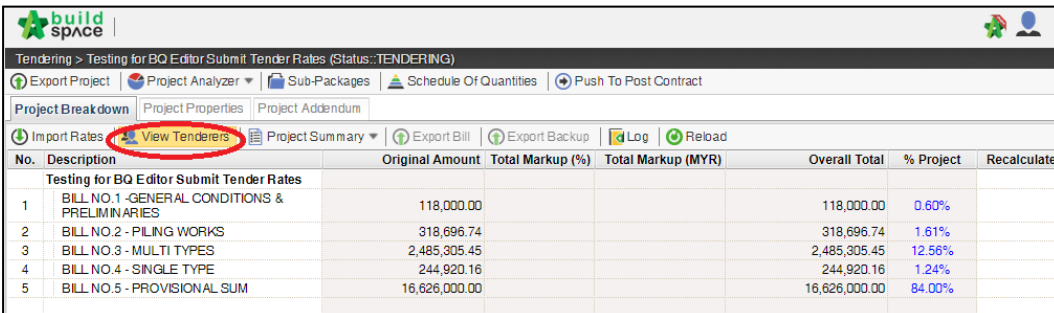
1. Login to **Buildspace Pro** and click on **Buildspace** logo at the top left corner.



2. Click at **“Tendering Module”** and double click to open the project.

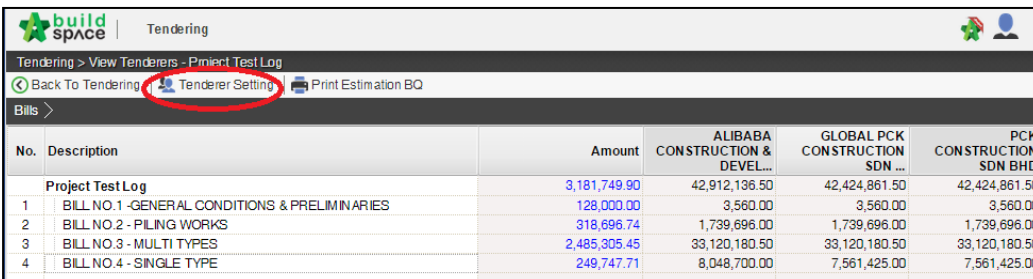


1. Click at **“View Tenderer”** to view all tenderer’s price comparison.



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
<b>Testing for BQ Editor Submit Tender Rates</b>							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

3. Then you can see the following screen and double click at **“Tenderer Setting”** button.



No.	Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<b>Project Test Log</b>					
		3,181,749.90	42,912,136.50	42,424,861.50	42,424,861.50
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	128,000.00	3,560.00	3,560.00	3,560.00
2	BILL NO.2 - PILING WORKS	318,696.74	1,739,696.00	1,739,696.00	1,739,696.00
3	BILL NO.3 - MULTI TYPES	2,485,305.45	33,120,180.50	33,120,180.50	33,120,180.50
4	BILL NO.4 - SINGLE TYPE	249,747.71	8,048,700.00	7,561,425.00	7,561,425.00

4. Select the tenderer that you want to see their revisions price and click at “Log” button.

Assign Contractors :: Project Test Log

Close Add New Contractor

Select Contractor

Contractor: [Dropdown]

Save

Remove Import Contractor's Rate Export Contractor's Rate **Log** Refresh Print Contractor's Rate Sort

Show	No.	Name	Original Total	Adjusted Total	Action
			Diff: 0.00		
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	42,912,136.50		Select
<input checked="" type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input checked="" type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input type="checkbox"/>	4				

5. You can see **number of revisions** and you can **select** which revision you want to compare to.

Tenderer Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI...

Close Original Bill **Addendum 1** Addendum 2 **Select revision that you want to compare** **Current revision**

Bills >

No.	Description	Current Amount	Addendum 1
1	CADANGAN MEMBINA DAN MENYIAPKAN 68 UNIT RUMAH KEDIAMAN YANG MENGANDUNGI RUMAH BANDAR 3 TINGKAT BANGUNAN PENCAWANG ELEKTRIK DI ATAS LOT ASAL LOT 2170,2171,2172,2173,2174 DAN 2175	22,483,777.00	22,013,252.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	1,460.00	2,450.00
3	BILL NO.2 - PILING WORKS	322,580.00	322,580.00
4	<b>Building Works</b>		
5	BILL NO.3 - MULTI TYPES	4,689,772.00	4,310,072.00
6	BILL NO.4 - SINGLE TYPE	1,009,965.00	918,150.00
7	BILL NO.5 - PROVISIONAL SUM	16,460,000.00	16,460,000.00
8			

Red colour means got changes

6. You can see “**RED COLOUR**” amount means got **differences** or **changes** of the price. **Double click** until item level to see the different prices.

Tenderer Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI...

Close Original Bill Addendum 1 Addendum 2

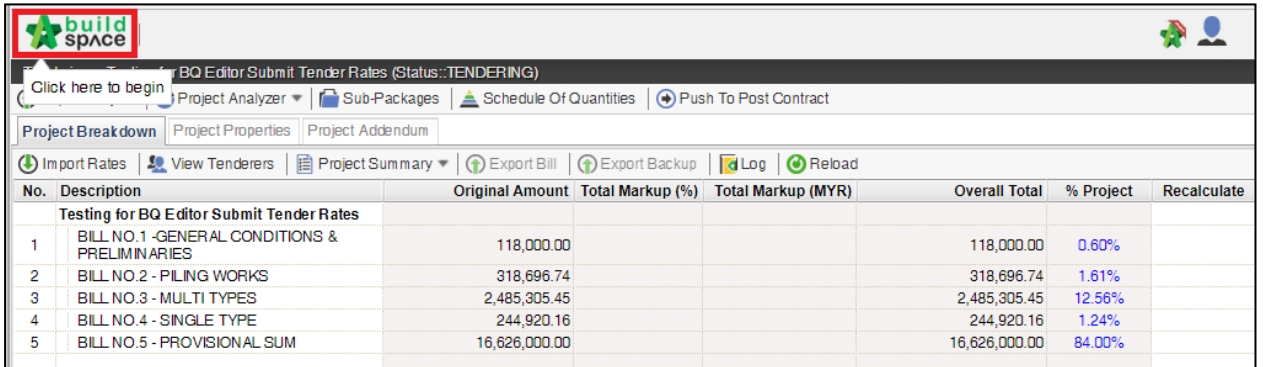
Bills > BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES > BILL NO. 1 -GENERAL CONDITIONS & PRELIMINARIES >

Bill Ref	Description	Unit	Rate	Grand Total	Rate Addendum 1	Grand Total Addendum 1
	<b>GENERAL</b>					
	The Contractor shall insert in this summary of tender, the amount for individual items and sub-items as indicated. Details of individual items are as per "Section 1.0 - General Conditions and Preliminaries" of "Appendix A - Specifications".					
	Where the Contractor does not price an item or inserts a dash against any item in the Summary of Tender, the value thereof will be deemed to be included in the rates contained elsewhere in the Summary of Tender (s).					
	<b>PROJECT PARTICULARS</b>					
1/1 A	1.1.1 Definitions	LS	10.00	10.00	1,000.00	1,000.00
1/1 B	1.1.2 Scope of Works	LS	10.00	10.00	10.00	10.00
1/1 C	1.1.3 Location of Site	LS	10.00	10.00	10.00	10.00

Can see the different

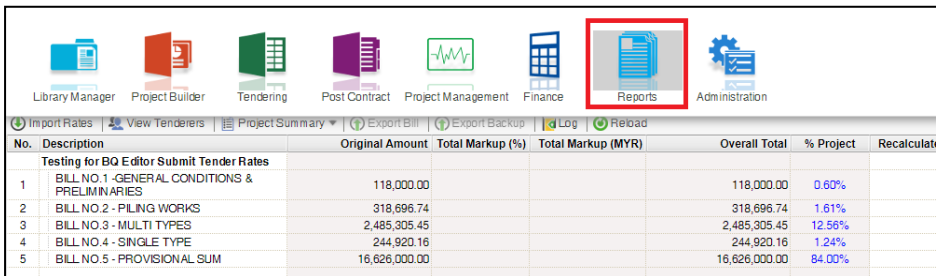


7. To print report, click at **BuildSpace** logo.



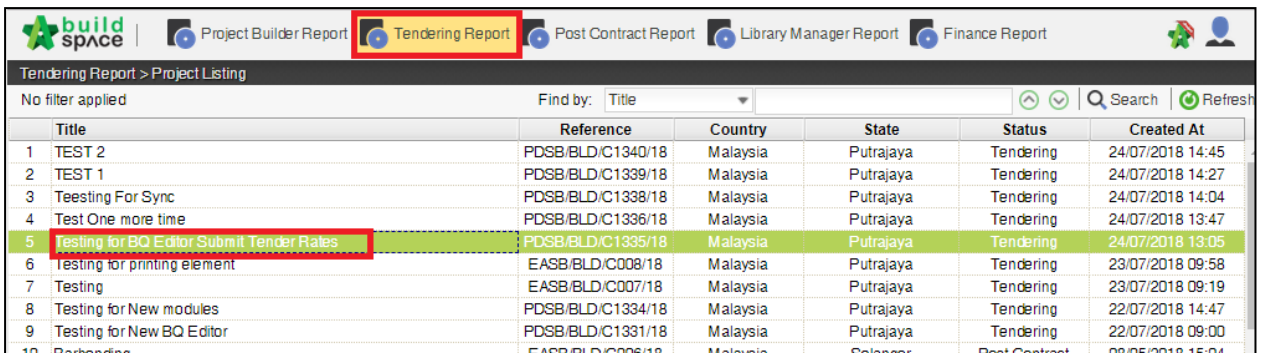
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
<b>Testing for BQ Editor Submit Tender Rates</b>							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

8. Then click at **“Reports”** menu.



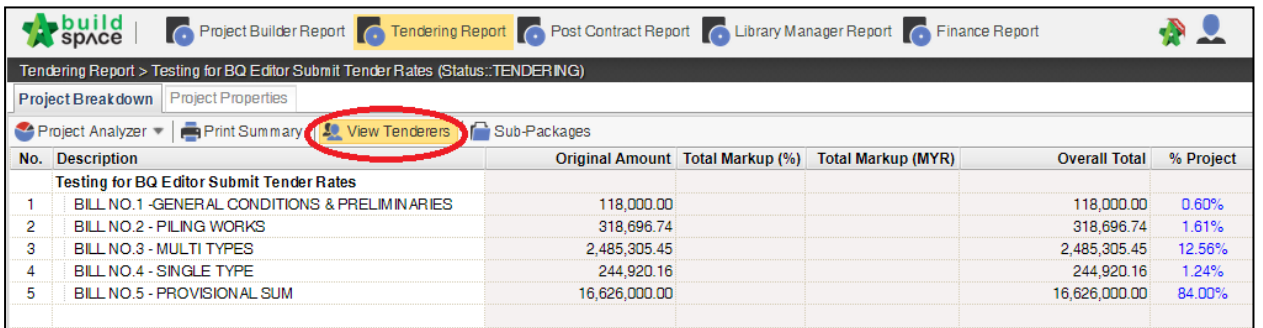
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
<b>Testing for BQ Editor Submit Tender Rates</b>							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

9. Double click to open the project that you want to print tender comparison reports.



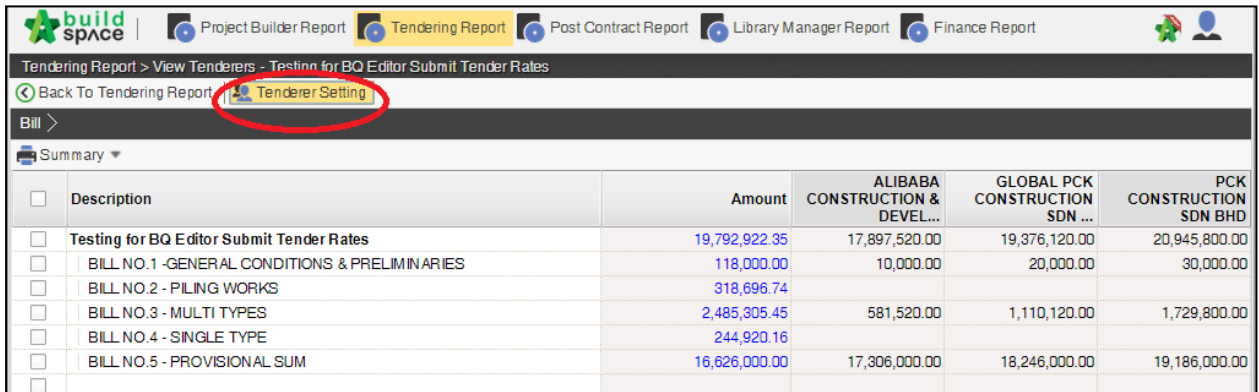
Title	Reference	Country	State	Status	Created At
1 TEST 2	PDSB/BLD/C1340/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:45
2 TEST 1	PDSB/BLD/C1339/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:27
3 Teesting For Sync	PDSB/BLD/C1338/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:04
4 Test One more time	PDSB/BLD/C1336/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:47
5 Testing for BQ Editor Submit Tender Rates	PDSB/BLD/C1335/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:05
6 Testing for printing element	EASB/BLD/C008/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:58
7 Testing	EASB/BLD/C007/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:19
8 Testing for New modules	PDSB/BLD/C1334/18	Malaysia	Putrajaya	Tendering	22/07/2018 14:47
9 Testing for New BQ Editor	PDSB/BLD/C1331/18	Malaysia	Putrajaya	Tendering	22/07/2018 09:00
10 Barbending	EASB/BLD/C006/18	Malaysia	Selangor	Post Contract	08/05/2018 15:04

10. Click at **“View Tenderer”**.



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
<b>Testing for BQ Editor Submit Tender Rates</b>						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%

11. Click at **“Tenderer Setting”** to select tenderers that you want to print.



Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates

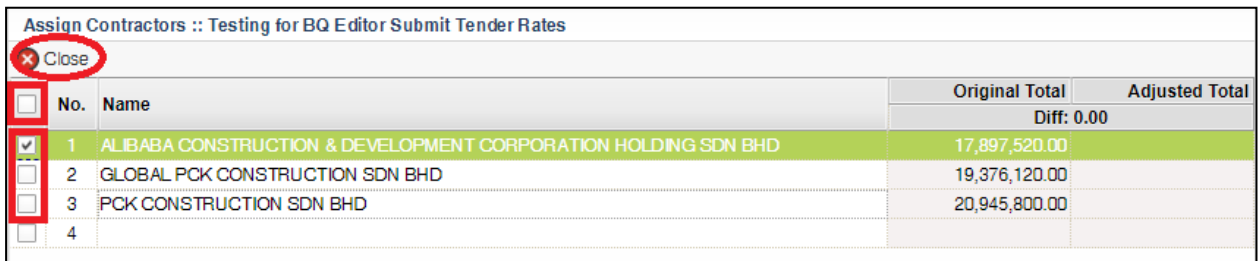
Back To Tendering Report | **Tenderer Setting**

Bill >

Summary

Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
BILL NO.2 - PILING WORKS	318,696.74			
BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
BILL NO.4 - SINGLE TYPE	244,920.16			
BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

12. **“Tick”** the checkbox to choose the tenderers or can tick at top checkbox to select all. Then click **“Close”**.

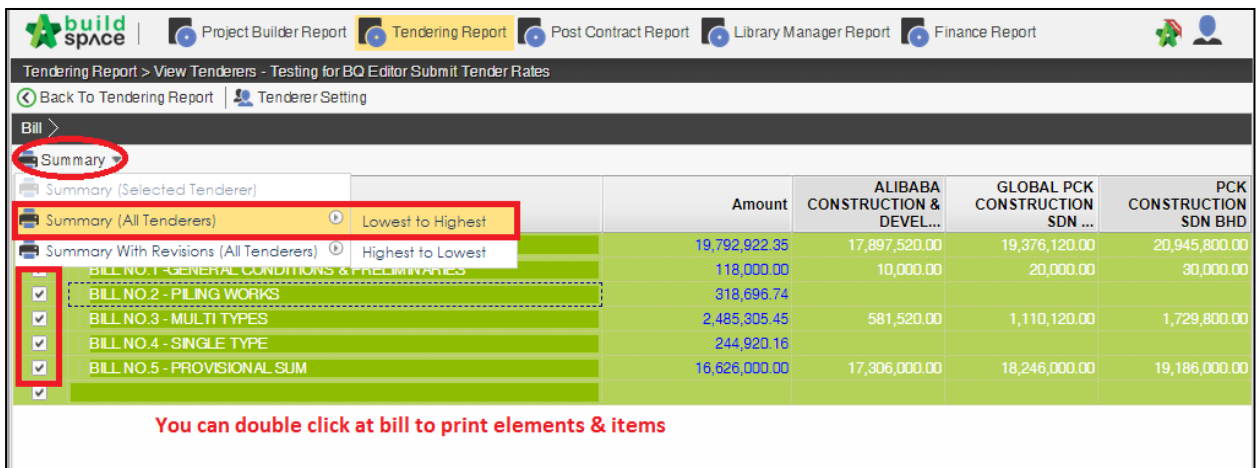


Assign Contractors :: Testing for BQ Editor Submit Tender Rates

Close

No.	Name	Original Total	Adjusted Total
Diff: 0.00			
<input checked="" type="checkbox"/>	1 ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	17,897,520.00	
<input type="checkbox"/>	2 GLOBAL PCK CONSTRUCTION SDN BHD	19,376,120.00	
<input type="checkbox"/>	3 PCK CONSTRUCTION SDN BHD	20,945,800.00	
<input type="checkbox"/>	4		

13. Now you can **tick at checkbox** to select which bills you want to print or you can **double click** at bill to go to element & item level to print out the tender comparison report.



Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates

Back To Tendering Report | Tenderer Setting

Bill >

Summary

Summary (Selected Tenderer)

Summary (All Tenderers) | Lowest to Highest

Summary With Revisions (All Tenderers) | Highest to Lowest

Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
<input checked="" type="checkbox"/> BILL NO.2 - PILING WORKS	318,696.74			
<input checked="" type="checkbox"/> BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
<input checked="" type="checkbox"/> BILL NO.4 - SINGLE TYPE	244,920.16			
<input checked="" type="checkbox"/> BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

You can double click at bill to print elements & items

14. After you select the report format like **“Lowest to Highest”**, it will come out the following preview and click **“Print”**;

Summary (All Tenderers) (Lowest to Highest)					
No	Description	Estimate	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
1	Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
3	BILL NO.2 - PILING WORKS	318,696.74			
4	BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
5	BILL NO.4 - SINGLE TYPE	244,920.16			
6	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00
7					

15. Click **“Print”** to print or click **“Export to Excel”**.

Summary (All Tenderers) (Lowest to Highest)

Print | Export To Excel | Close

Print Page Title

\*Print Page Title:

\*Description Type:  Full Description  
 One Line Description

\*Price Display Format:  1,000.00  1.000,00

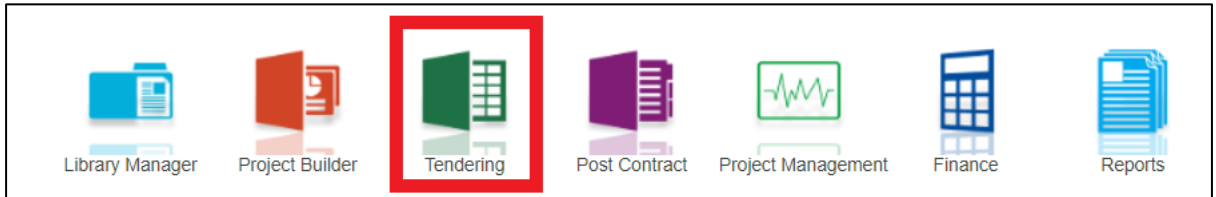
\*Print Without Cents:

16. If you double click a bill and go to elements level, you can tick all elements and select print **“Item Rate & Total”**.

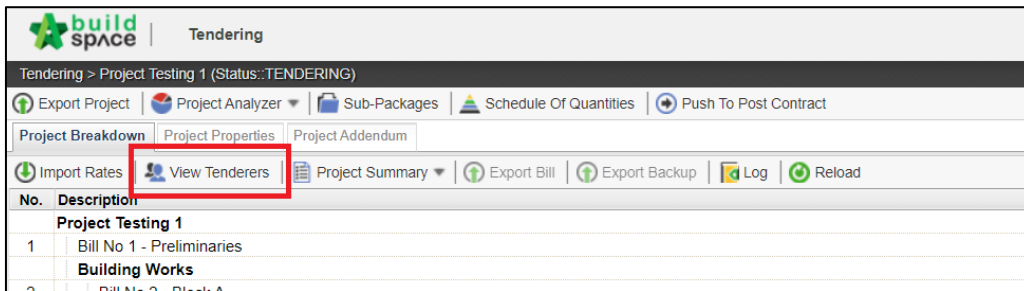
Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates						
Back To Tendering Report   Tenderer Setting						
Bill > BILL NO.2 - PILING WORKS >						
Summary   Item Rate   Item Total   Item Rate & Total						
<input checked="" type="checkbox"/>	No	Description	Grand Total	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input checked="" type="checkbox"/>	1	Bill No. B.1/2 - PRECAST REINFORCED CONCRETE PILING - DEWAN	174,029.96			
<input checked="" type="checkbox"/>	2	Bill No. B.1/6 - PRECAST REINFORCED CONCRETE PILING - PUSAT KOMUNITI	144,666.78			
<input checked="" type="checkbox"/>	3					

## Import/export contractor's rate

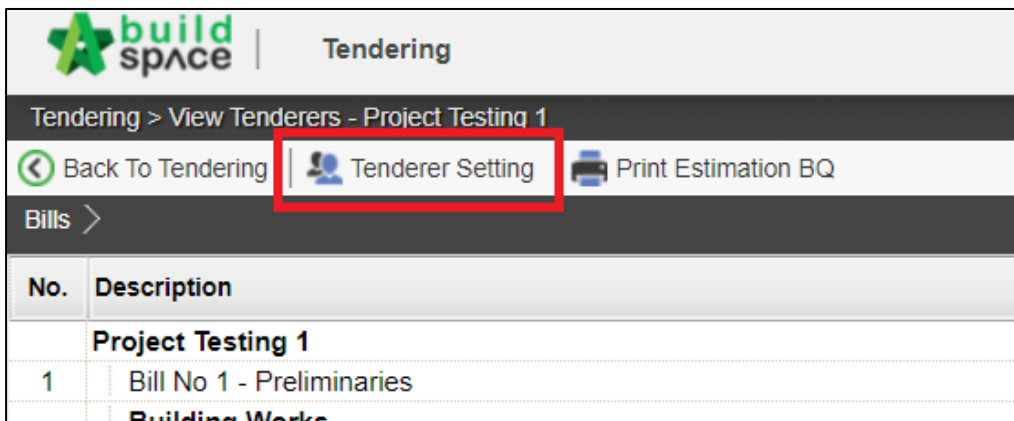
1. Click at Tendering module and double click to open the project



2. Click at “View Tenderer”

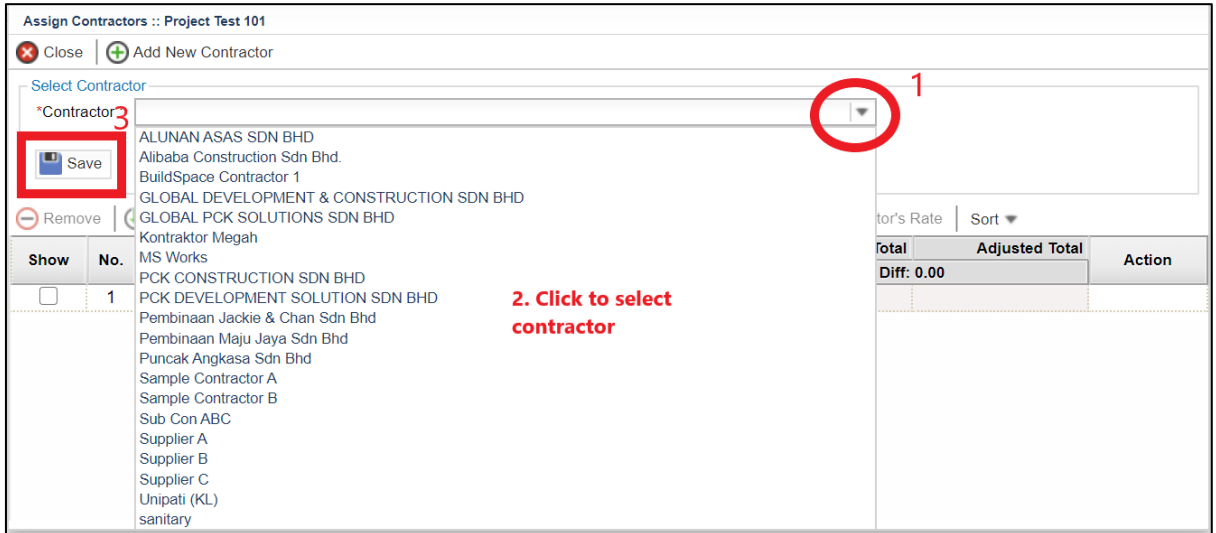


3. Click at “Tenderer Setting”



- Click at the **dropdown button** to select contractor to participate in this tender. Once selected, click **“Save”**. Selected contractor will appear at the listing below.

**Notes: The contractor’s details must have been registered in the system first.**



Assign Contractors :: Project Test 101

Close Add New Contractor

Select Contractor

\*Contractor ▼ 1

Save 3

- ALUNAN ASAS SDN BHD
- Alibaba Construction Sdn Bhd.
- BuildSpace Contractor 1
- GLOBAL DEVELOPMENT & CONSTRUCTION SDN BHD
- GLOBAL PCK SOLUTIONS SDN BHD
- Kontraktor Megah
- MS Works
- PCK CONSTRUCTION SDN BHD
- PCK DEVELOPMENT SOLUTION SDN BHD
- Pembinaan Jackie & Chan Sdn Bhd
- Pembinaan Maju Jaya Sdn Bhd
- Puncak Angkasa Sdn Bhd
- Sample Contractor A
- Sample Contractor B
- Sub Con ABC
- Supplier A
- Supplier B
- Supplier C
- Unipati (KL)
- sanitary

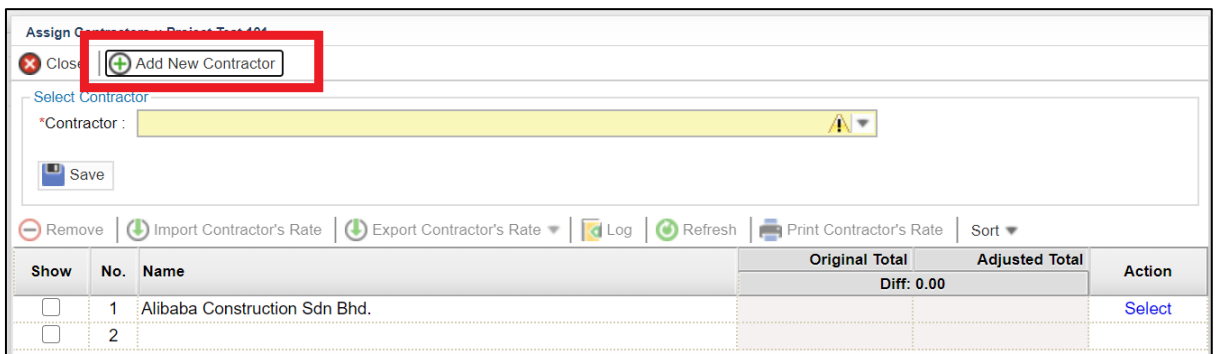
Remove

Show	No.	Name	Original Total	Adjusted Total	Action
<input type="checkbox"/>	1				

Diff: 0.00

2. Click to select contractor

- User can add new contractor by simply click **“+Add New Contractor”**. Fill in the information at the space provided. Newly added contractor will appear at the listing below.



Assign Contractors :: Project Test 101

Close + Add New Contractor

Select Contractor

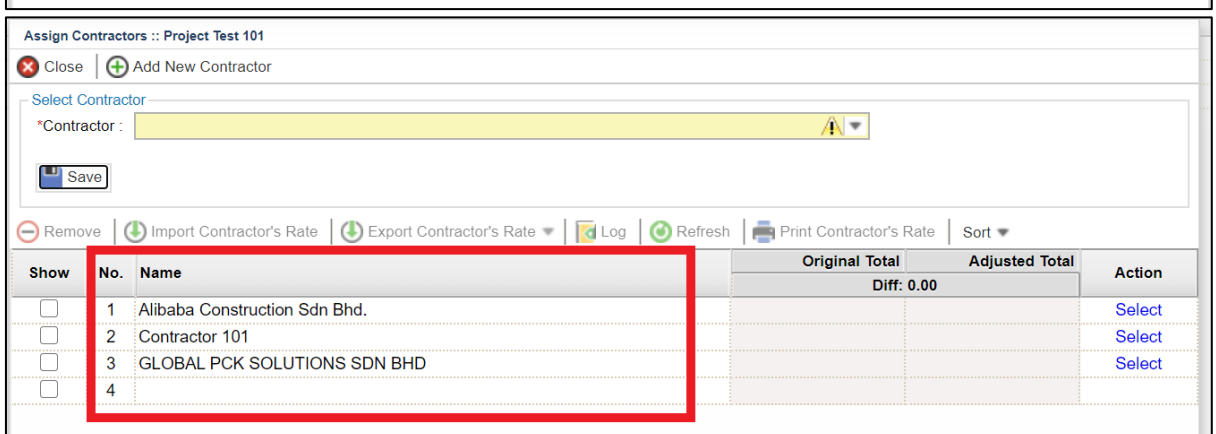
\*Contractor : ▼

Save

Remove Import Contractor's Rate Export Contractor's Rate Log Refresh Print Contractor's Rate Sort

Show	No.	Name	Original Total	Adjusted Total	Action
<input type="checkbox"/>	1	Alibaba Construction Sdn Bhd.			Select
<input type="checkbox"/>	2				

Diff: 0.00



Assign Contractors :: Project Test 101

Close + Add New Contractor

Select Contractor

\*Contractor : ▼

Save

Remove Import Contractor's Rate Export Contractor's Rate Log Refresh Print Contractor's Rate Sort

Show	No.	Name	Original Total	Adjusted Total	Action
<input type="checkbox"/>	1	Alibaba Construction Sdn Bhd.			Select
<input type="checkbox"/>	2	Contractor 101			Select
<input type="checkbox"/>	3	GLOBAL PCK SOLUTIONS SDN BHD			Select
<input type="checkbox"/>	4				

Diff: 0.00

6. Tick at the check box on the right to show the Contractor's company name. Then click "Close".

Assign Contractors :: Project Test 101

Select Contractor

\*Contractor :

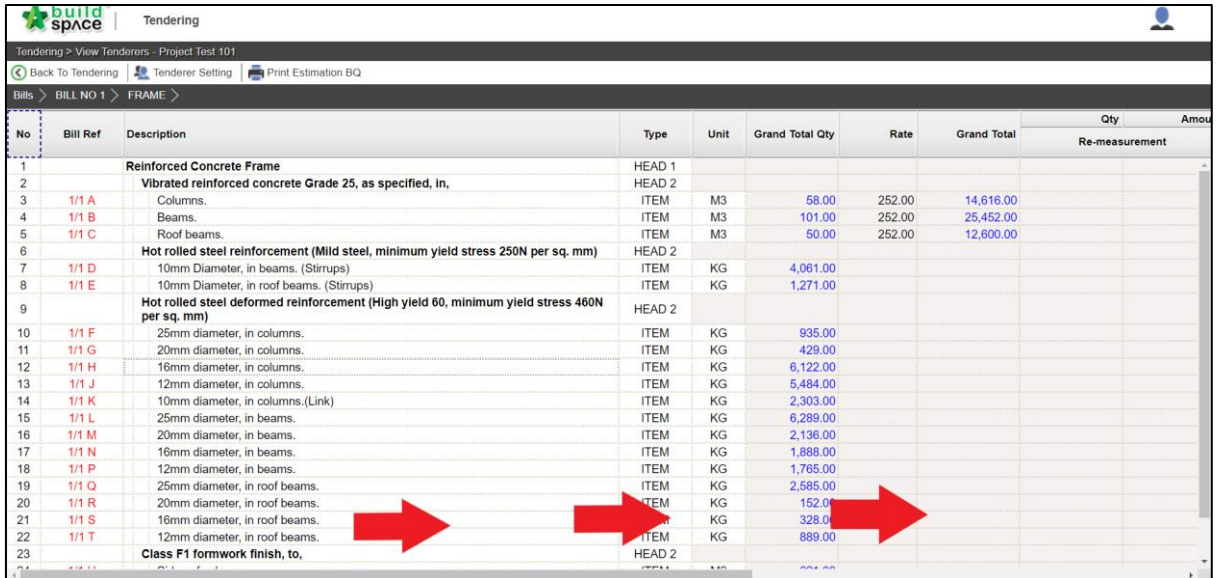
Sort

Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Alibaba Construction Sdn Bhd.			Select
<input checked="" type="checkbox"/>	2	Contractor 101			Select
<input checked="" type="checkbox"/>	3	GLOBAL PCK SOLUTIONS SDN BHD			Select
<input type="checkbox"/>	4				

7. All contractors that have been ticked will be shown here.

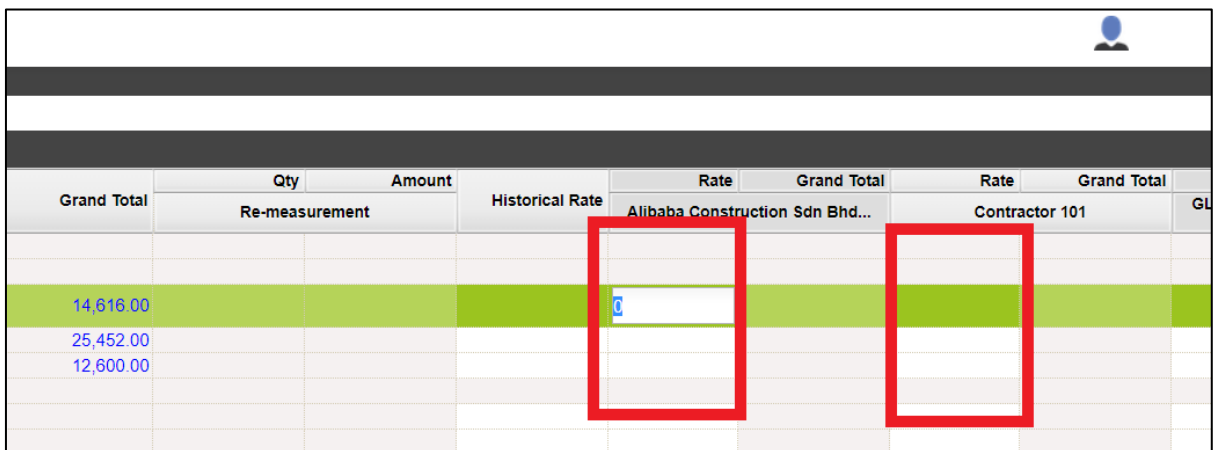
Amount	Alibaba Construction Sdn Bhd...	Contractor 101	GLOBAL PCK SOLUTIONS SDN BHD
52,668.00			
52,668.00			

8. Double click the **Bill > Element** to go to the Item Level. Scroll to the right to key in contractor's price.



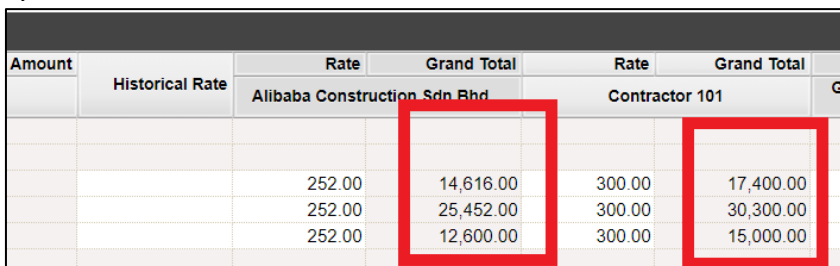
No	Bill Ref	Description	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty	Amount
1		Reinforced Concrete Frame	HEAD 1						
2		Vibrated reinforced concrete Grade 25, as specified, in,	HEAD 2						
3	1/1 A	Columns.	ITEM	M3	58.00	252.00	14,616.00		
4	1/1 B	Beams.	ITEM	M3	101.00	252.00	25,452.00		
5	1/1 C	Roof beams.	ITEM	M3	50.00	252.00	12,600.00		
6		Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 2						
7	1/1 D	10mm Diameter, in beams. (Stirrups)	ITEM	KG	4,061.00				
8	1/1 E	10mm Diameter, in roof beams. (Stirrups)	ITEM	KG	1,271.00				
9		Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2						
10	1/1 F	25mm diameter, in columns.	ITEM	KG	935.00				
11	1/1 G	20mm diameter, in columns.	ITEM	KG	429.00				
12	1/1 H	16mm diameter, in columns.	ITEM	KG	6,122.00				
13	1/1 J	12mm diameter, in columns.	ITEM	KG	5,484.00				
14	1/1 K	10mm diameter, in columns.(Link)	ITEM	KG	2,303.00				
15	1/1 L	25mm diameter, in beams.	ITEM	KG	6,289.00				
16	1/1 M	20mm diameter, in beams.	ITEM	KG	2,136.00				
17	1/1 N	16mm diameter, in beams.	ITEM	KG	1,888.00				
18	1/1 P	12mm diameter, in beams.	ITEM	KG	1,785.00				
19	1/1 Q	25mm diameter, in roof beams.	ITEM	KG	2,585.00				
20	1/1 R	20mm diameter, in roof beams.	ITEM	KG	152.00				
21	1/1 S	16mm diameter, in roof beams.	ITEM	KG	328.00				
22	1/1 T	12mm diameter, in roof beams.	ITEM	KG	889.00				
23		Class F1 formwork finish, to,	HEAD 2						

9. Single click at the rates column and press **Enter** to key in and press **Enter** again to save.



Grand Total	Qty	Amount	Historical Rate	Rate	Grand Total	Rate	Grand Total
	Re-measurement			Alibaba Construction Sdn Bhd...		Contractor 101	GL
14,616.00							
25,452.00							
12,600.00							

10. System will auto calculate the "Grand Total".

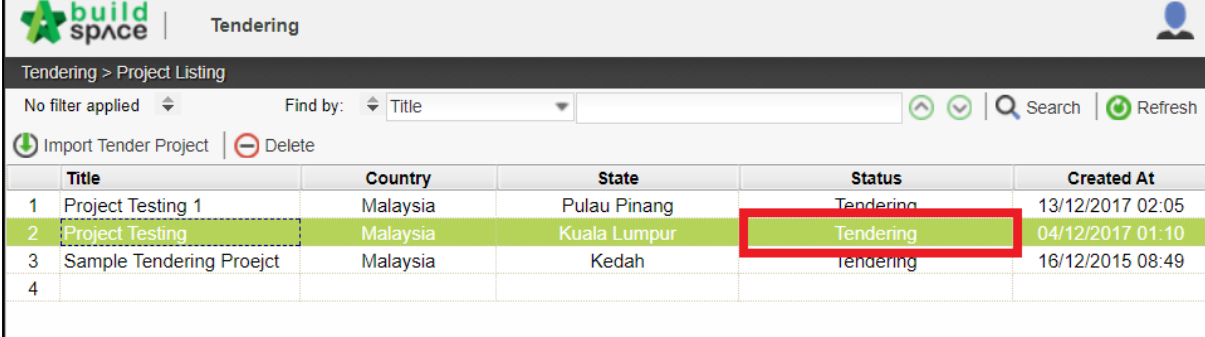


Amount	Historical Rate	Rate	Grand Total	Rate	Grand Total
			Alibaba Construction Sdn Bhd	Contractor 101	GL
		252.00	14,616.00	300.00	17,400.00
		252.00	25,452.00	300.00	30,300.00
		252.00	12,600.00	300.00	15,000.00

## Post Contract Module

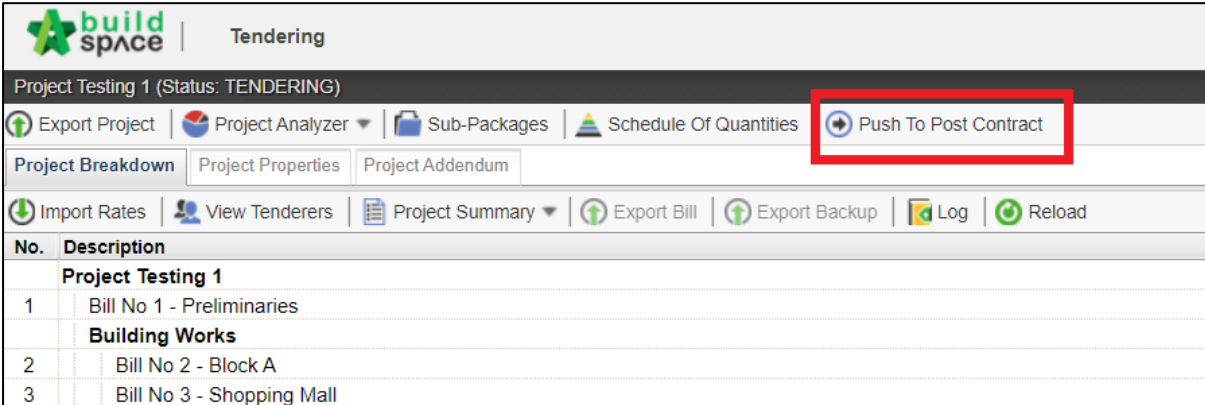
### Publish to post contract

1. Go to **“Tendering Module”** and double click into the project. Please ensure the project status shows **“Tendering”**.



	Title	Country	State	Status	Created At
1	Project Testing 1	Malaysia	Pulau Pinang	Tendering	13/12/2017 02:05
2	Project Testing	Malaysia	Kuala Lumpur	Tendering	04/12/2017 01:10
3	Sample Tendering Proejct	Malaysia	Kedah	tendering	16/12/2015 08:49
4					

2. Click at **“Push to Post Contract”**.



No.	Description
<b>Project Testing 1</b>	
1	Bill No 1 - Preliminaries
<b>Building Works</b>	
2	Bill No 2 - Block A
3	Bill No 3 - Shopping Mall



3. Click “Publish” and choose either to go for **contractor’s rate** or **estimation rate**.

Check Publish Requirement

✖ Close | 
 ⊕ Assign Users For Post Contract | 
 ⬆ Publish ▾

All Requirements shown below should comply before this tender can be published to the post contract

No.	Description	Status
1	At least one contractor is assigned to Tender	✓
2	Contractor Selected on Tenderer Setting	✓

Please ensure that status of the checklist appears as "/"
 →

 ✓  
✓

**Notes: Once published, the project will no longer listed in Tendering Module and it will move to Post Contract Module.**

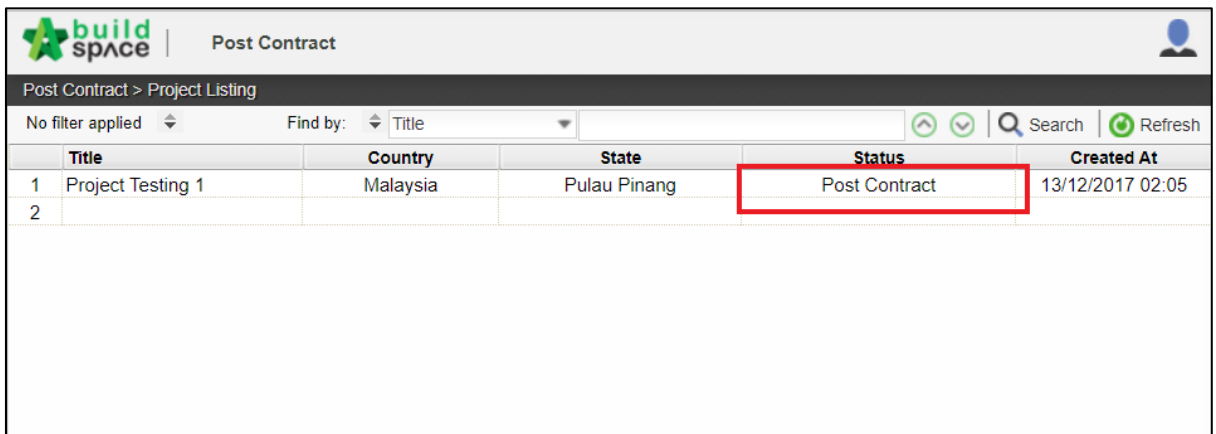
## Progress Claim Certificate

**Note: You need to activate claim certificate before update BQ work done.**

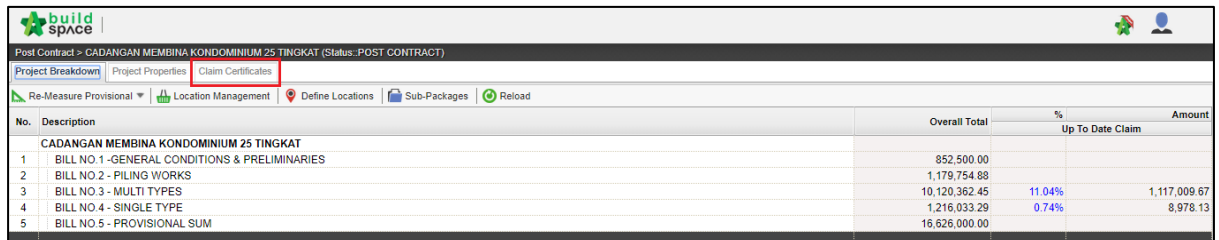
1. Login to **Buildspace Pro** and choose **“Post Contract Module”**.



2. Double click to select a project with status **“Post Contract”**.



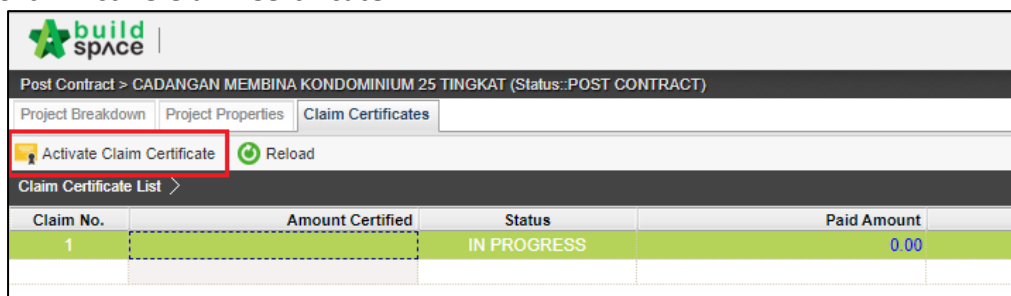
3. To activate Claim Certificate, click **Claim Certificate**.



The screenshot shows the 'Claim Certificates' page for a project. The table below shows the bill items and their status.

No.	Description	Overall Total	% Up To Date Claim	Amount
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT				
1	BILL NO 1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO 2 - PILING WORKS	1,179,754.88		
3	BILL NO 3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.67
4	BILL NO 4 - SINGLE TYPE	1,216,033.29	0.74%	8,978.13
5	BILL NO 5 - PROVISIONAL SUM	16,626,000.00		

4. Click **“Active Claim Certificate”**.



The screenshot shows the 'Active Claim Certificate' page. The table below shows the claim certificates and their status.

Claim No.	Amount Certified	Status	Paid Amount
1		IN PROGRESS	0.00

5. Fill up all information that is required in claim certificate and then click “Save”.  
**Note: You still can edit the information before submitting this certificate for approval.**

Save

**Initial Information**

\*Contractor Submitted Date : 11/10/2019      \*Site Verified Date : 11/10/2019      \*Certificate/QS Received Date : 11/10/2019

**Claim Certificate Information**

<p>Company : Eco World Development Group Berhad</p> <p>Letter of Award No. : 1</p> <p>Works :</p> <p>Contract Sum : MYR 2,730,225.61</p> <p>Work Done Amount : MYR 182,229.86</p> <p>Retention Tax Percentage : 0.00 %</p> <p>*Prepared By : Chew</p> <p>*Payment Due Date : 11/10/2019</p> <p>*Budget Amount : 0.00</p> <p>Acc Remarks : <span style="color: red;">You can key in architect certificate here</span></p>	<p>Contractor : -</p> <p>Claim No. : 3</p> <p>Works 2 :</p> <p>Retention Sum : MYR 18,222.99 ( GST : 0.00 )%</p> <p>% Completion : 6.67%</p> <p>Release Retention Amount : 0.00</p> <p>Release Retention : 0.00 %</p> <p>*Period Ending : 11/10/2019</p> <p>*Tax : 0.00 %</p> <p>QS Remarks :</p>
--	---

**Navigation**

Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate : 1 ( IN PROGRESS ) >

Claim Certificate Info | Claim Certificate Print Info

Submit | Edit | Print

**Initial Information**

Contractor Submitted Date : 21/03/2018      Site Verified Date : 21/03/2018      QS Received Date : 21/03/2018

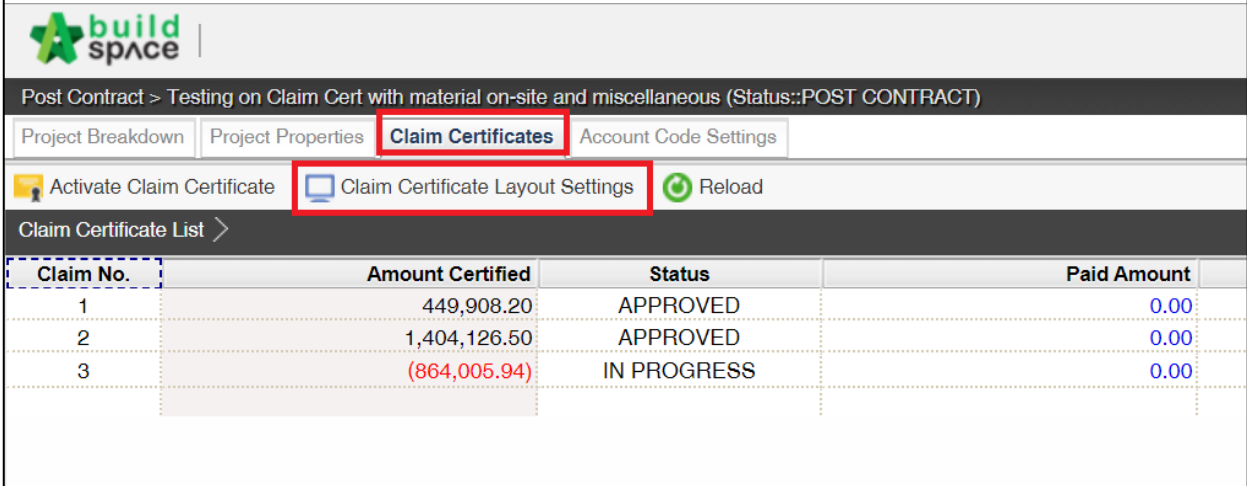
**Claim Certificate Information**

<p>Company : ECO MAJESTIC 2 SDN BHD</p> <p>Letter of Award No. : 1</p> <p>Works : Lab</p> <p>Contract Sum : MYR 30,022,380.57</p> <p>Work Done Amount : MYR 1,125,987.80</p> <p>Release Retention : 0.00 %</p> <p>Person In Charge : Mr Chong</p> <p>Due Date : 21/03/2018</p> <p>Budget Amount : 10000.00</p> <p>Acc Remarks :</p>	<p>Contractor : ALIBABA CONSTRUCTION &amp; DEVELOPMENT CORPORATION HOLDING SDN BHD</p> <p>Claim No. : 1</p> <p>Works 2 : BLDG</p> <p>Retention Sum : MYR 56299.39 ( GST : 6.00 )%</p> <p>% Completion : 3.75%</p> <p>Release Retention Amount : MYR 0.00</p> <p>Budget Due Date : 21/03/2018</p> <p>Tax : 6.00 %</p> <p>QS Remarks :</p>
---	--

## Claim Layout Settings

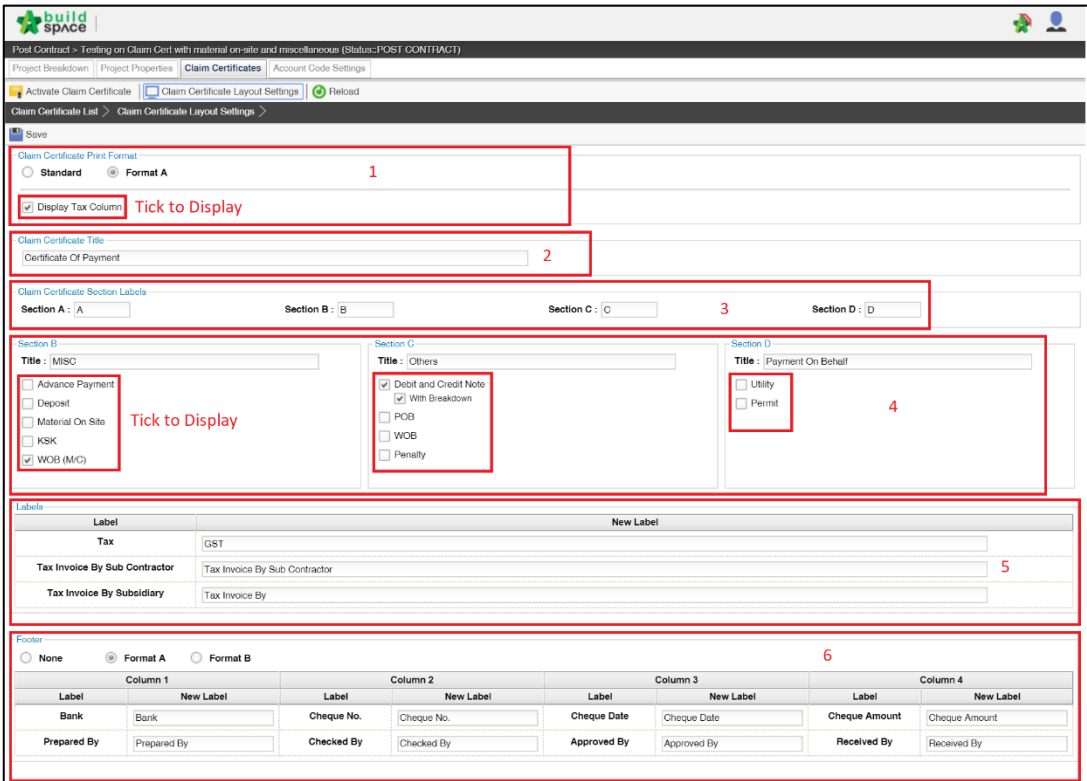
**Note: You only need to setup this once for every project**

- To access Claim Certificate Layout Settings, go to any project that is in “Post Contract”, Click on “Claim Certificates” then Click “Claim Certificate Layout Settings”.



Claim No.	Amount Certified	Status	Paid Amount
1	449,908.20	APPROVED	0.00
2	1,404,126.50	APPROVED	0.00
3	(864,005.94)	IN PROGRESS	0.00

- The “Claim Certificate Layout Settings” are divided into “5” different sections;
  - Claim Certificate Print Format (1)
  - Claim Certificate Title (2)
  - Claim Certificate Section Label (3)
  - Labels & Sections (4)
  - Footer (5)



Claim Certificate Print Format

Standard  Format A 1

Display Tax Column Tick to Display

Claim Certificate Title

Certificate Of Payment 2

Claim Certificate Section Labels

Section A : A Section B : B Section C : C Section D : D 3

Section B

Title : MISC

Advance Payment  
 Deposit  
 Material On Site  
 KSK  
 WOB (M/C) Tick to Display

Section C

Title : Others

Debt and Credit Note  
 With Breakdown  
 POB  
 WOB  
 Penalty

Section D

Title : Payment On Behalf

Utility  
 Permit 4

Labels

Label	New Label
Tax	GST
Tax Invoice By Sub Contractor	Tax Invoice By Sub Contractor 5
Tax Invoice By Subsidiary	Tax Invoice By

Footer

None  Format A  Format B 6

Label	New Label	Label	New Label	Label	New Label	Label	New Label
Bank	Bank	Cheque No.	Cheque No.	Cheque Date	Cheque Date	Cheque Amount	Cheque Amount
Prepared By	Prepared By	Checked By	Checked By	Approved By	Approved By	Received By	Received By

- In the first section which is the **“Claim Certificate Print Format”**, there are 2 options; **“Standard”** & **“Format A”**. You can also tick/untick **“Display Tax Column”** to remove the tax column.

**Claim Certificate Print Format**

Standard   
  **Format A**

---

Display Tax Column

- User can input the claim title at the second section at the space provided under **“Claim Certificate Title”**.

**Claim Certificate Title**

Contractor Payment Recommendation

- As for the third Section, under **“Claim Certificate Label Section”**, user can choose to change the title accordingly. Also, untick any unused module so that it would not display at claim certificate print out.

<p><b>Section B</b></p> <p>Title : MISC</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Advance Payment</li> <li><input type="checkbox"/> Deposit</li> <li><input type="checkbox"/> Material On Site</li> <li><input type="checkbox"/> KSK</li> <li><input type="checkbox"/> WOB (MC)</li> </ul>	<p><b>Section C</b></p> <p>Title : <span style="border: 1px solid red; padding: 2px;">Payment Deduction</span>    <span style="color: red;">Rename as "Payment Deduction"</span></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Debit and Credit Note                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> With Breakdown    <span style="color: red;">Tick to print Debit &amp; Credit Note with breakdown</span></li> </ul> </li> <li><input type="checkbox"/> WOB</li> <li><input type="checkbox"/> WOB</li> <li><input type="checkbox"/> Penalty</li> </ul>	<p><b>Section D</b></p> <p>Title : Payment On Behalf</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utility</li> <li><input type="checkbox"/> Permit</li> </ul> <p style="color: red; font-size: small;">Untick unused module to not display at claim certificate print out</p>
---	---	--

- At the fourth section which is the **“Label Section”**, user can type to rename the labels based accordingly.

Labels	
Label	
Tax	GST
Tax Invoice By Sub Contractor	Tax Invoice By Sub Contractor <span style="color: red;">Rename to "Invoice By Contractor"</span>
Tax Invoice By Subsidiary	Tax Invoice By <span style="color: red;">Rename to "Payment Deduction By"</span> <span style="color: red; font-size: small;">System will auto generate client subsidiary name when print out</span>

7. The Fifth Section is for the footer. There are 3 different options;
  - No footer
  - Format A (*setting for hardcopy signage*)
  - Format B (*with system verification log*)

Footer

None
  Format A
  Format B

8. Once finalized with the claim certificate print out format, click **Save**.

Claim Certificate List > Claim Certificate Layout

**Save**

Claim Certificate Print Format

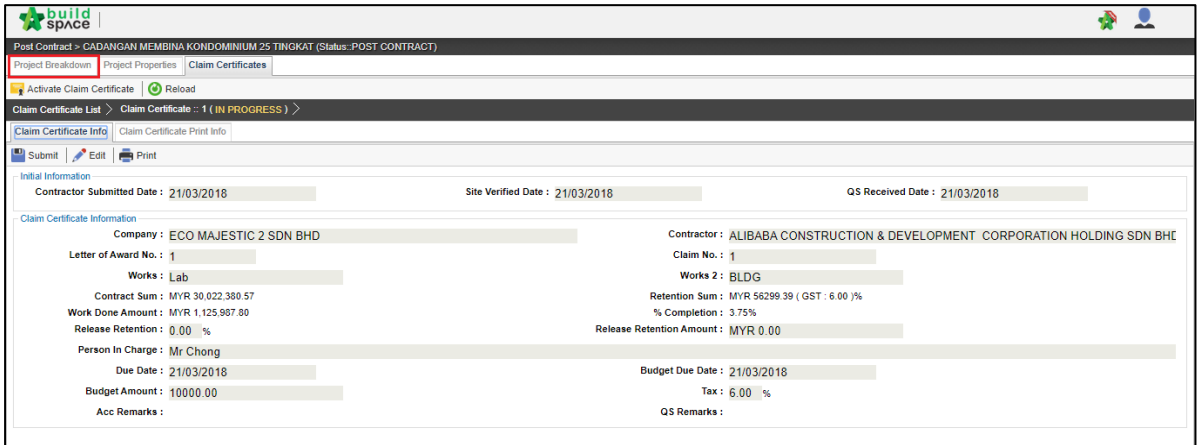
Standard
  Format A

### Sample of Claim Certificate Print Out

GAMUDA LAND SDN BHD (Gamuda Garden)		Contractor Payment Recommendation	
Project Description: CADANGAN PEMBINAAN INFRA WORKS		LA No:	1
Sub Contract Works:		Certificate Date:	11/10/2019
Contractor: PCK CONSTRUCTION SDN BHD		Period Ending:	11/10/2019
Invoice Date:		Payment Due Date:	11/10/2019
Invoice No:		Claim No:	2
Bill Total:	2,730,225.61	Completion %:	6.67%
Total VO Amount:	0.00		
Contract Sum:	2,730,225.61		
Remark:			
Prepared By:	Chew		
	ACCM Total	Previous Claim	This Claim
<b>A Bill Total</b>	182,229.86	91,576.76	90,653.10
Variation Order	0.00	0.00	0.00
Material On Site	0.00	0.00	0.00
<b>Total Work Done</b>	<b>182,229.86</b>	<b>91,576.76</b>	<b>90,653.10</b>
Retention Sum	[18,222.99]	[9,157.68]	[9,065.31]
Release Retention	0.00	0.00	0.00
<b>Total Retention</b>	<b>[18,222.99]</b>	<b>[9,157.68]</b>	<b>[9,065.31]</b>
<b>Amount Certified</b>	<b>164,006.87</b>	<b>82,419.08</b>	<b>81,587.79</b>
<b>B MISC</b>			
Advance Payment	0.00	[0.00]	0.00
		Sub Total	0.00
		Tax Invoice By Contractor	81,587.79
<b>C Payment Deduction</b>			
Gamuda Trading Sdn Bhd	40,000.00	10,000.00	30,000.00
Master Pave Sdn Bhd	20,000.00	20,000.00	0.00
CLQ Trading Sdn Bhd	20,000.00	0.00	20,000.00
	Payment Deduction By GAMUDA LAND SDN BHD (Gamuda Garden)		50,000.00
	<b>Net Payable Amount (MYR)</b>		<b>31,587.79</b>
<b>Verifier Log</b>			
<b>No.</b>	<b>Name</b>	<b>Verified At</b>	<b>Remarks</b>
1	Chris Volcano	11/10/2019	
2	Staff 1	11/10/2019	
3	Heng Chin Guan	11/10/2019	

## Update BQ Claim

1. Click **“Project Breakdown”** to update the claim.



Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate - 1 (IN PROGRESS) >

Claim Certificate Info | Claim Certificate Print Info

Submit | Edit | Print

Initial Information

Contractor Submitted Date: 21/03/2018 | Site Verified Date: 21/03/2018 | QS Received Date: 21/03/2018

Claim Certificate Information

Company: ECO MAJESTIC 2 SDN BHD | Contractor: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD

Letter of Award No.: 1 | Claim No.: 1

Works: Lab | Works 2: BLDG

Contract Sum: MYR 30,022,380.57 | Retention Sum: MYR 56299.39 (GST: 6.00) %

Work Done Amount: MYR 1,125,987.00 | % Completion: 3.75%

Release Retention: 0.00 % | Release Retention Amount: MYR 0.00

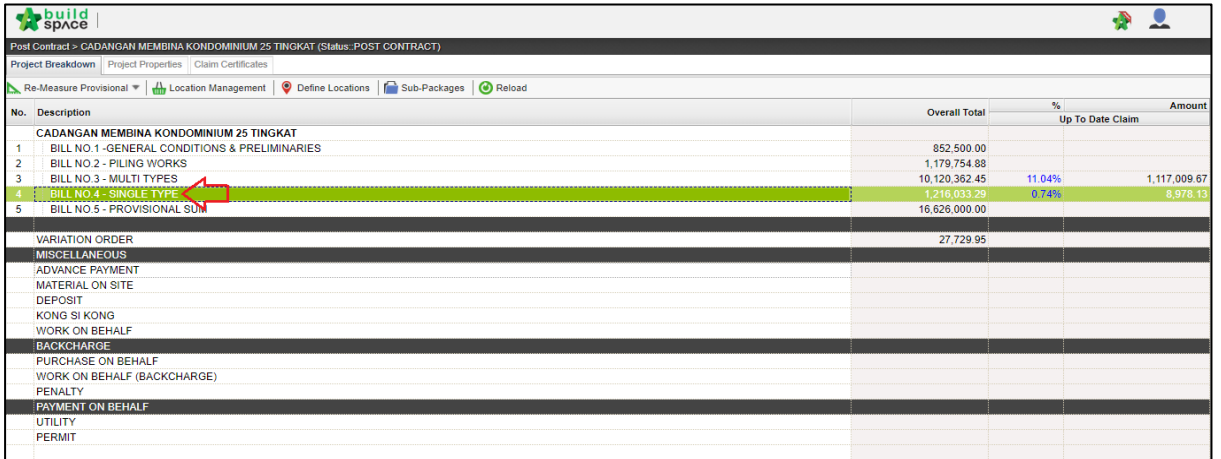
Person In Charge: Mr Chong

Due Date: 21/03/2018 | Budget Due Date: 21/03/2018

Budget Amount: 10000.00 | Tax: 6.00 %

Acc Remarks: | QS Remarks:

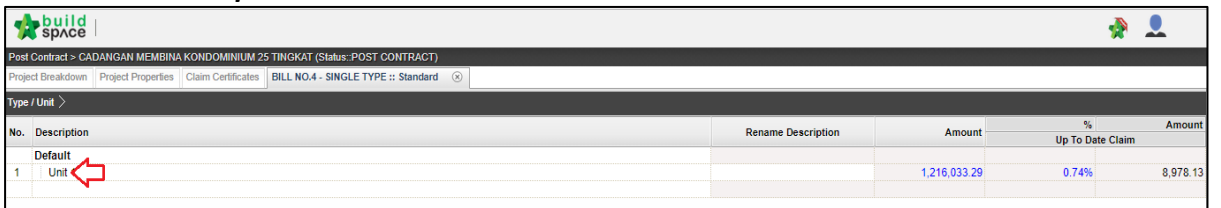
2. Double click which **“Bill”** to update the claim.



No.	Description	Overall Total	%	Amount
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT				
Up To Date Claim				
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO.2 - PILING WORKS	1,179,754.88		
3	BILL NO.3 - MULTI TYPES	10,120,982.45	11.04%	1,117,009.67
4	BILL NO.4 - SINGLE TYPE	1,216,033.29	0.74%	8,978.13
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00		
VARIATION ORDER		27,729.95		
MISCELLANEOUS				
ADVANCE PAYMENT				
MATERIAL ON SITE				
DEPOSIT				
KONG SI KONG				
WORK ON BEHALF				
BACKCHARGE				
PURCHASE ON BEHALF				
WORK ON BEHALF (BACKCHARGE)				
PENALTY				
PAYMENT ON BEHALF				
UTILITY				
PERMIT				

3. Double click and can view the **“Element Level”**.

**Note: Claim can update at the element level or item level.**



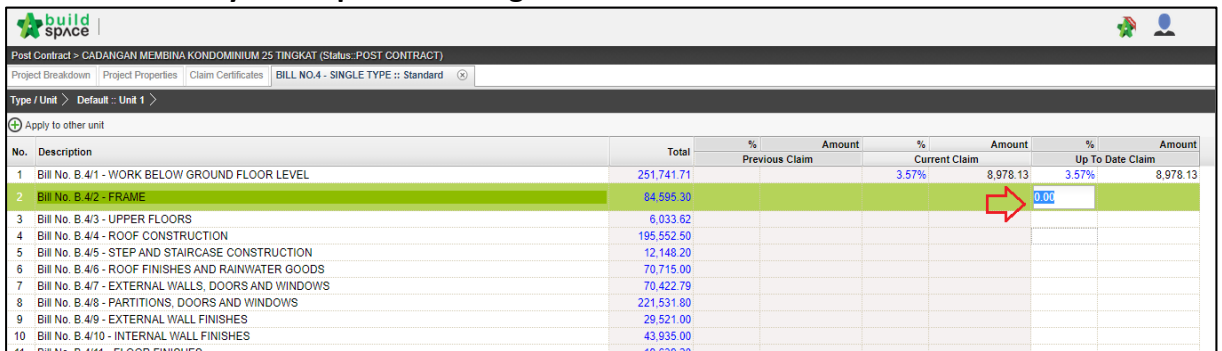
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | BILL NO.4 - SINGLE TYPE :: Standard

Type / Unit >

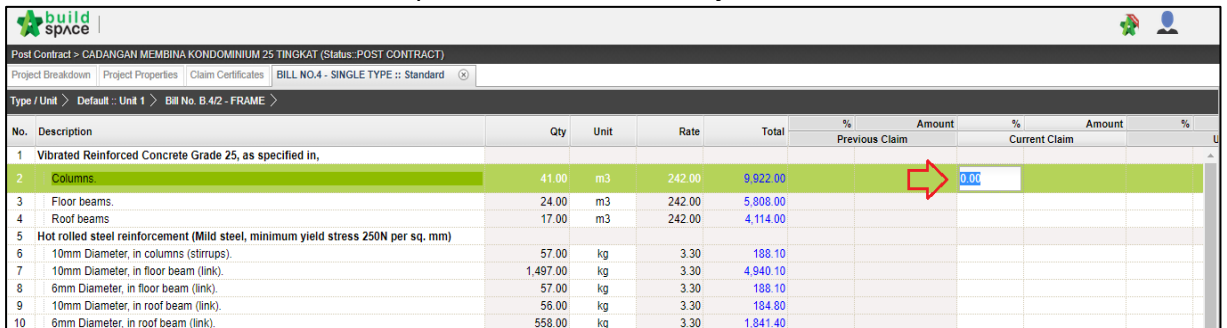
No.	Description	Rename Description	Amount	%	Amount
Default					
1	Unit		1,216,033.29	0.74%	8,978.13

- Press enter to key in and press enter again to save.



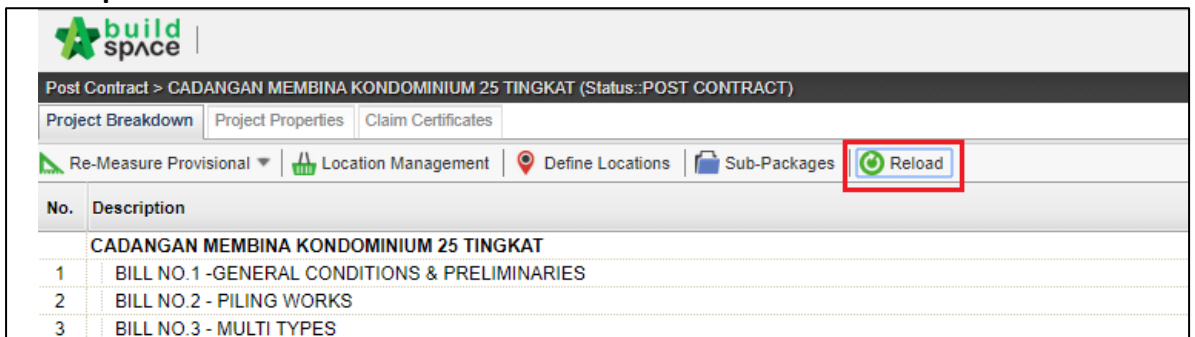
No.	Description	Total	% Previous Claim	Amount	% Current Claim	Amount	% Up To Date Claim	Amount
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71			3.57%	8,978.13	3.57%	8,978.13
2	Bill No. B.4/2 - FRAME	84,595.30				0.00		
3	Bill No. B.4/3 - UPPER FLOORS	6,033.62						
4	Bill No. B.4/4 - ROOF CONSTRUCTION	195,552.50						
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION	12,148.20						
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS	70,715.00						
7	Bill No. B.4/7 - EXTERNAL WALLS, DOORS AND WINDOWS	70,422.79						
8	Bill No. B.4/8 - PARTITIONS, DOORS AND WINDOWS	221,531.80						
9	Bill No. B.4/9 - EXTERNAL WALL FINISHES	29,521.00						
10	Bill No. B.4/10 - INTERNAL WALL FINISHES	43,935.00						
11	Bill No. B.4/11 - FLOOR FINISHES	46,630.30						

- Double click the “Element” to update the claim item by item.



No.	Description	Qty	Unit	Rate	Total	% Previous Claim	Amount	% Current Claim	Amount
1	Vibrated Reinforced Concrete Grade 25, as specified in,								
2	Columns	41.00	m3	242.00	9,922.00		0.00		
3	Floor beams.	24.00	m3	242.00	5,808.00				
4	Roof beams	17.00	m3	242.00	4,114.00				
5	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)								
6	10mm Diameter, in columns (stirrups).	57.00	kg	3.30	188.10				
7	10mm Diameter, in floor beam (link).	1,497.00	kg	3.30	4,940.10				
8	6mm Diameter, in floor beam (link).	57.00	kg	3.30	188.10				
9	10mm Diameter, in roof beam (link).	56.00	kg	3.30	184.80				
10	6mm Diameter, in roof beam (link).	558.00	kg	3.30	1,841.40				

- After done updating the claim, go to project breakdown and click “Reload” to see the latest updated claim.



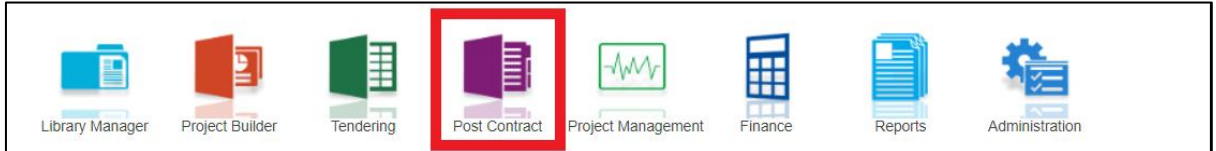
No.	Description
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT	
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - MULTI TYPES



## Add New Claim Version

**Notes:** To add new claim version, please ensure the previous claim has been finalized and approved.

1. Go to **Buildspace Pro** and access to **“Post Contract Module”**.



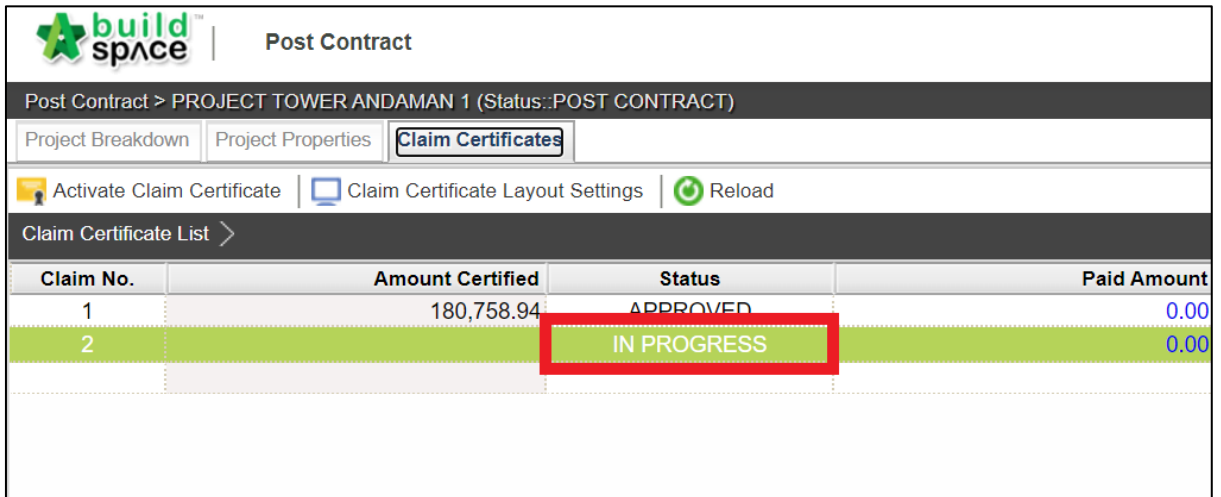
2. Double click to select a project with status **“Post Contract”**.

Country	State	Status	Created At
Malaysia	Kuala Lumpur	Post Contract	22/06/2020 16:58
Malaysia	Kuala Lumpur	Post Contract	19/06/2020 14:15
Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:21
Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:06
Malaysia	Putrajaya	Post Contract	28/04/2020 16:30
Malaysia	Selangor	Post Contract	28/04/2020 15:41
Malaysia	Selangor	Post Contract	27/04/2020 13:00

3. Click **“Claim Certificates”**

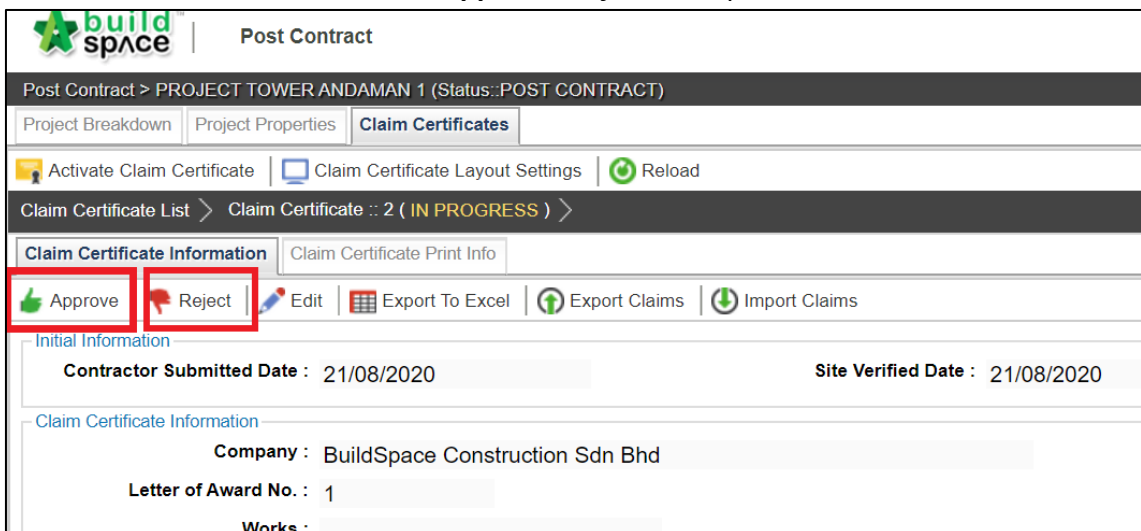
No.	Description
<b>PROJECT TOWER ANDAMAN 1</b>	
1	PRELIMINARIES
	<b>BUILDING WORKS</b>
2	BILL NO 1
3	BILL NO 2

4. The status of the previous claim will be shown as **“In Progress”**. **Double click** to change its status.



Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94	APPROVED	0.00
2		IN PROGRESS	0.00

5. User can either choose to select **“Approve/Reject”** this particular claim revision.



Claim Certificate Information

Initial Information

Contractor Submitted Date : 21/08/2020      Site Verified Date : 21/08/2020

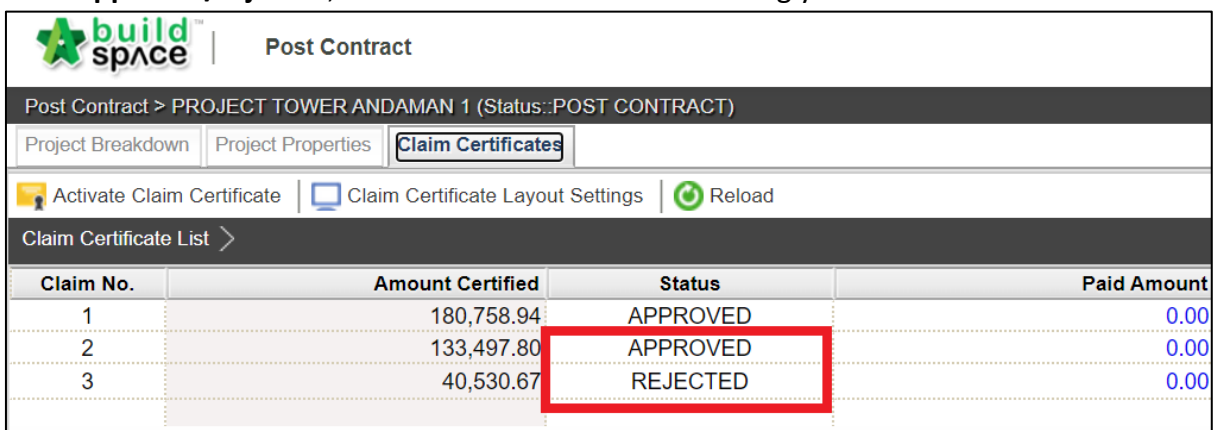
Claim Certificate Information

Company : BuildSpace Construction Sdn Bhd

Letter of Award No. : 1

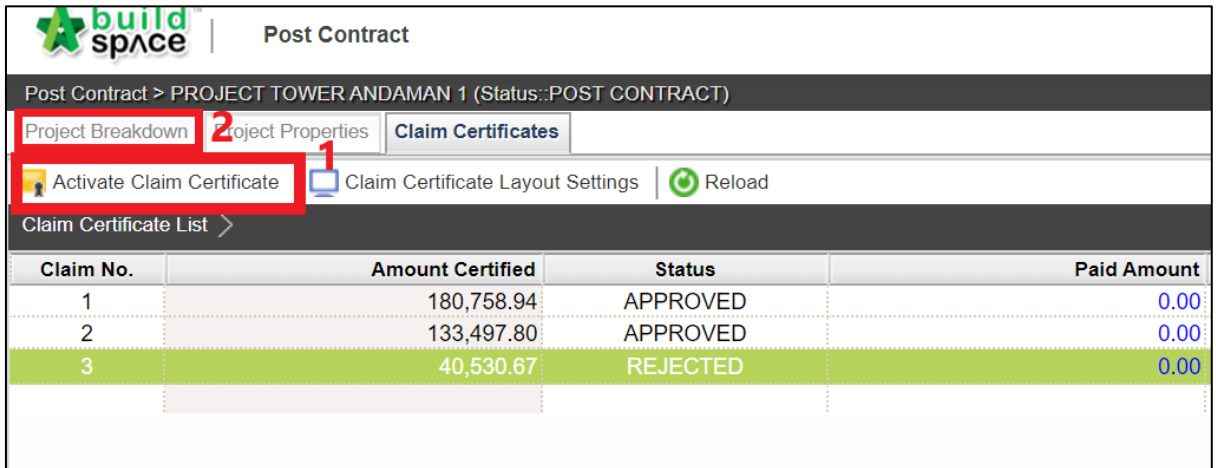
Works :

6. Once **approved/rejected**, the status will be shown accordingly.



Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94	APPROVED	0.00
2	133,497.80	APPROVED	0.00
3	40,530.67	REJECTED	0.00

- Click **“Activate Claim Certificate”** to create new claim version. After that click **“Project Breakdown”** to perform new progress claim.



Post Contract > PROJECT TOWER ANDAMAN 1 (Status::POST CONTRACT)

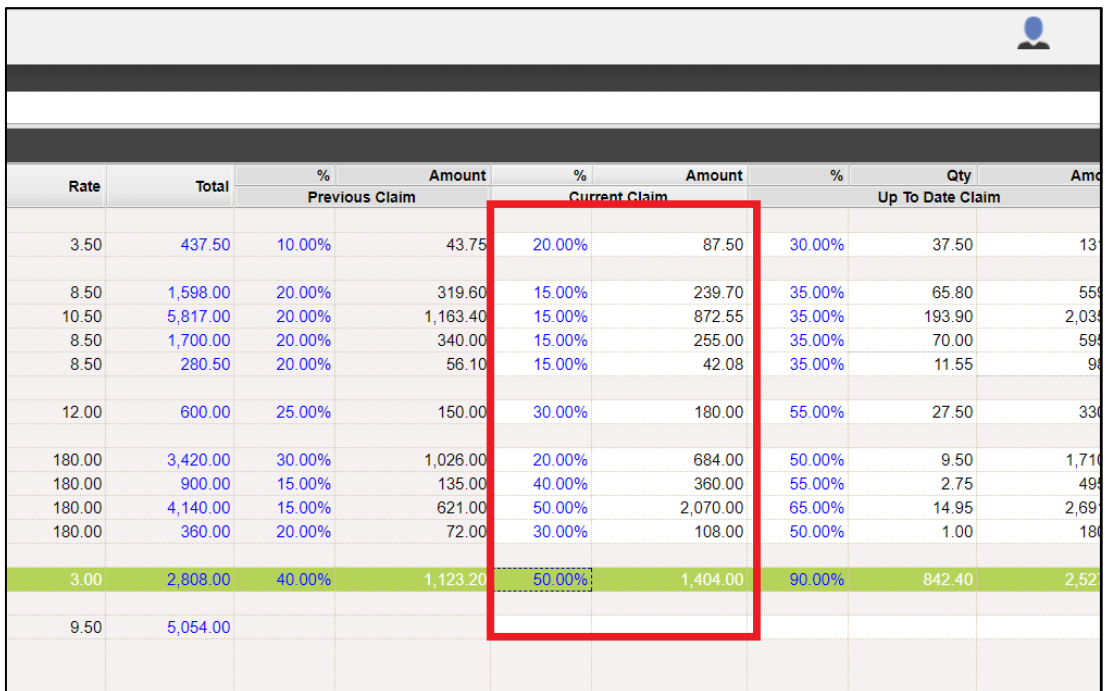
Project Breakdown **2** Project Properties Claim Certificates

Activate Claim Certificate **1** Claim Certificate Layout Settings Reload

Claim Certificate List >

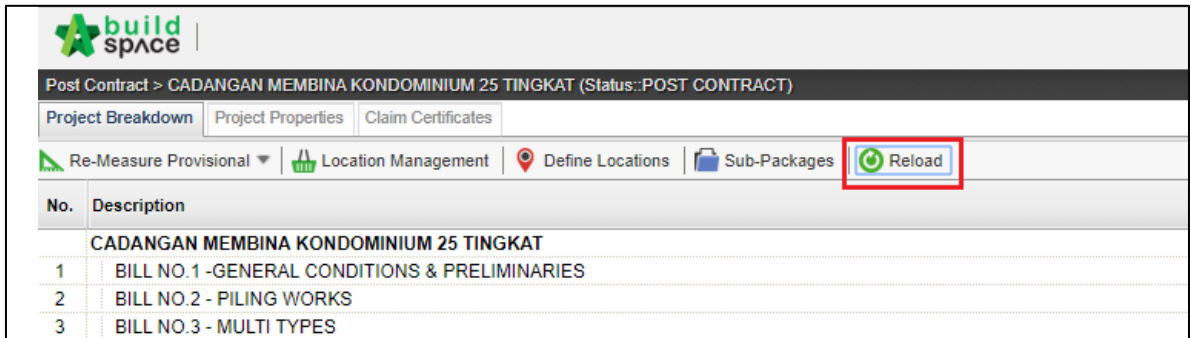
Claim No.	Amount Certified	Status	Paid Amount
1	180,758.94	APPROVED	0.00
2	133,497.80	APPROVED	0.00
3	40,530.67	REJECTED	0.00

- Select Bill > Type/Unit > Element to perform progress claim based on items. (*Note: Amount of previous claim will moved to Previous Claim column*)



Rate	Total	%	Amount	%	Amount	%	Qty	Amount
		Previous Claim		Current Claim		Up To Date Claim		
3.50	437.50	10.00%	43.75	20.00%	87.50	30.00%	37.50	133.75
8.50	1,598.00	20.00%	319.60	15.00%	239.70	35.00%	65.80	559.90
10.50	5,817.00	20.00%	1,163.40	15.00%	872.55	35.00%	193.90	2,033.85
8.50	1,700.00	20.00%	340.00	15.00%	255.00	35.00%	70.00	595.00
8.50	280.50	20.00%	56.10	15.00%	42.08	35.00%	11.55	97.73
12.00	600.00	25.00%	150.00	30.00%	180.00	55.00%	27.50	330.00
180.00	3,420.00	30.00%	1,026.00	20.00%	684.00	50.00%	9.50	1,710.00
180.00	900.00	15.00%	135.00	40.00%	360.00	55.00%	2.75	495.00
180.00	4,140.00	15.00%	621.00	50.00%	2,070.00	65.00%	14.95	2,691.00
180.00	360.00	20.00%	72.00	30.00%	108.00	50.00%	1.00	180.00
3.00	2,808.00	40.00%	1,123.20	50.00%	1,404.00	90.00%	842.40	2,527.20
9.50	5,054.00							

9. After done updating the claim, go to **project breakdown** and click **“Reload”** to see the latest updated claim.



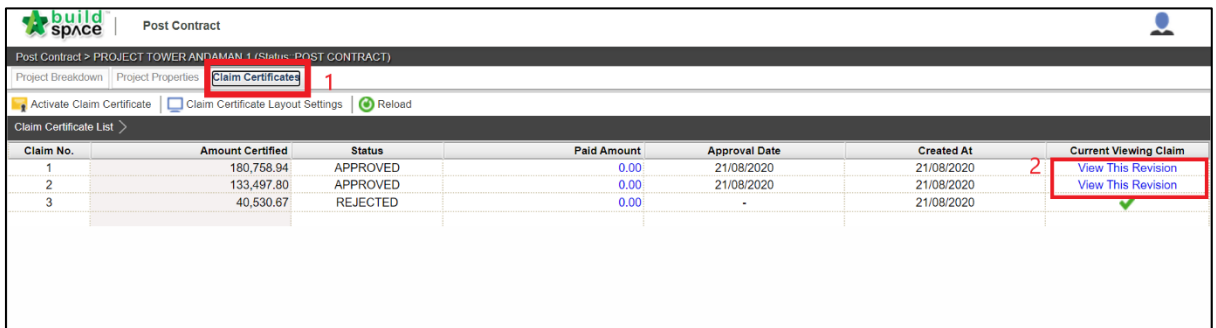
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Re-Measure Provisional | Location Management | Define Locations | Sub-Packages | **Reload**

No.	Description
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT	
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - MULTI TYPES

10. To view the previous claim, click **“Claim Certificate”** and click **“View This Revision”**.



Post Contract > PROJECT TOWER ANDAMAN 1 (Status: POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates** 1

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Current Viewing Claim
1	180,768.94	APPROVED	0.00	21/08/2020	21/08/2020	2 <a href="#">View This Revision</a>
2	133,497.80	APPROVED	0.00	21/08/2020	21/08/2020	<a href="#">View This Revision</a>
3	40,530.67	REJECTED	0.00	-	21/08/2020	<a href="#">View This Revision</a>

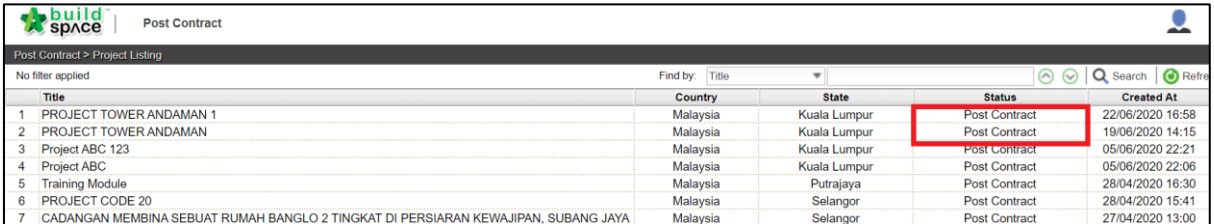
**Note: User able to view the previous claim by click at “View This Revision”. However, user is not allowed to edit any content from previous claim version.**

## Variation Orders

1. Go to **Buildspace Pro** and access to **“Post Contract Module”**.

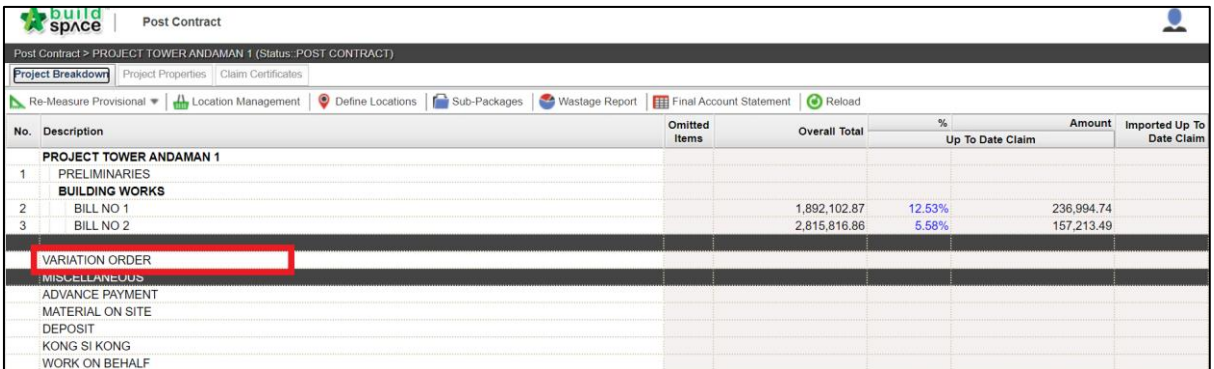


2. Double click to select a project with status **“Post Contract”**.



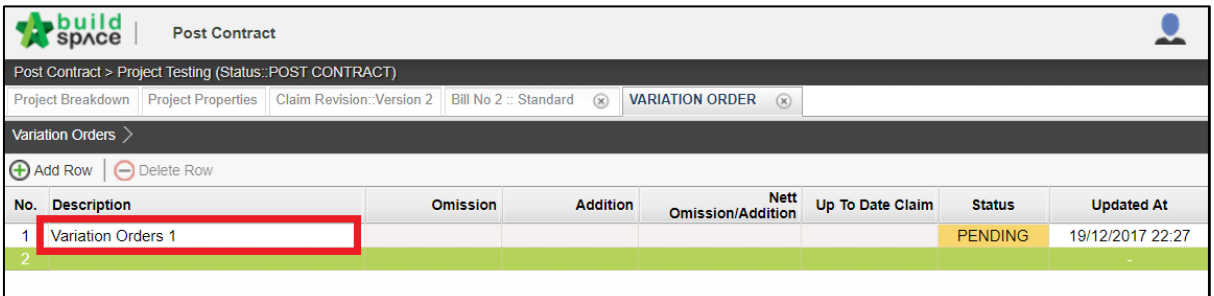
Title	Country	State	Status	Created At
1 PROJECT TOWER ANDAMAN 1	Malaysia	Kuala Lumpur	Post Contract	22/06/2020 16:58
2 PROJECT TOWER ANDAMAN	Malaysia	Kuala Lumpur	Post Contract	19/06/2020 14:15
3 Project ABC 123	Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:21
4 Project ABC	Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:06
5 Training Module	Malaysia	Putrajaya	Post Contract	28/04/2020 16:30
6 PROJECT CODE 20	Malaysia	Selangor	Post Contract	28/04/2020 15:41
7 CADANGAN MEMBINA SEBUAT RUMAH BANGLO 2 TINGKAT DI PERSIARAN KEWAJIPAN, SUBANG JAYA	Malaysia	Selangor	Post Contract	27/04/2020 13:00

3. Double click at **“Variation Order”**.



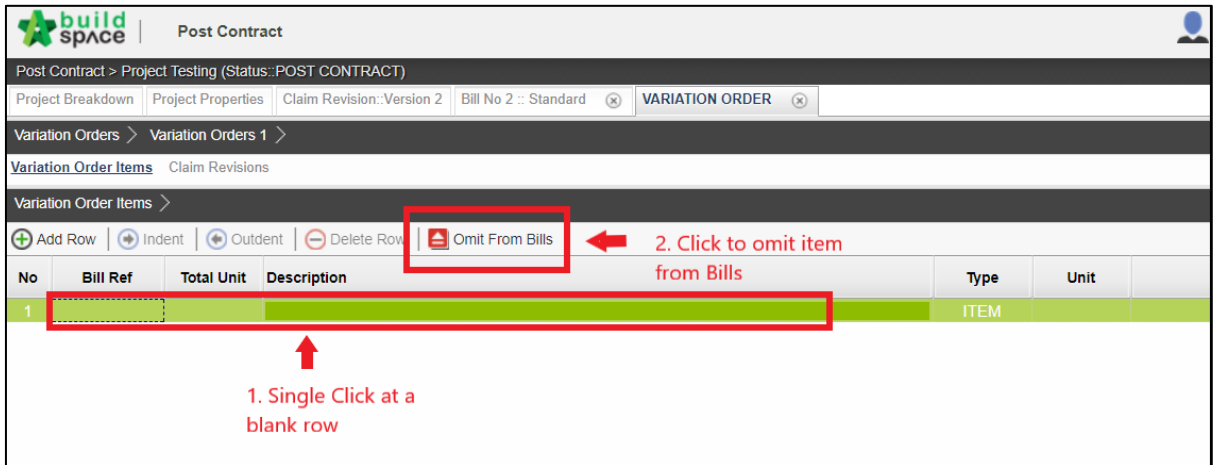
No.	Description	Omitted Items	Overall Total	% Up To Date Claim	Amount	Imported Up To Date Claim
<b>PROJECT TOWER ANDAMAN 1</b>						
1	PRELIMINARIES					
<b>BUILDING WORKS</b>						
2	BILL NO 1		1,892,102.87	12.53%	236,994.74	
3	BILL NO 2		2,815,816.86	5.58%	157,213.49	
	VARIATION ORDER					
<b>MISCELLANEOUS</b>						
	ADVANCE PAYMENT					
	MATERIAL ON SITE					
	DEPOSIT					
	KONG SI KONG					
	WORK ON BEHALF					

4. Insert title of Variation Orders by pressing **Enter** on keyboard. (For example: *Variation Orders 1*) and press **Enter** again to save. After that, double click to prepare the details.



No.	Description	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Orders 1					PENDING	19/12/2017 22:27
2							

5. Single click at the blank row and then click “Omit from Bills”.



Post Contract

Post Contract > Project Testing (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Revision::Version 2 | Bill No 2 :: Standard | VARIATION ORDER

Variation Orders > Variation Orders 1 >

Variation Order Items | Claim Revisions

Variation Order Items >

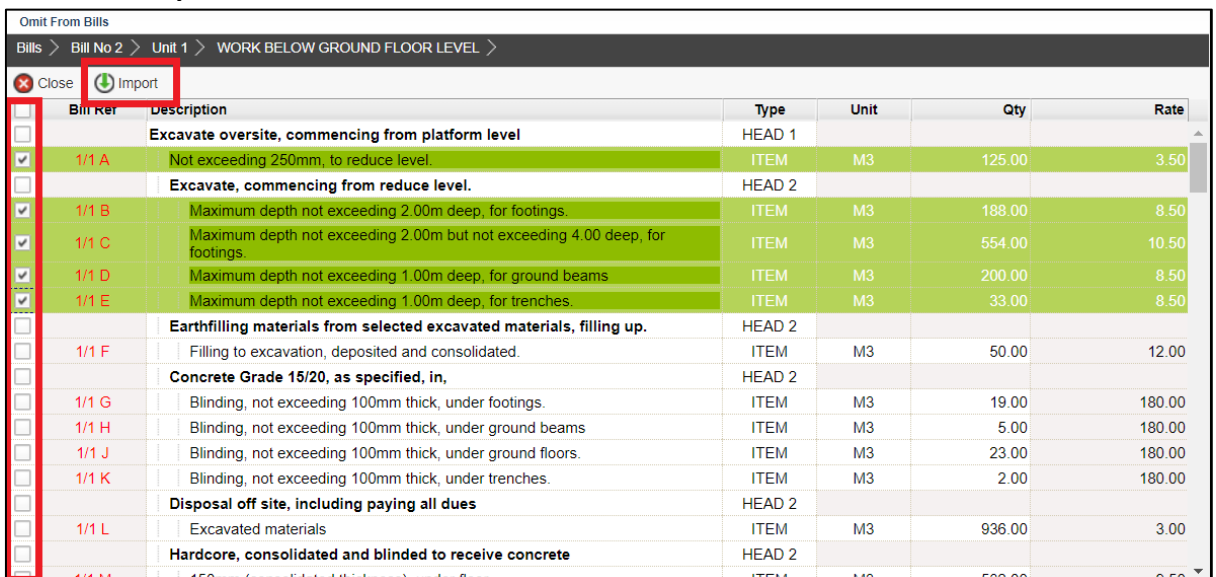
+ Add Row | Indent | Outdent | Delete Row | Omit From Bills

No	Bill Ref	Total Unit	Description	Type	Unit
1				ITEM	

1. Single Click at a blank row

2. Click to omit item from Bills

6. Select Bill / Unit / Element and then tick to select item for Variation Orders. After that click “Import”



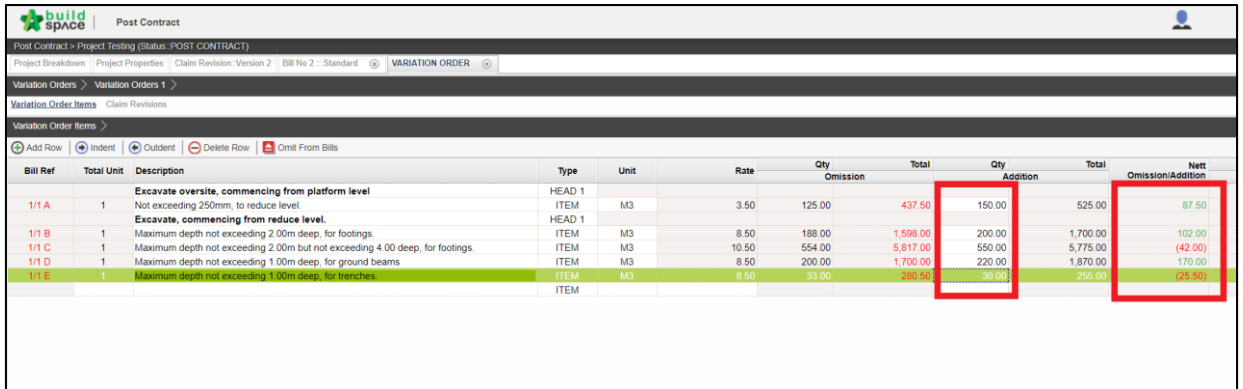
Omit From Bills

Bills > Bill No 2 > Unit 1 > WORK BELOW GROUND FLOOR LEVEL >

Close | Import

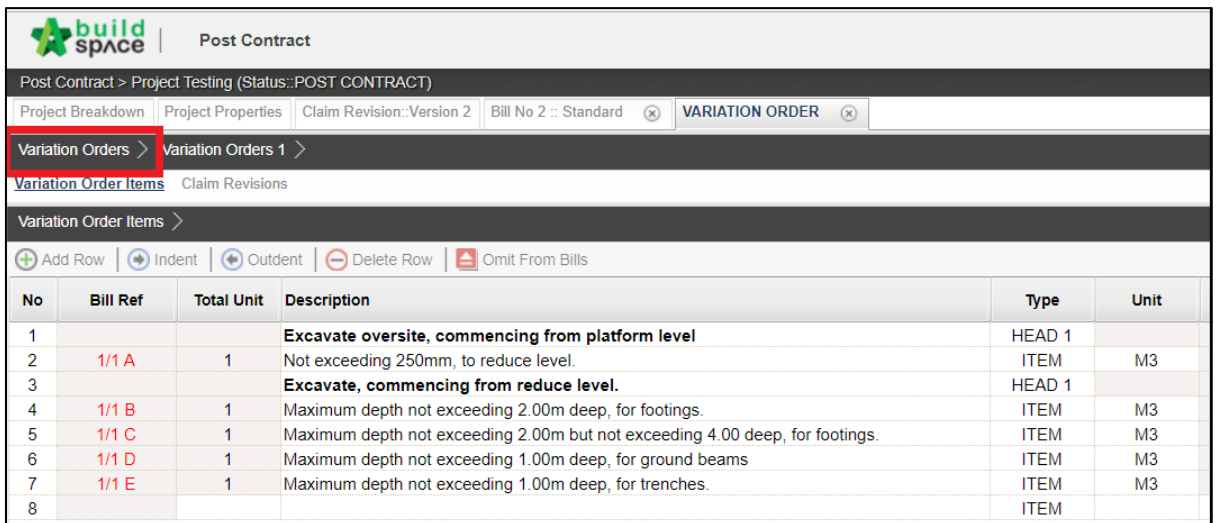
Bill Ref	Description	Type	Unit	Qty	Rate
	Excavate oversite, commencing from platform level	HEAD 1			
<input checked="" type="checkbox"/>	1/1 A Not exceeding 250mm, to reduce level.	ITEM	M3	125.00	3.50
<input checked="" type="checkbox"/>	Excavate, commencing from reduce level.	HEAD 2			
<input checked="" type="checkbox"/>	1/1 B Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	188.00	8.50
<input checked="" type="checkbox"/>	1/1 C Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	554.00	10.50
<input checked="" type="checkbox"/>	1/1 D Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	200.00	8.50
<input checked="" type="checkbox"/>	1/1 E Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	33.00	8.50
<input type="checkbox"/>	Earthfilling materials from selected excavated materials, filling up.	HEAD 2			
<input type="checkbox"/>	1/1 F Filling to excavation, deposited and consolidated.	ITEM	M3	50.00	12.00
<input type="checkbox"/>	Concrete Grade 15/20, as specified, in,	HEAD 2			
<input type="checkbox"/>	1/1 G Blinding, not exceeding 100mm thick, under footings.	ITEM	M3	19.00	180.00
<input type="checkbox"/>	1/1 H Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	5.00	180.00
<input type="checkbox"/>	1/1 J Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	23.00	180.00
<input type="checkbox"/>	1/1 K Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	2.00	180.00
<input type="checkbox"/>	Disposal off site, including paying all dues	HEAD 2			
<input type="checkbox"/>	1/1 L Excavated materials	ITEM	M3	936.00	3.00
<input type="checkbox"/>	Hardcore, consolidated and blinded to receive concrete	HEAD 2			
<input type="checkbox"/>	1/1 M 150mm (consolidated thickness), under floor	ITEM	M3	532.00	9.50

- Insert new quantity based on items that have been omitted from bills. Net Omission/Addition will be generated whenever new quantity is inserted.

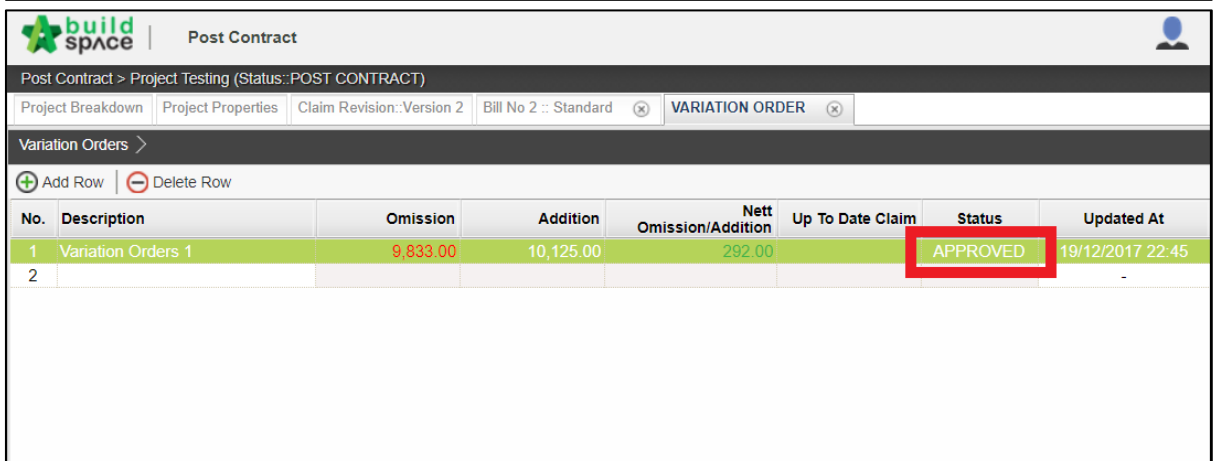


Bill Ref	Total Unit	Description	Type	Unit	Rate	Qty Omission	Total	Qty Addition	Total	Nett Omission/Addition
1/1 A	1	Excavate oversite, commencing from platform level Not exceeding 250mm, to reduce level.	HEAD 1					150.00	525.00	87.50
		Excavate, commencing from reduce level.	HEAD 1							
1/1 B	1	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	8.50	188.00	1,598.00	200.00	1,700.00	102.00
1/1 C	1	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	10.50	554.00	5,817.00	550.00	5,775.00	(42.00)
1/1 D	1	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	8.50	200.00	1,700.00	220.00	1,870.00	170.00
1/1 E	1	Maximum depth not exceeding 1.00m deep, for trenches	ITEM	M3	8.50	33.00	280.50	30.00	250.50	(25.50)

- After omitted all variation orders items, click “Variation Orders” and change the status from “Pending” to “Approved” by single click at the status column and press **Enter** to select the status and press **Enter** again to save.

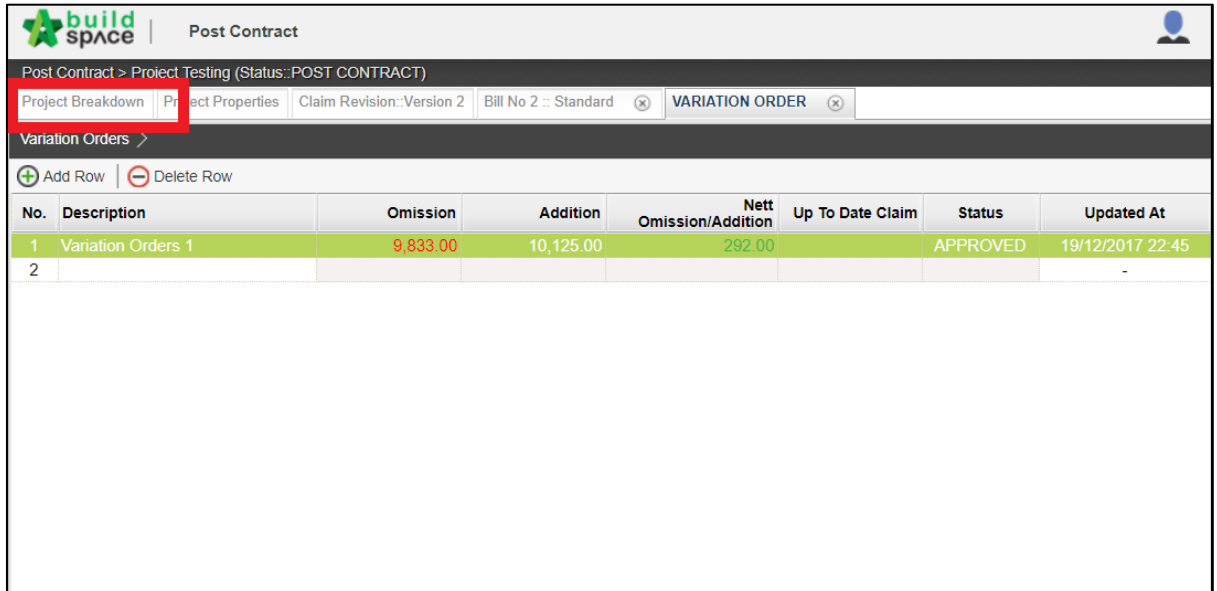


No	Bill Ref	Total Unit	Description	Type	Unit
1			Excavate oversite, commencing from platform level	HEAD 1	
2	1/1 A	1	Not exceeding 250mm, to reduce level.	ITEM	M3
3			Excavate, commencing from reduce level.	HEAD 1	
4	1/1 B	1	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3
5	1/1 C	1	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3
6	1/1 D	1	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3
7	1/1 E	1	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3
8				ITEM	



No.	Description	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Orders 1	9,833.00	10,125.00	292.00		APPROVED	19/12/2017 22:45
2							

- Click **“Project Breakdown”** and click **“Reload”** to view the total amount of Variation Orders.



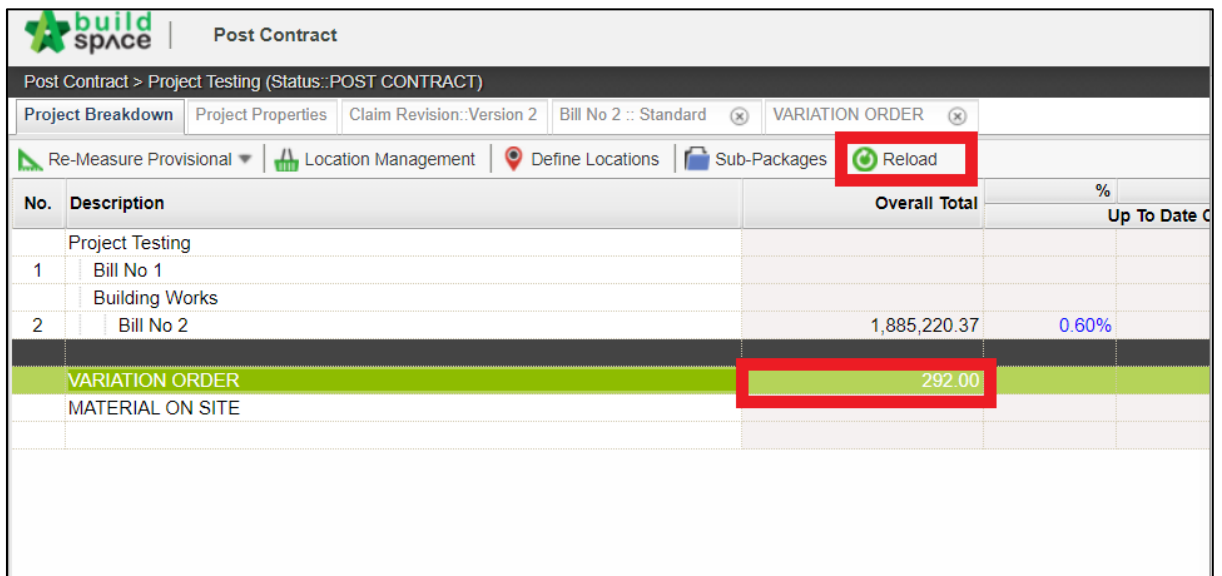
Post Contract > Project Testing (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Revision::Version 2 | Bill No 2 :: Standard | VARIATION ORDER

Variation Orders >

+ Add Row | - Delete Row

No.	Description	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Orders 1	9,833.00	10,125.00	292.00		APPROVED	19/12/2017 22:45
2							



Post Contract > Project Testing (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Revision::Version 2 | Bill No 2 :: Standard | VARIATION ORDER

Re-Measure Provisional | Location Management | Define Locations | Sub-Packages | Reload

No.	Description	Overall Total	%	Up To Date C
	Project Testing			
1	Bill No 1 Building Works			
2	Bill No 2	1,885,220.37	0.60%	
	VARIATION ORDER	292.00		
	MATERIAL ON SITE			

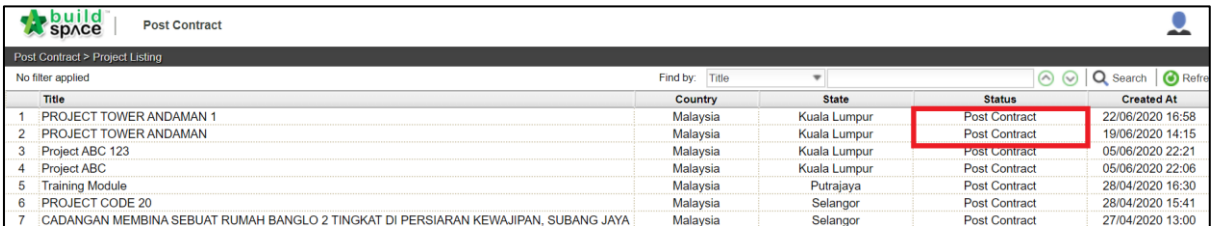


## Re-measurement / Final Account

1. Go to **Buildspace Pro** and access to **“Post Contract Module”**.



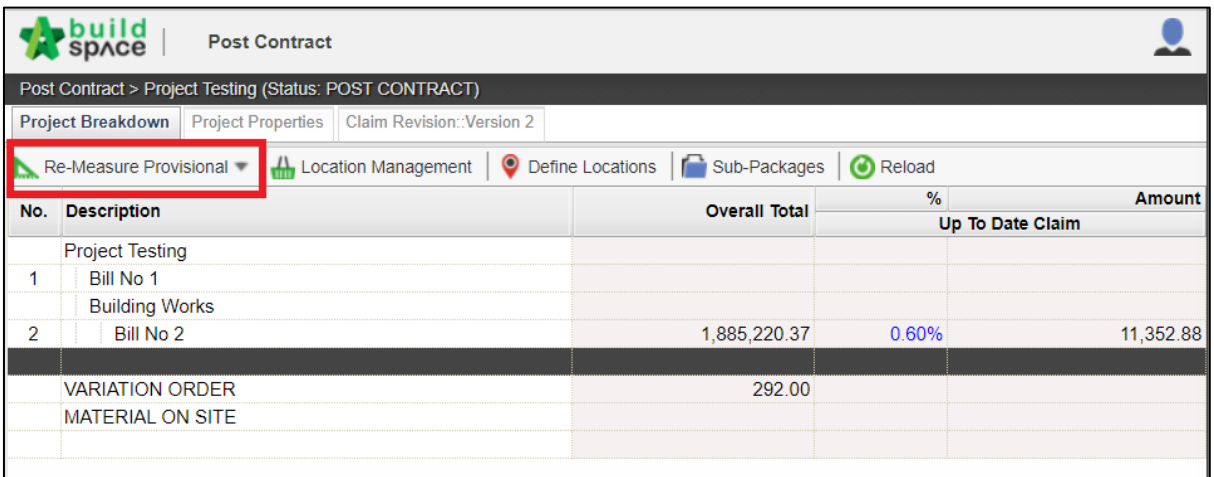
2. Double click to select a project with status **“Post Contract”**.



Title	Country	State	Status	Created At
1 PROJECT TOWER ANDAMAN 1	Malaysia	Kuala Lumpur	Post Contract	22/06/2020 16:58
2 PROJECT TOWER ANDAMAN	Malaysia	Kuala Lumpur	Post Contract	19/06/2020 14:15
3 Project ABC 123	Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:21
4 Project ABC	Malaysia	Kuala Lumpur	Post Contract	05/06/2020 22:06
5 Training Module	Malaysia	Putrajaya	Post Contract	28/04/2020 16:30
6 PROJECT CODE 20	Malaysia	Selangor	Post Contract	28/04/2020 15:41
7 CADANGAN MEMBINA SEBUAT RUMAH BANGLO 2 TINGKAT DI PERSIARAN KEWAJIPAN, SUBANG JAYA	Malaysia	Selangor	Post Contract	27/04/2020 13:00

3. Click **“Re-Measure Provisional”** and select All Items-Selected Item(s) or Provisional Items.

*(Note: “All Items” is for all bill items, “Provisional Item” is for provisional bill & provisional items (ITEM-P) on normal bill)*



No.	Description	Overall Total	%	Amount
Project Testing				
1	Bill No 1			
	Building Works			
2	Bill No 2	1,885,220.37	0.60%	11,352.88
	VARIATION ORDER	292.00		
	MATERIAL ON SITE			

4. Double click and select bill & unit & element.

No.	Bill	Omission	Addition	Nett Omission/Addition
1	Bill No 1			
2	Bill No 2	1,885,220.37		(1,885,220.37)
3				

No.	Description	Total Units	Omission	Addition	Nett Omission/Addition
1	Default	1.00	1,885,220.37		(1,885,220.37)
2					

No.	Description	Omission	Addition	Nett Omission/Addition
1	WORK BELOW GROUND FLOOR LEVEL	456,034.93		(456,034.93)
2	FRAME	246,782.80		(246,782.80)
3	UPPER FLOORS	155,280.69		(155,280.69)
4	STAIRCASE, STEPS AND RAMP CONSTRUCTION	35,702.50		(35,702.50)
5	STRUCTURAL WALLS	38,334.00		(38,334.00)
6	ROOF FINISHES AND RAINWATER GOODS	132,152.90		(132,152.90)
7	EXTERNAL WALLS, DOORS AND WINDOWS	208,566.54		(208,566.54)
8	PARTITIONS, DOOR AND WINDOW	117,054.61		(117,054.61)
9	EXTERNAL WALL FINISHES	45,256.40		(45,256.40)
10	INTERNAL WALL FINISHES	114,594.00		(114,594.00)
11	FLOOR FINISHES	186,650.40		(186,650.40)
12	STAIRCASE, STEPS, RAMP FINISHES AND BALUSTRADES	29,921.30		(29,921.30)
13	CEILING FINISHES	86,384.40		(86,384.40)
14	SUNDRIES	11,918.90		(11,918.90)
15	SANITARY FITTINGS	20,586.00		(20,586.00)
16				

5. Insert new quantity based on each item. **“Net Omission/Addition”** will also be listed in the column after new quantity inserted. After that, click at **“Bill”**.

No.	Description	Type	Unit	Rate	Qty/Unit Omission	Total/Unit	Qty/Unit Addition	Total/Unit	Nett Omission/Addition
1	Excavate oversite, commencing from platform level	HEAD 1							
2	Not exceeding 250mm, to reduce level.	ITEM	M3	3.50	125.00	437.50	150.00	525.00	87.50
3	Excavate, commencing from reduce level.	HEAD 2							
4	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	8.50	188.00	1,598.00	100.00	850.00	(748.00)
5	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	10.50	554.00	5,817.00	700.00	7,350.00	1,533.00
6	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	8.50	200.00	1,700.00	400.00	3,400.00	1,700.00
7	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	8.50	33.00	280.50	50.00	425.00	144.50
8	Earthfilling materials from selected excavated materials, filling up.	HEAD 2							
9	Filling to excavation, deposited and consolidated.	ITEM	M3	12.00	50.00	600.00	100.00	1,200.00	600.00
10	Concrete Grade 16/20, as specified, in.	HEAD 2							
11	Blinding, not exceeding 100mm thick, under footings	ITEM	M3	180.00	19.00	3,420.00	100.00	18,000.00	14,580.00
12	Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	180.00	5.00	900.00	10.00	1,800.00	900.00
13	Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	180.00	23.00	4,140.00	15.00	2,700.00	(1,440.00)
14	Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	180.00	2.00	360.00	2.00	360.00	
15	Disposal off site, including paying all dues	HEAD 2							
16	Excavated materials	ITEM	M3	3.00	936.00	2,808.00	400.00	1,200.00	(1,608.00)
17	Hardcore, consolidated and blinded to receive concrete	HEAD 2							
18	150mm (consolidated thickness), under floor.	ITEM	M3	9.50	532.00	5,054.00	700.00	6,650.00	1,596.00
19	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)	HEAD 2							
20	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	ITEM	M3	2.60	532.00	1,383.20	1,000.00	2,600.00	1,216.80
21	Vibrated reinforced concrete Grade 35/20, as specified, in.	HEAD 2							
22	Pad footing	ITEM	M3	229.00	303.00	69,387.00	600.00	137,400.00	68,013.00
23	Column stumps. (Provisional)	ITEM	M3	229.00	8.00	1,832.00	5.00	1,145.00	(229.00)
24	Ground beams.	ITEM	M3	229.00	48.00	10,932.00	50.00	11,450.00	916.00
25	Trench bases, exceeding 100mm but not exceeding 150mm thick	ITEM	M3	229.00	5.00	1,145.00	50.00	11,450.00	10,305.00
26	Trench walls, exceeding 100mm but not exceeding 150mm thick	ITEM	M3	229.00	9.00	2,061.00	60.00	13,740.00	11,679.00
27	Trench slab, exceeding 100mm but not exceeding 150mm thick	ITEM	M3	229.00	88.00	20,152.00	500.00	114,500.00	94,348.00
28	Hot rolled steel reinforcement (Mild steel, minimum yield stress 280N per sq. mm)	HEAD 2							
29	10mm Diameter, in ground beams (stirrups)	ITEM	KG	4.00	1,153.00	4,612.00			(4,612.00)
30	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2							
31	16mm Diameter, in footings	ITEM	KG	4.00	18,987.00	75,948.00			(75,948.00)
32	12mm Diameter, in footings	ITEM	KG	4.00	5,638.00	22,552.00			(22,552.00)

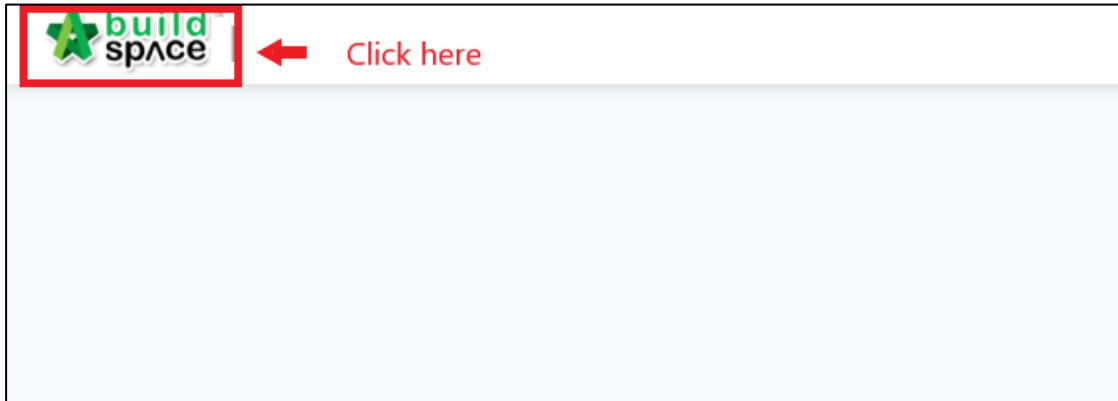
6. Total **“Net Omission/Addition”** will be listed based on each bill.

No.	Bill	Omission	Addition	Nett Omission/Addition
1	Bill No 1			
2	Bill No 2	1,885,220.37	336,745.00	(1,548,475.37)
3				

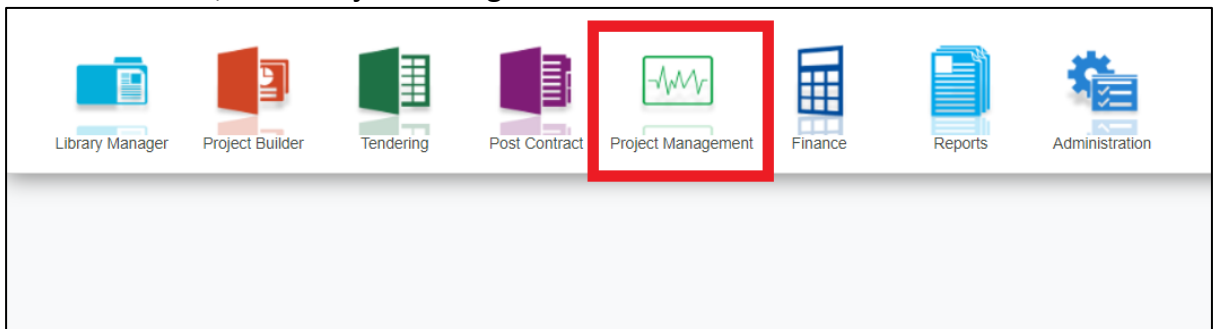
## Project Scheduling

- Notes:**
1. Only those who have the access to Post Contract Module can access the Project Management Module.
  2. Only project that is in the Post Contract Stage can be used to create Project Scheduling in Project Management Module.

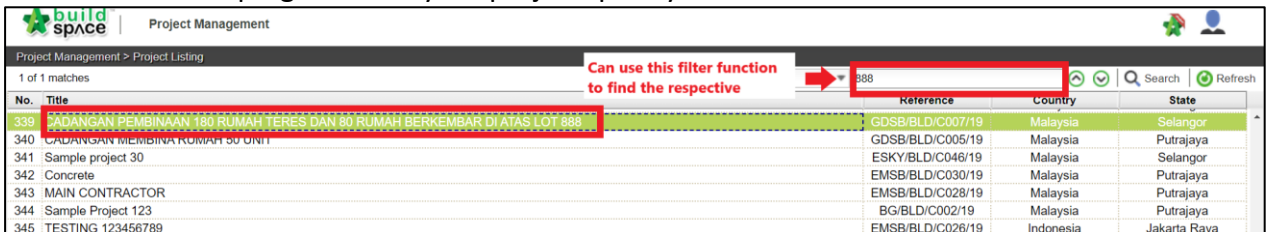
1. Login to **BuildSpace Pro** and click **BuildSpace** logo.



2. At the menu bar, click **“Project Management Module”**.

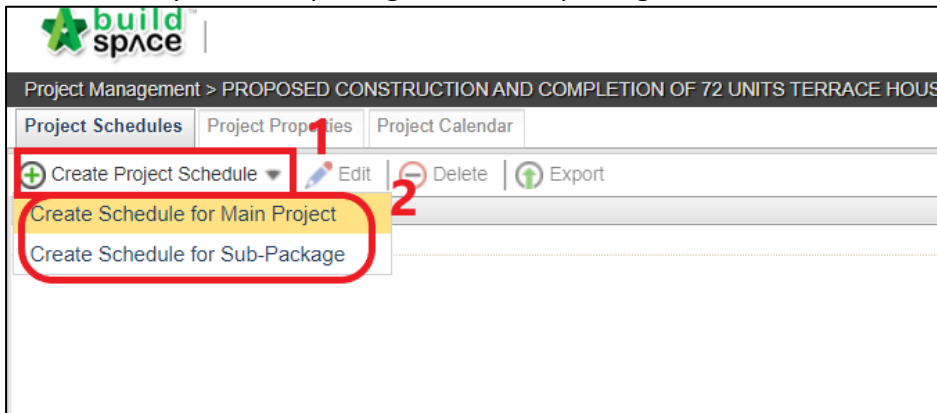


3. At the project listing, **double click** on the respective project. You can use the filter function on the top right to find your project quickly.

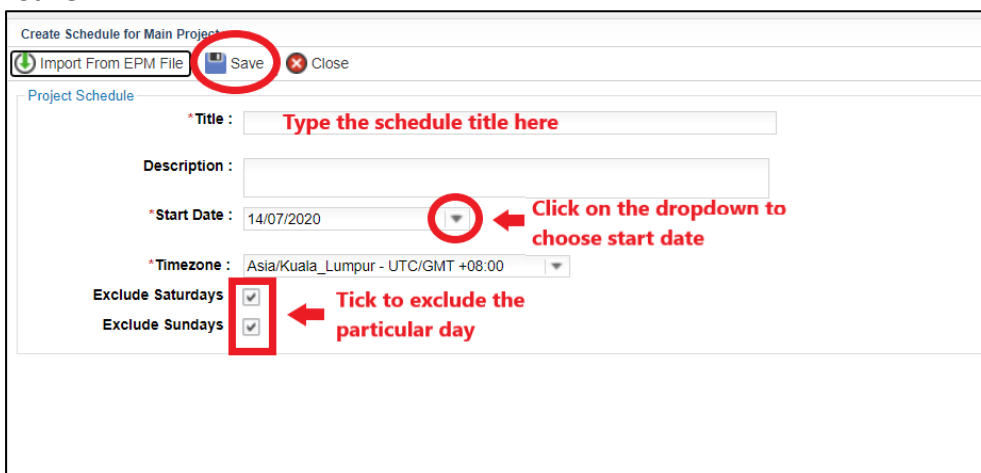


No.	Title	Katerence	Country	State
339	SADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	GDSB/BLD/C007/19	Malaysia	Selangor
340	CADANGAN MEMBINA RUMAH 50 UNIT	GDSB/BLD/C005/19	Malaysia	Putrajaya
341	Sample project 30	ESKY/BLD/C046/19	Malaysia	Selangor
342	Concrete	EMSB/BLD/C030/19	Malaysia	Putrajaya
343	MAIN CONTRACTOR	EMSB/BLD/C028/19	Malaysia	Putrajaya
344	Sample Project 123	BG/BLD/C002/19	Malaysia	Putrajaya
345	TESTING 123456789	EMSB/BLD/C026/19	Indonesia	Jakarta Raya

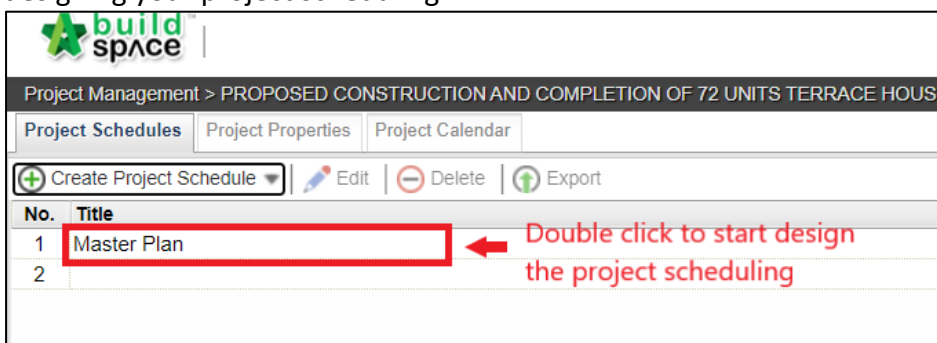
- Click on **“Create Project Schedule”**. Here you can choose either to create the project schedule for your main package or for sub-package.



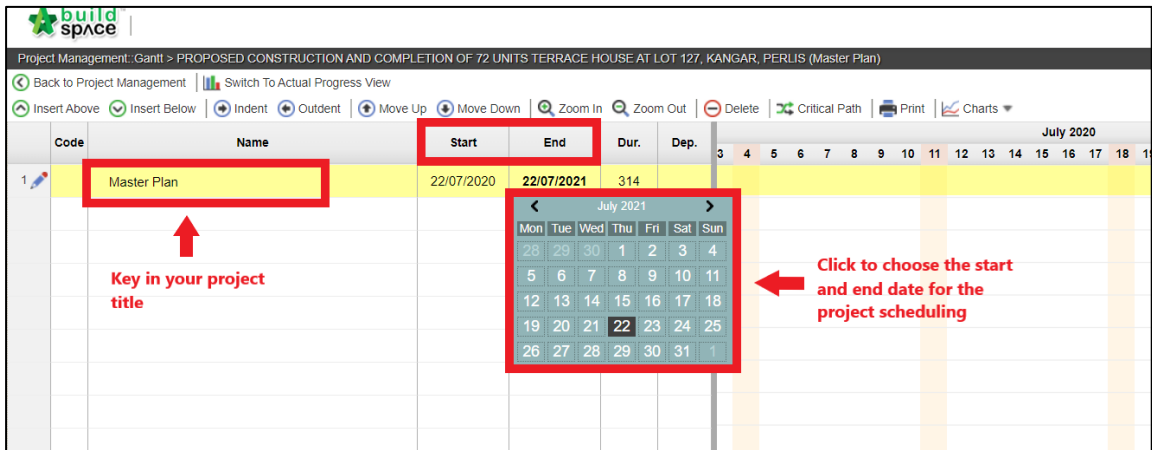
- Once you have chosen the option, fill in the required information as stated in the **pop-out box**. Click on the dropdown to choose the start date. You can either choose to exclude particular day by simply **tick** on the check box. Once you are done, click **“Save”**.



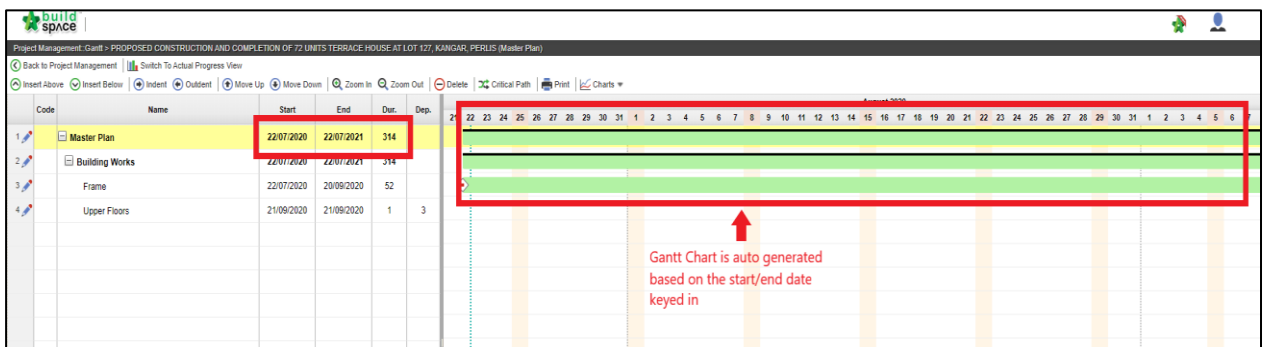
- Your newly created Project Schedule will appear on top of the list. **Double click** to start designing your project scheduling.



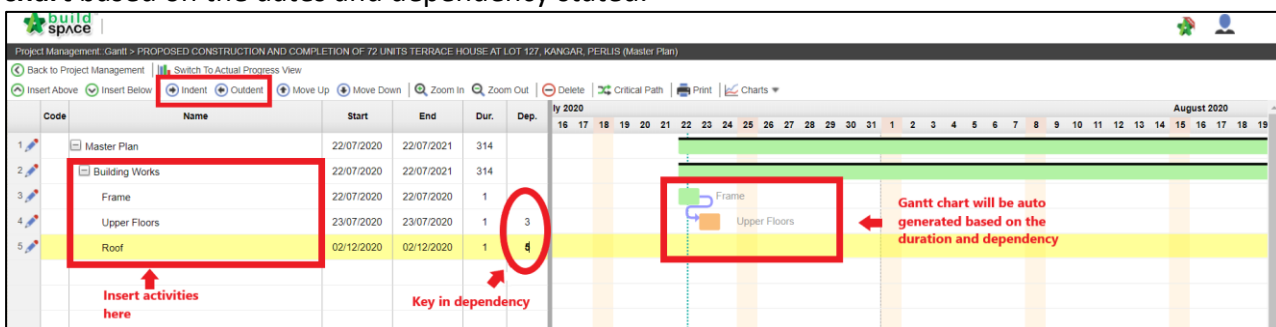
- On the top table, **key in the project scheduling title** and **set the start and end date** for the whole project scheduling. Click on the desired date on the pop out calendar to choose the date. System will auto calculate the **total duration** based on the start/end date chosen.



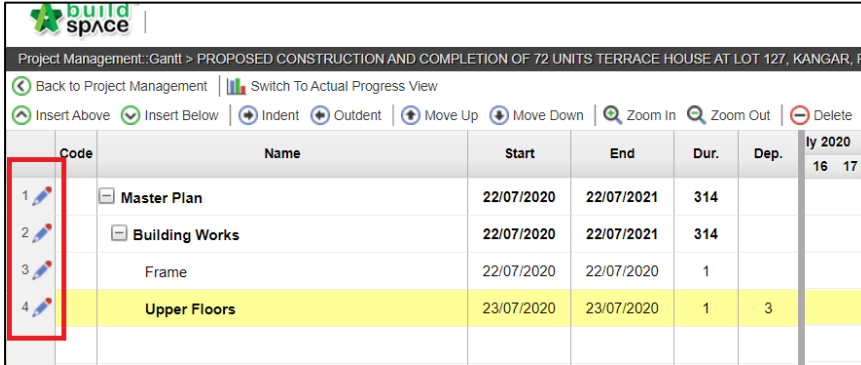
- System will auto generate the Gantt chart on the right which is highlighted in **green colour** as accordance to the dates stated.



- Key in activities under the project scheduling title. You can use the **indent/outdent** function to differentiate between type of works and elements. You can key in the **dependency** of the activities created as well. System will **auto generate the Gantt chart** based on the dates and dependency stated.

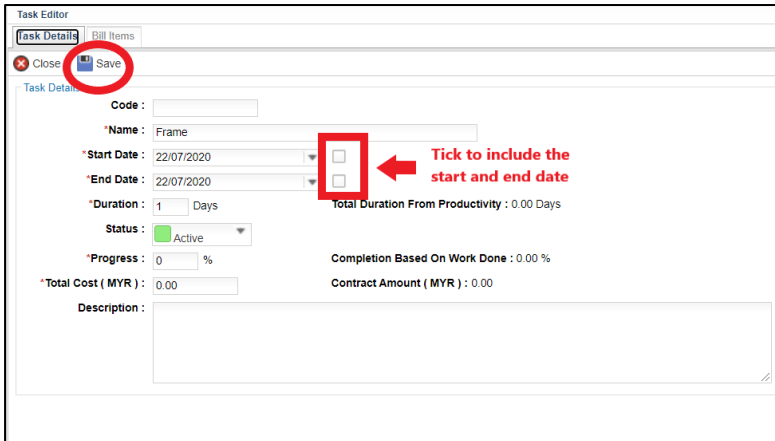


10. To **edit** the activity, click on the **pencil icon** next to the activity to go the **“Task Editor”**.



Code	Name	Start	End	Dur.	Dep.	ly 2020
1	Master Plan	22/07/2020	22/07/2021	314		16 17
2	Building Works	22/07/2020	22/07/2021	314		
3	Frame	22/07/2020	22/07/2020	1		
4	Upper Floors	23/07/2020	23/07/2020	1	3	

11. You can edit the details in the **“Task Editor”** accordingly. **Tick** on the start/end date to include the dates in the project scheduling. Once you are done, click **“Save”**.



Task Editor

Task Details | Bill Items

Close Save

Task Details

Code:

Name: Frame

Start Date: 22/07/2020

End Date: 22/07/2020  **Tick to include the start and end date**

Duration: 1 Days Total Duration From Productivity: 0.00 Days

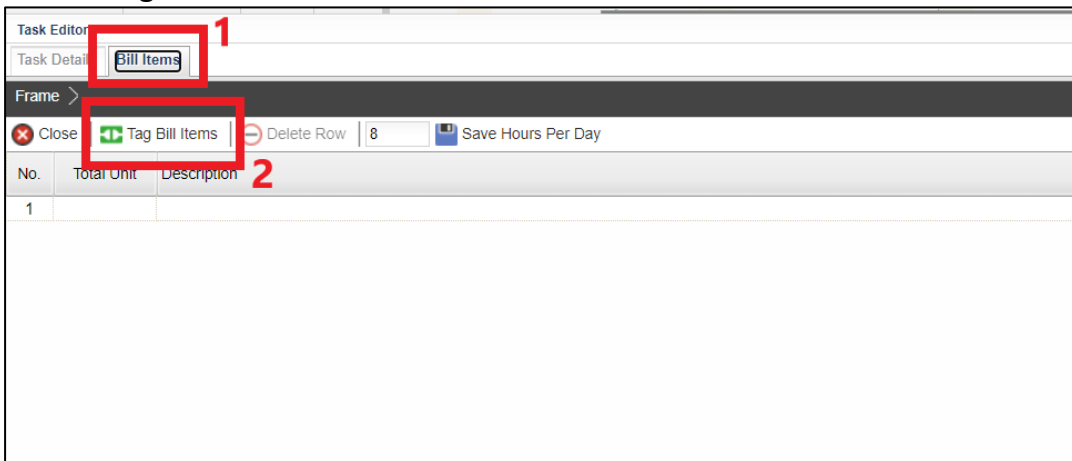
Status: Active

Progress: 0 % Completion Based On Work Done: 0.00 %

Total Cost ( MYR ): 0.00 Contract Amount ( MYR ): 0.00

Description:

12. To tag the project scheduling to the BQ items, click on the **“Bill Items”** and then Click on the **“Tag Bill Items”**.



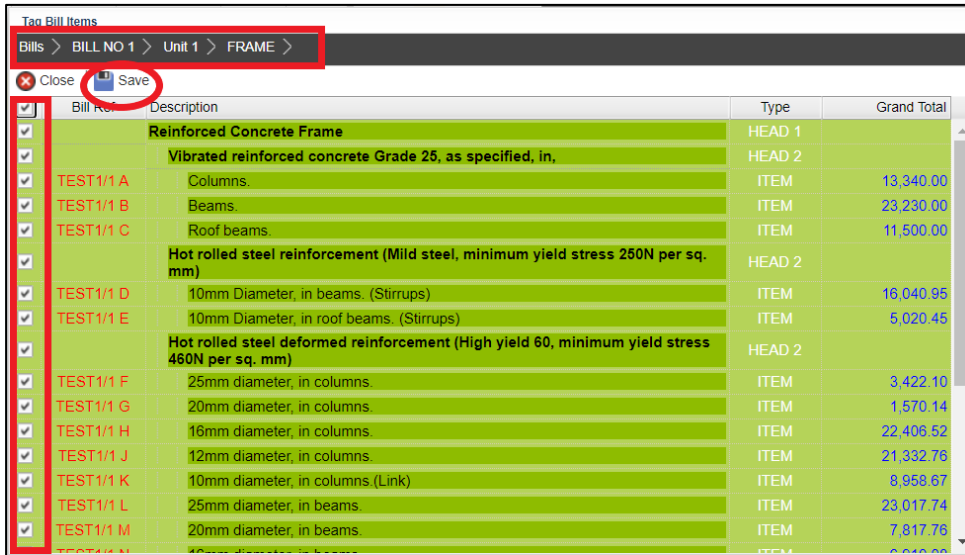
Task Editor

Task Details | Bill Items

Close Tag Bill Items Delete Row 8 Save Hours Per Day

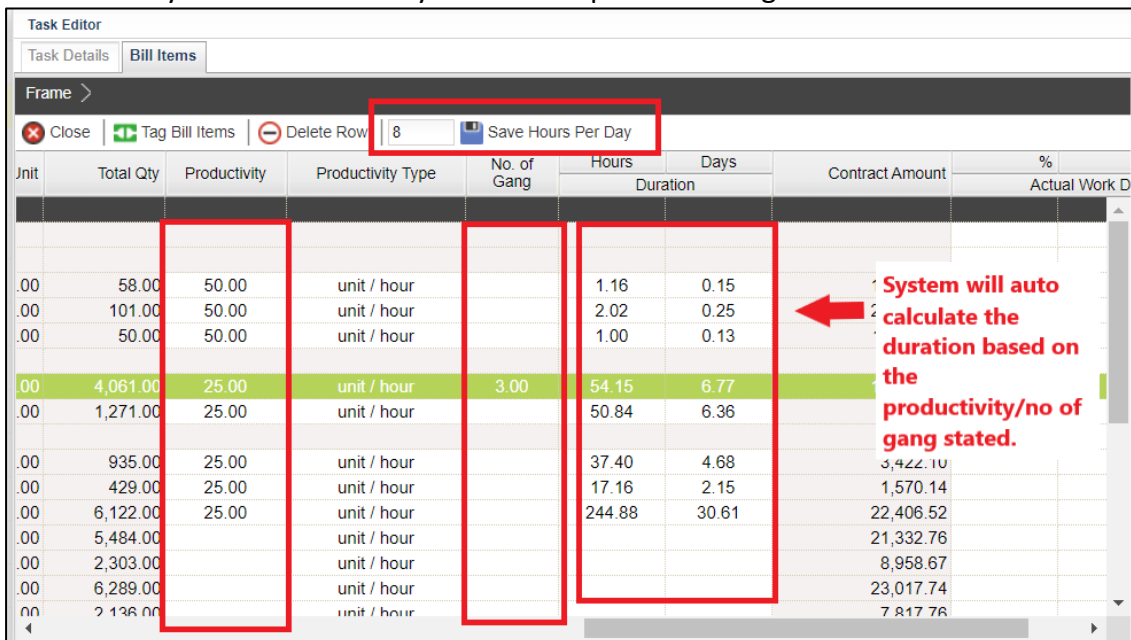
No.	Total Unit	Description
1		

13. Choose the respected Bills from your BQ by **double click** on the Bill, then double click on the respected Unit and Element to **go to the Item level**. You may **tick** on the bill Item to be tagged to the project scheduling, then click **“Save”**.



Bill Ref	Description	Type	Grand Total
	<b>Reinforced Concrete Frame</b>	HEAD 1	
	Vibrated reinforced concrete Grade 25, as specified, in.	HEAD 2	
TEST1/1 A	Columns.	ITEM	13,340.00
TEST1/1 B	Beams.	ITEM	23,230.00
TEST1/1 C	Roof beams.	ITEM	11,500.00
	<b>Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)</b>	HEAD 2	
TEST1/1 D	10mm Diameter, in beams. (Stirrups)	ITEM	16,040.95
TEST1/1 E	10mm Diameter, in roof beams. (Stirrups)	ITEM	5,020.45
	<b>Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)</b>	HEAD 2	
TEST1/1 F	25mm diameter, in columns.	ITEM	3,422.10
TEST1/1 G	20mm diameter, in columns.	ITEM	1,570.14
TEST1/1 H	16mm diameter, in columns.	ITEM	22,406.52
TEST1/1 J	12mm diameter, in columns.	ITEM	21,332.76
TEST1/1 K	10mm diameter, in columns (Link)	ITEM	8,958.67
TEST1/1 L	25mm diameter, in beams.	ITEM	23,017.74
TEST1/1 M	20mm diameter, in beams.	ITEM	7,817.76

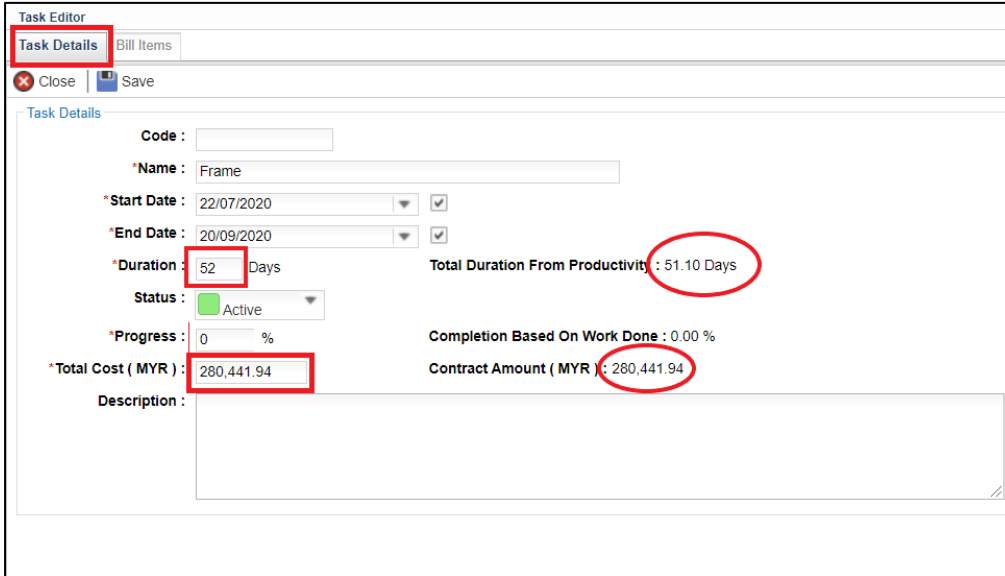
14. All ticked BQ item will be auto updated in the project scheduling as displayed in the **“Task Editor”**. Scroll to the right to key in the **productivity, number of gang** and also to amend the **working hours per day** accordingly. System will calculate the **duration** automatically. Press **enter** to key in data and press **enter** again to save.



Unit	Total Qty	Productivity	Productivity Type	No. of Gang	Hours	Days	Contract Amount	%
	58.00	50.00	unit / hour		1.16	0.15		
	101.00	50.00	unit / hour		2.02	0.25		
	50.00	50.00	unit / hour		1.00	0.13		
	4,061.00	25.00	unit / hour	3.00	54.15	6.77	3,422.10	
	1,271.00	25.00	unit / hour		50.84	6.36	1,570.14	
	935.00	25.00	unit / hour		37.40	4.68	22,406.52	
	429.00	25.00	unit / hour		17.16	2.15	21,332.76	
	6,122.00	25.00	unit / hour		244.88	30.61	8,958.67	
	5,484.00		unit / hour				23,017.74	
	2,303.00		unit / hour				7,817.76	
	2,303.00		unit / hour					



15. Click on the “Task Details”. System will auto calculate the **Total duration from productivity** and the **Contract Amount**. From there, you can update the Duration and Total Cost accordingly.



Task Editor

Task Details | Bill Items

Close Save

Task Details

Code :

\*Name : Frame

\*Start Date : 22/07/2020

\*End Date : 20/09/2020

\*Duration : 52 Days **Total Duration From Productivity : 51.10 Days**

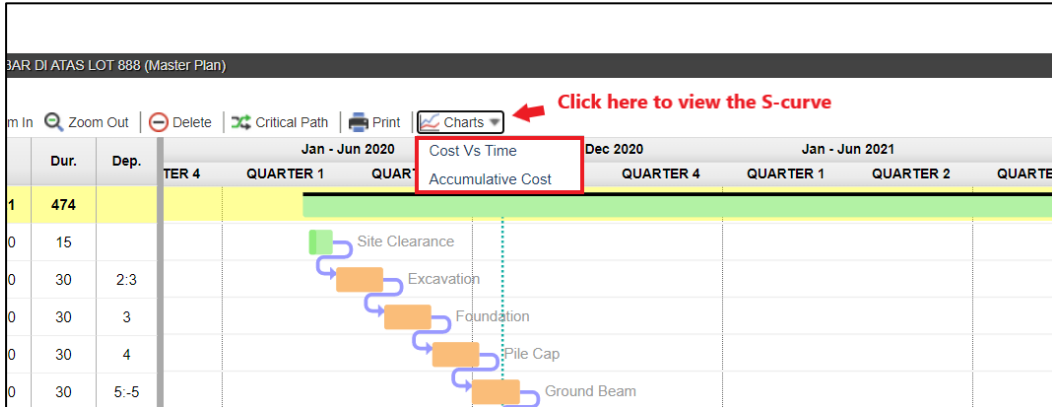
Status : Active


\*Progress : 0 % **Completion Based On Work Done : 0.00 %**

\*Total Cost ( MYR ) : 280,441.94 **Contract Amount ( MYR ) : 280,441.94**

Description :

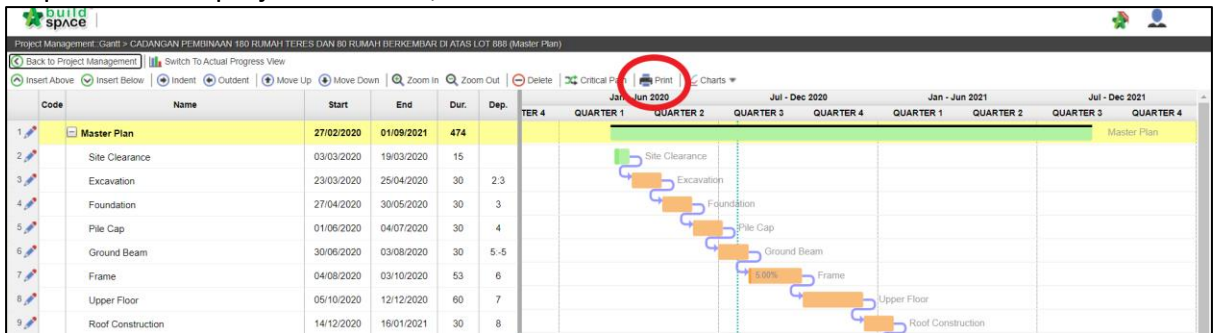
16. System will also **auto generate the S-curve** based on the keyed in data. To view the S-curve, click on “Charts” and choose either “Cost Vs Time” or “Accumulative Cost”.



17. For example, click on “Cost Vs Time”. System will preview the S-curve based on the data provided in the project scheduling. Move your cursor to each  to view the cost.

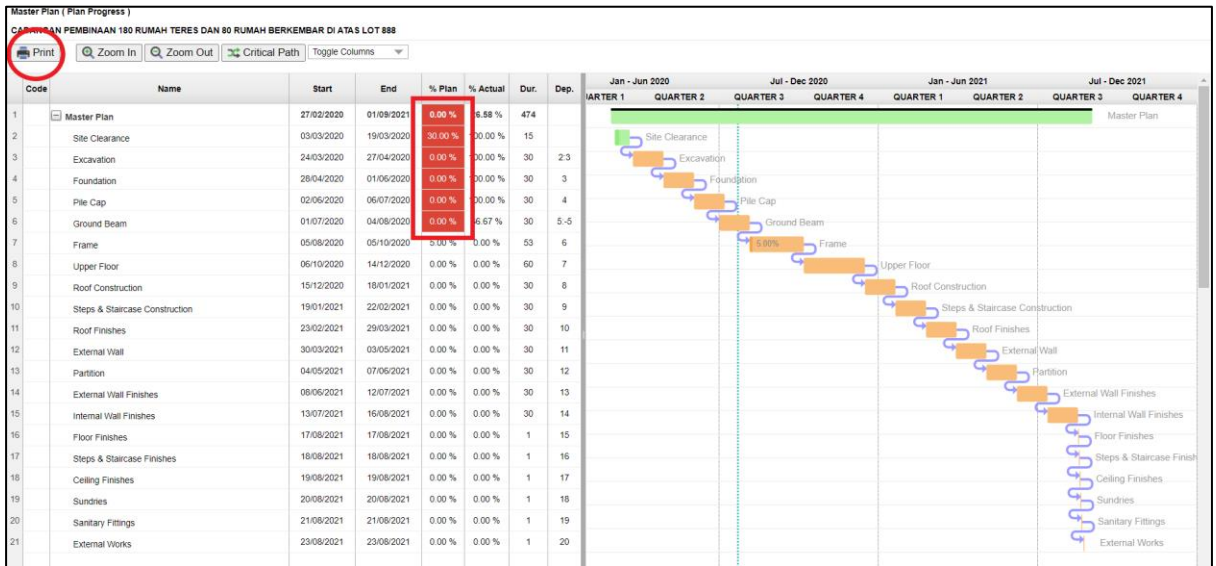


18. To print out the project schedule, Click on “Print”.



19. A preview on the project scheduling will be shown. Then simply click “Print”.

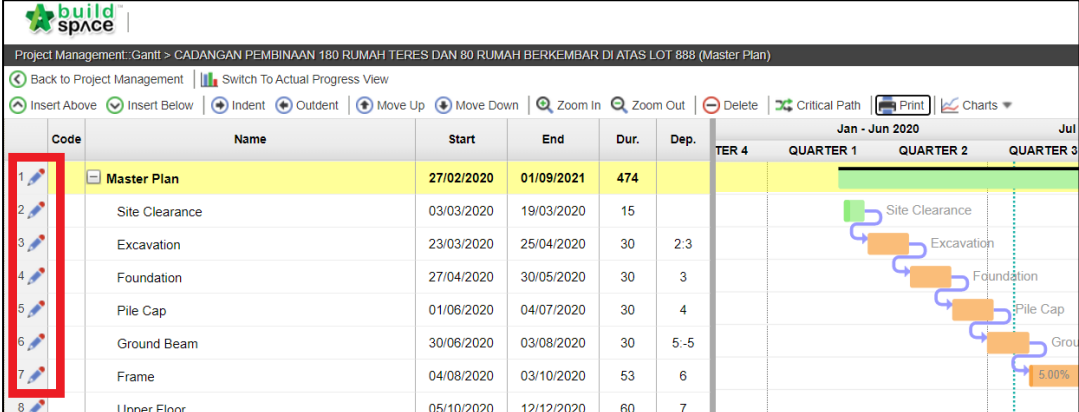
**Notes: The red coloured column indicates the activity is behind schedule**



## Update Work Done from Project Scheduling

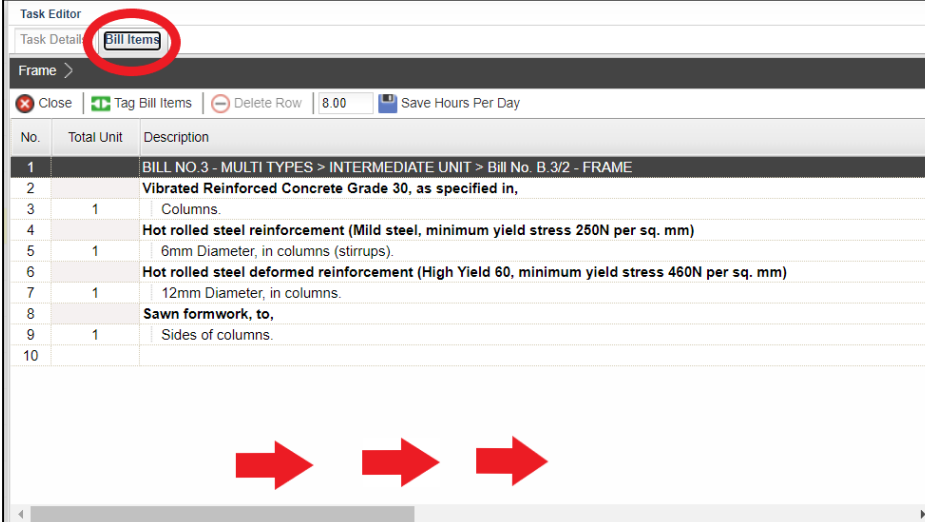
**Note: Only those who have the access to Post Contract Module can access the Project Management Module.**

- Besides updating progress work done in Post Contract Module, user who have access to the Project Management Module can also update the project progress work done in the Project Scheduling. Click on the **pencil logo** on the left to go to **“Task Editor”**.



Code	Name	Start	End	Dur.	Dep.
1	Master Plan	27/02/2020	01/09/2021	474	
2	Site Clearance	03/03/2020	19/03/2020	15	
3	Excavation	23/03/2020	25/04/2020	30	2.3
4	Foundation	27/04/2020	30/05/2020	30	3
5	Pile Cap	01/06/2020	04/07/2020	30	4
6	Ground Beam	30/06/2020	03/08/2020	30	5-5
7	Frame	04/08/2020	03/10/2020	53	6
8	Upper Floor	05/10/2020	12/12/2020	60	7

- Click on **“Bill Items”** and scroll to the right.



No.	Total Unit	Description
1		BILL NO.3 - MULTI TYPES > INTERMEDIATE UNIT > Bill No. B.3/2 - FRAME
2		Vibrated Reinforced Concrete Grade 30, as specified in,
3	1	Columns.
4		Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
5	1	6mm Diameter, in columns (stirrups).
6		Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)
7	1	12mm Diameter, in columns.
8		Sawn formwork, to,
9	1	Sides of columns.
10		

- From here, press **enter** to key in the progress work done, either by percentage or by amount. Then, press **enter** again to **save**.

**Notes: Any figures updated (either by % or amount), system will help you to update the figure of work done in the Post Contract Module.**

Task Editor

Task Details | Bill Items

Frame >

Close Tag Bill Items Delete Row 8.00 Save Hours Per Day

Qty	Productivity	Productivity Type	No. of Gang	Duration		Contract Amount	Actual Work Done	
				Hours	Days		%	Amount
1.00		unit / hour				300.00	94.00%	282.00
7.00		unit / hour				35.00	93.00%	32.55
24.00		unit / hour				120.00	100.00%	120.00
3.00		unit / hour				99.00	94.00%	93.06

Can update the actual work done by % or Amount.

- For example, the work done in the Post Contract Module has already been updated accordingly.

buildspace

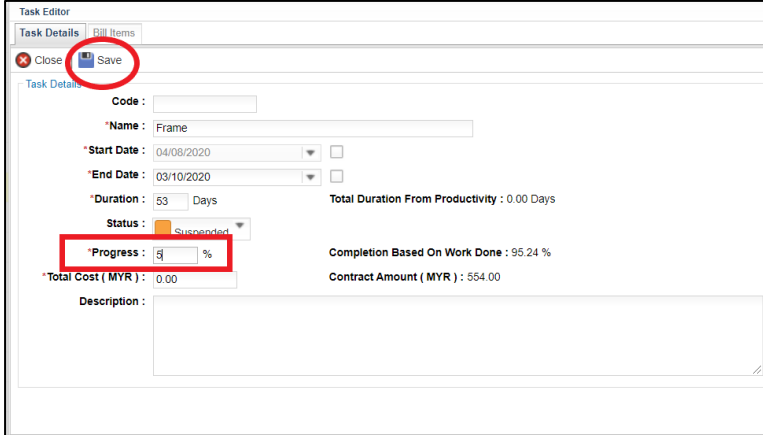
Post Contract > CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888 (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | BILL NO.3 - MULTI TYPES :: Standard

Type / Unit > INTERMEDIATE UNIT - Unit 2 > Bill No. B.3/2 - FRAME >

No.	Description	VO Omitted At	Qty	Unit	Rate	Total	% Previous Claim	Amount	% Current Claim	Amount	% Up To Date Claim	Qty
1	Vibrated Reinforced Concrete Grade 30, as specified in,											
2	Columns	VO Number: 6 - Change of concrete column and beam size	1.00	m3	300.00	300.00			94.00%	282.00	94.00%	0.94
3	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)											
4	6mm Diameter, in columns (stirrups)	VO Number: 6 - Change of concrete column and beam size	7.00	kg	5.00	35.00			93.00%	32.55	93.00%	6.51
5	Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)											
6	12mm Diameter, in columns	VO Number: 17 - Additional Column in Car Park	24.00	kg	5.00	120.00			100.00%	120.00	100.00%	24.00
7	Sawn formwork, to,											
8	Sides of columns.	VO Number: 17 - Additional Column in Car Park	3.00	m2	33.00	99.00			94.00%	93.06	94.00%	2.82
9	Any other items											

- To update the progress in overall manner, click on the **pencil icon** next to the activity and go to **“Task Details”**. At **“Progress”** description, key in the figure (in %) then click **“Save”**. System will auto update the progress in the Gantt chart.



Task Editor

Task Details | Bill Items

Close Save

Task Details

Code :

\*Name : Frame

\*Start Date : 04/08/2020

\*End Date : 03/10/2020

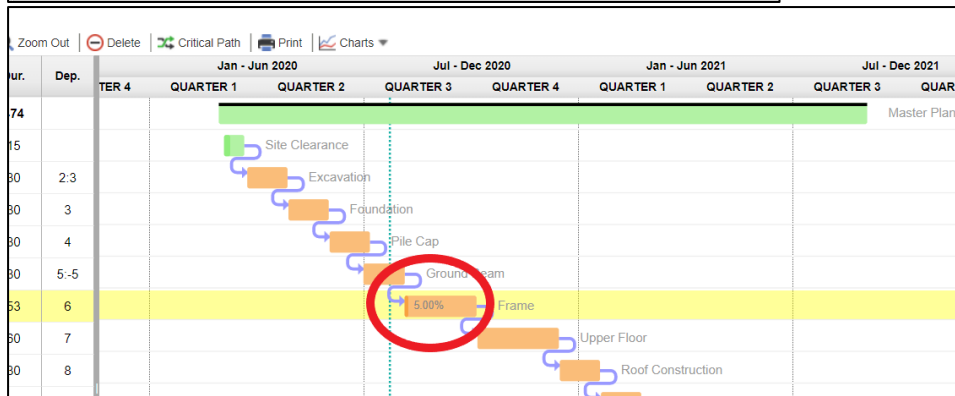
\*Duration : 53 Days Total Duration From Productivity : 0.00 Days

Status : Suspended

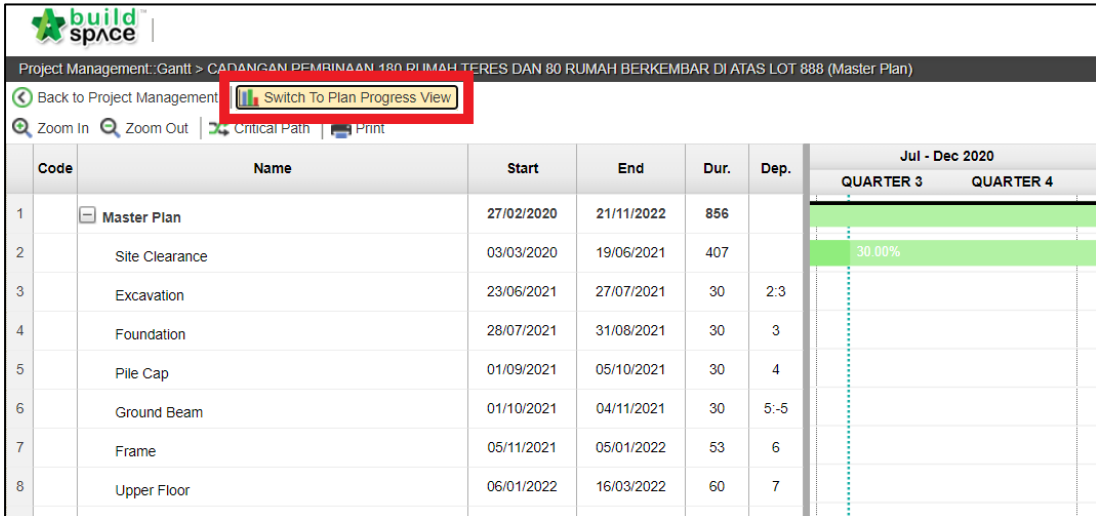
\*Progress : 5 % Completion Based On Work Done : 95.24 %

\*Total Cost ( MYR ) : 0.00 Contract Amount ( MYR ) : 554.00

Description :



- To compare work progress with the actual proposed work progress, click **“Switch to Actual Plan Progress View”** (if the current momentum is maintained).



Project Management: Gantt > CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888 (Master Plan)

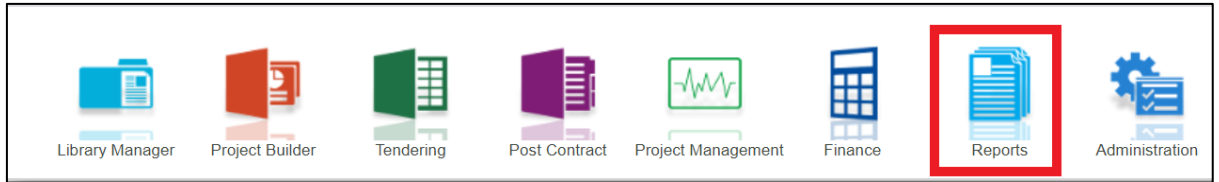
Back to Project Management Switch To Plan Progress View

Zoom In Zoom Out Critical Path Print

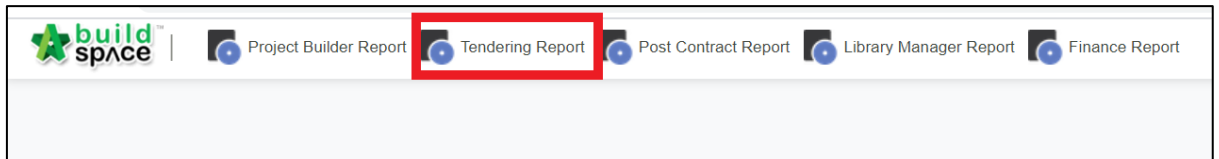
Code	Name	Start	End	Dur.	Dep.	Jul - Dec 2020	
						QUARTER 3	QUARTER 4
1	Master Plan	27/02/2020	21/11/2022	856			
2	Site Clearance	03/03/2020	19/06/2021	407		30.00%	
3	Excavation	23/06/2021	27/07/2021	30	2:3		
4	Foundation	28/07/2021	31/08/2021	30	3		
5	Pile Cap	01/09/2021	05/10/2021	30	4		
6	Ground Beam	01/10/2021	04/11/2021	30	5-5		
7	Frame	05/11/2021	05/01/2022	53	6		
8	Upper Floor	06/01/2022	16/03/2022	60	7		

## Reports Module

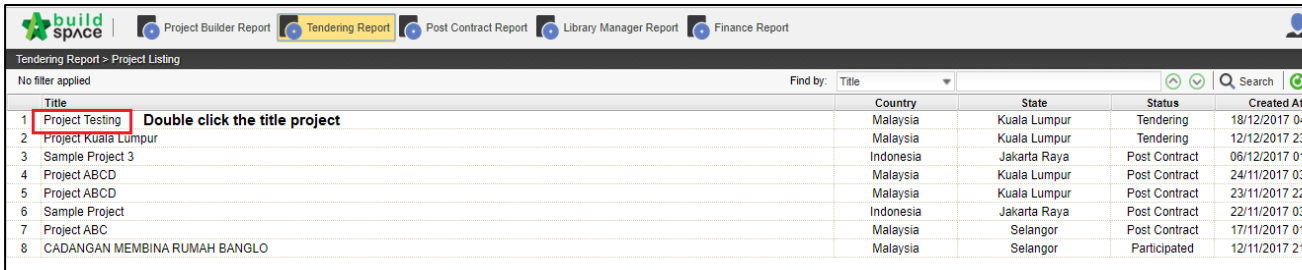
1. Click the **Buildspace** logo and select **“Report Module”**.



2. Choose the sub module **“Tendering Report”**.

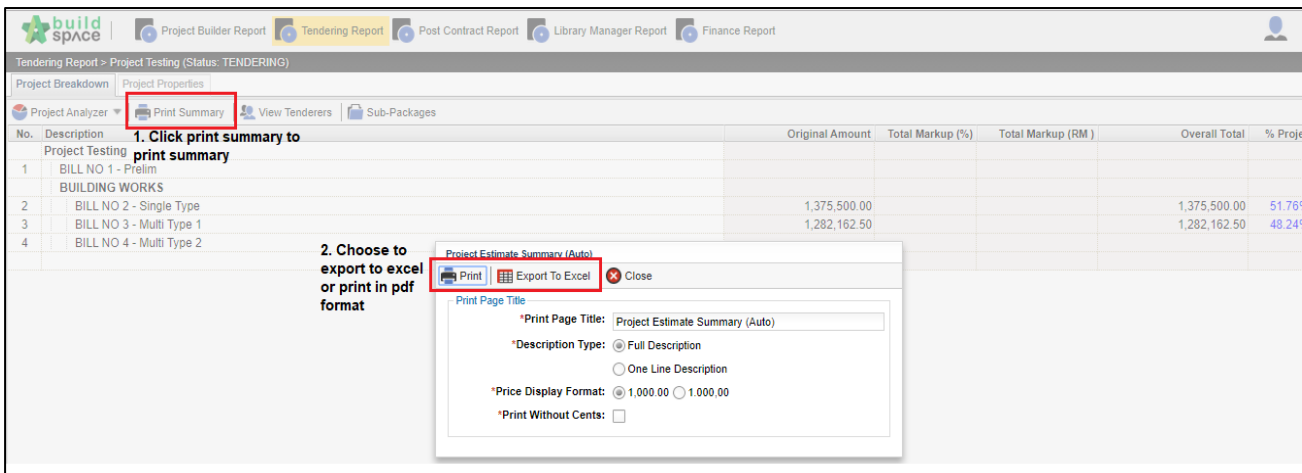


3. Double click the project title to view the all bills within its project.



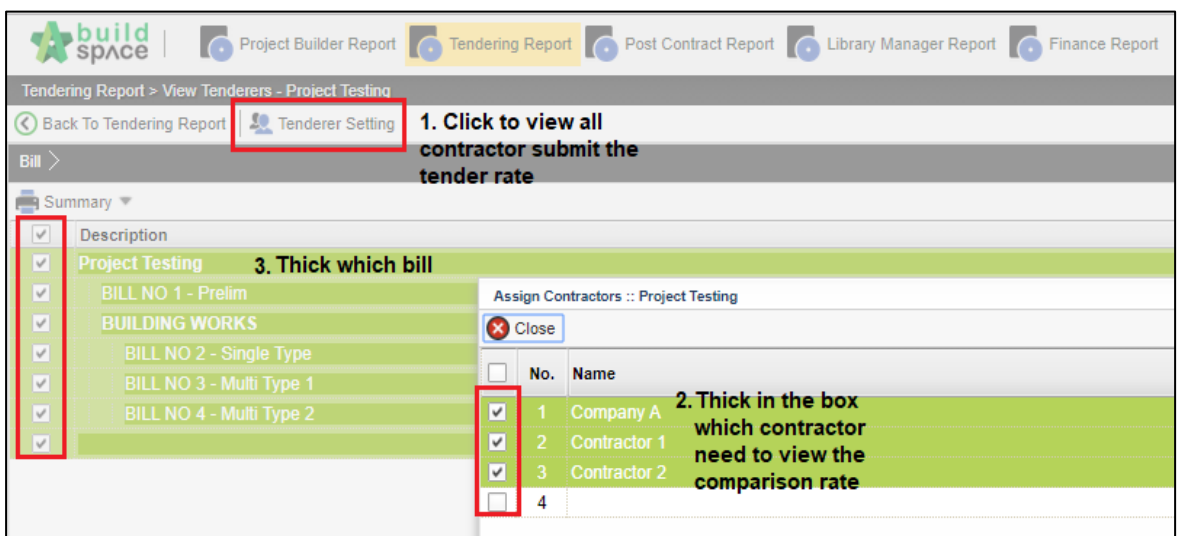
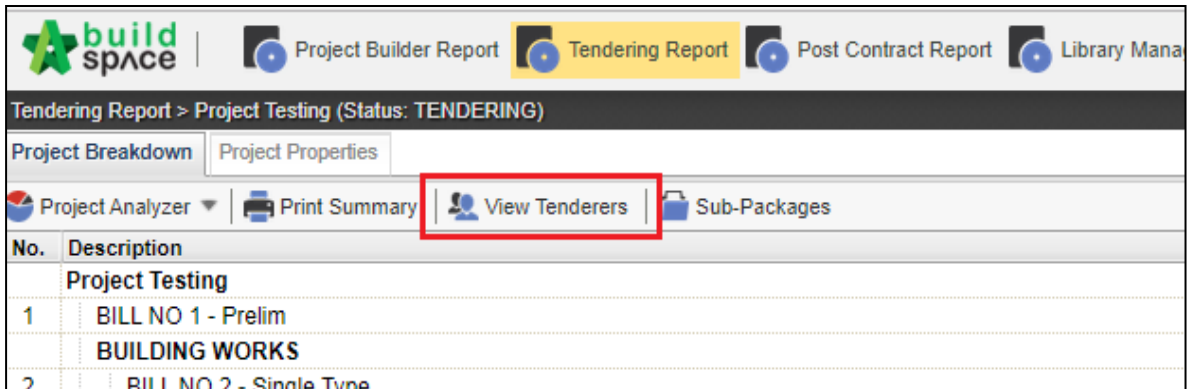
Title	Country	State	Status	Created At
1 Project Testing	Malaysia	Kuala Lumpur	Tendering	18/12/2017 04:...
2 Project Kuala Lumpur	Malaysia	Kuala Lumpur	Tendering	12/12/2017 23:...
3 Sample Project 3	Indonesia	Jakarta Raya	Post Contract	06/12/2017 01:...
4 Project ABCD	Malaysia	Kuala Lumpur	Post Contract	24/11/2017 03:...
5 Project ABCD	Malaysia	Kuala Lumpur	Post Contract	23/11/2017 22:...
6 Sample Project	Indonesia	Jakarta Raya	Post Contract	22/11/2017 03:...
7 Project ABC	Malaysia	Selangor	Post Contract	17/11/2017 01:...
8 CADANGAN MEMBINA RUMAH BANGLO	Malaysia	Selangor	Participated	12/11/2017 21:...

4. Click **Print Summary** and choose print or export.

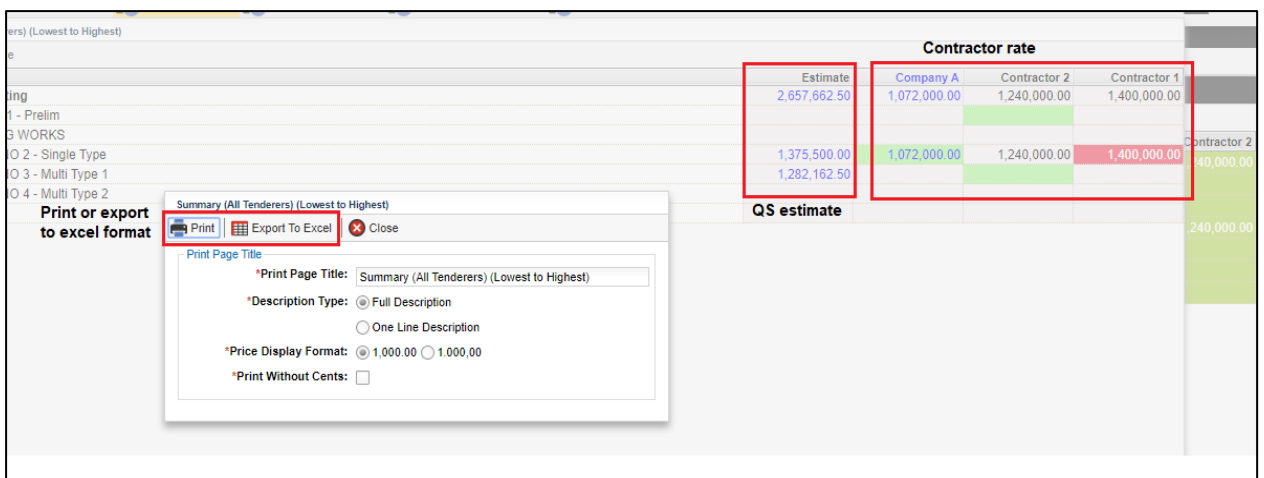


No.	Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Proj
1	BILL NO 1 - Prelim					
2	BILL NO 2 - Single Type	1,375,500.00			1,375,500.00	51.76%
3	BILL NO 3 - Multi Type 1					
4	BILL NO 4 - Multi Type 2	1,282,162.50			1,282,162.50	48.24%

5. Click the “View Tenderers”.

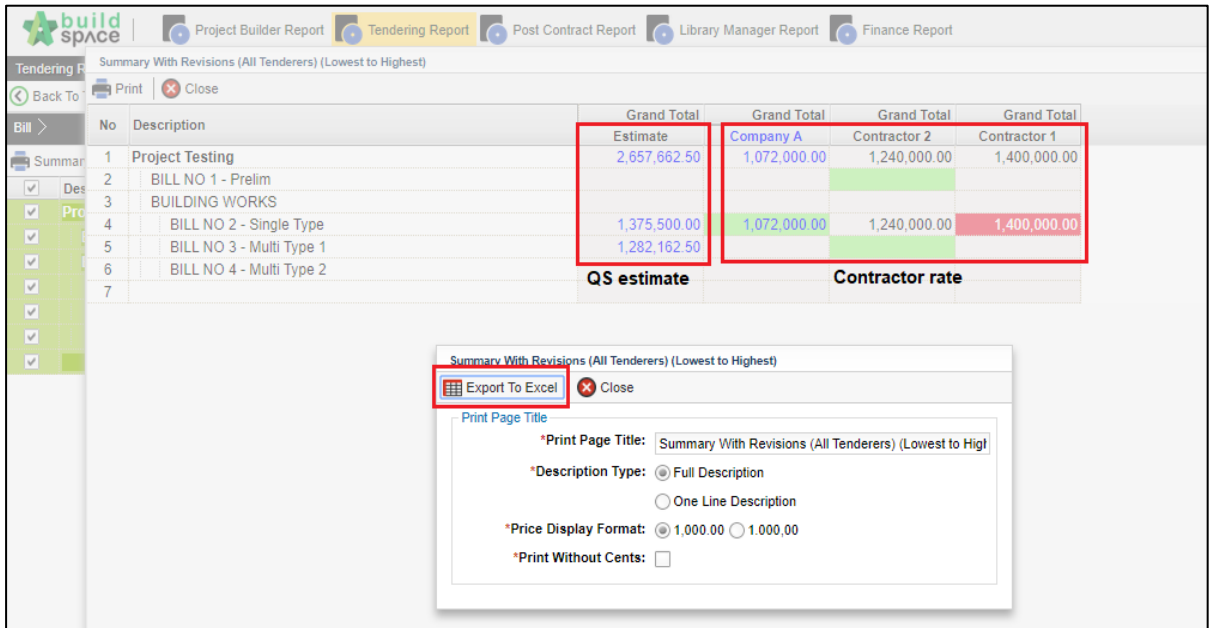


6. Click “Summary” and choose summary (selected tenderer), and then click “Print”.
7. The red colour represents higher BQ rate and the green represents lower BQ rate based on several tenderers’ rate.



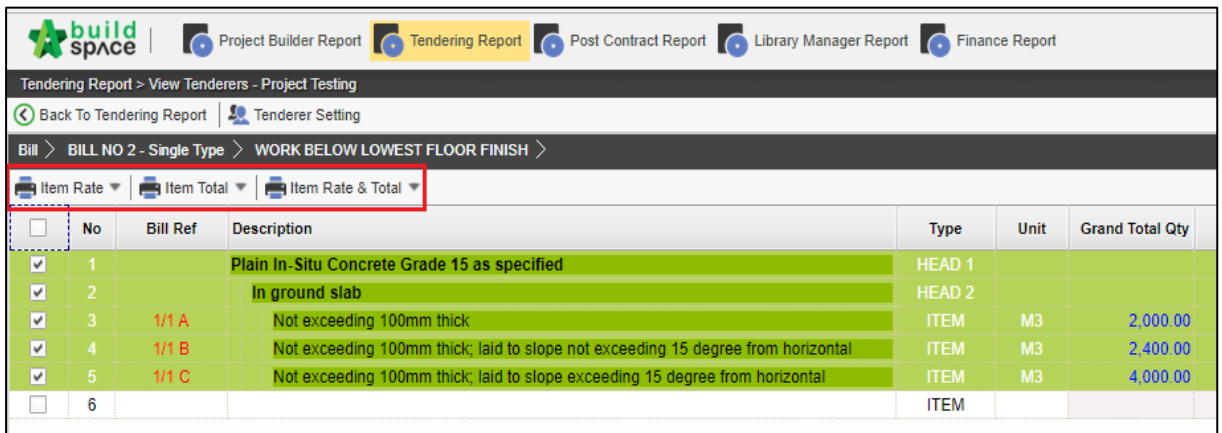


- Click **summary** and choose **summary with revision (all tenderers)**.



No	Description	Grand Total	Grand Total	Grand Total	Grand Total
	Estimate	2,657,662.50	1,072,000.00	1,240,000.00	1,400,000.00
1	Project Testing				
2	BILL NO 1 - Prelim				
3	BUILDING WORKS				
4	BILL NO 2 - Single Type	1,375,500.00	1,072,000.00	1,240,000.00	1,400,000.00
5	BILL NO 3 - Multi Type 1	1,282,162.50			
6	BILL NO 4 - Multi Type 2				
7					
	<b>QS estimate</b>				
			<b>Contractor rate</b>		

- Double click the bill to view the element and double click the element to view the item.
- Click print the **item rate, item total or item rate and total** for all contractor.



No	Bill Ref	Description	Type	Unit	Grand Total Qty
1		Plain In-Situ Concrete Grade 15 as specified	HEAD 1		
2		In ground slab	HEAD 2		
3	1/1 A	Not exceeding 100mm thick	ITEM	M3	2,000.00
4	1/1 B	Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3	2,400.00
5	1/1 C	Not exceeding 100mm thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3	4,000.00
6			ITEM		