



Activate BQ Addendum For Tender Resubmission

For Admin / Normal User

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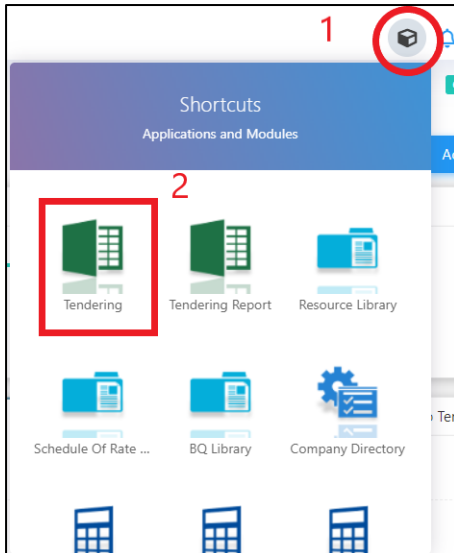
Website: www.BuildSpace.my

(BuildSpace Version 2.3)

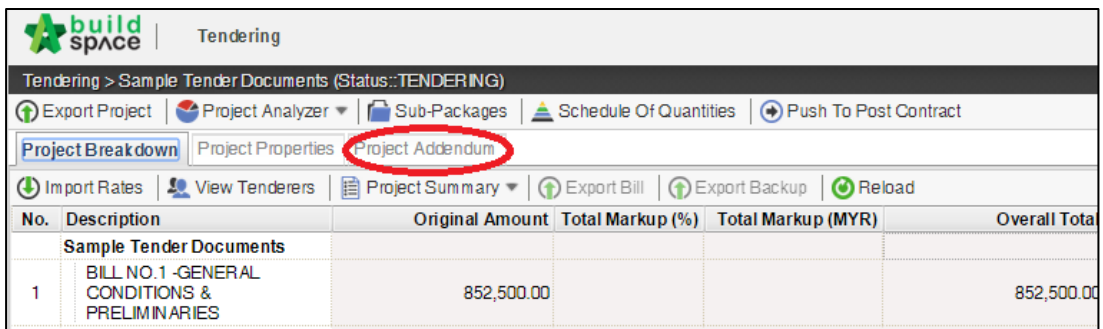
Last updated: 13/10/2020

Activate BQ Addendum (Without BQ Amendment)

1. To activate BQ addendum, click the small box as a shortcut in **BuildSpace eProject** and click **“Tendering”** module.

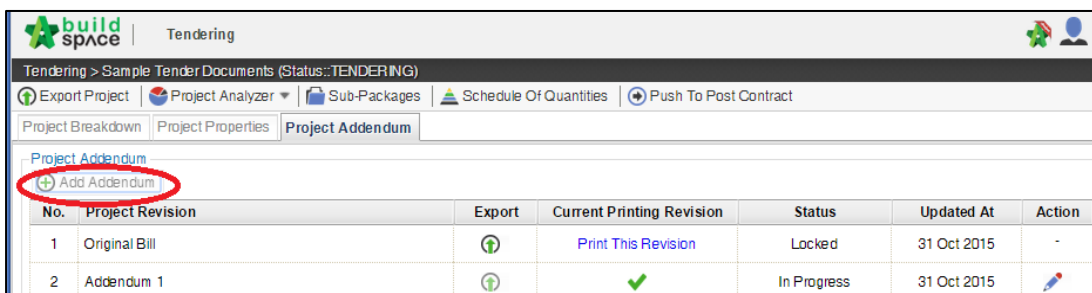


2. Click at **“Project Addendum”** tab.



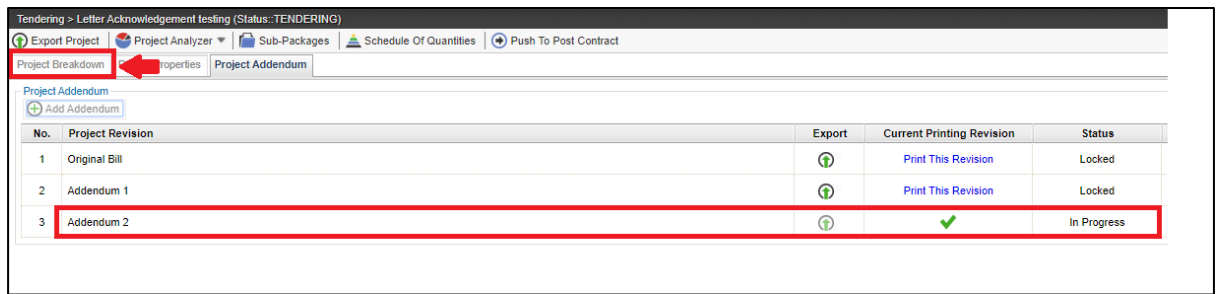
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total
Sample Tender Documents					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00

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

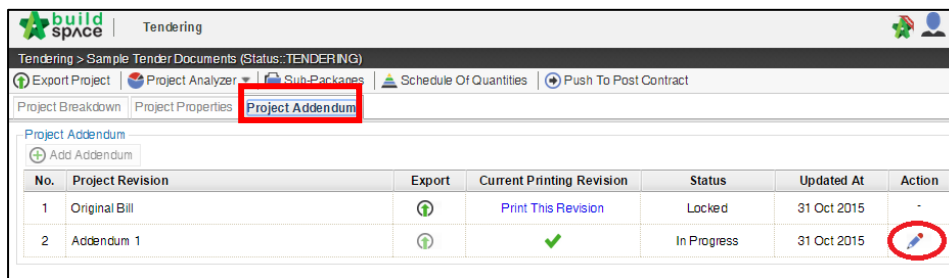


No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	31 Oct 2015	-
2	Addendum 1		✓	In Progress	31 Oct 2015	

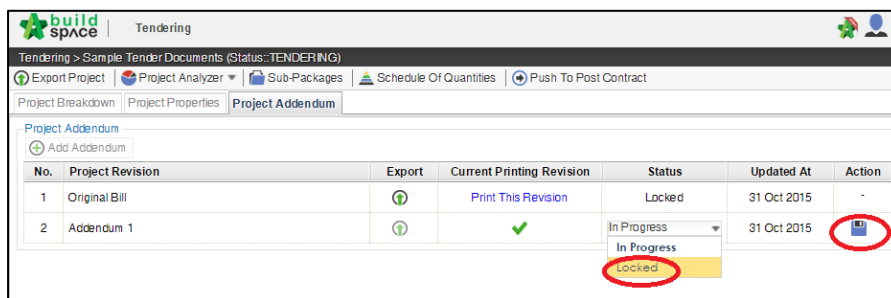
- Then the system will generate a new revision for addendum with “In Progress” status.



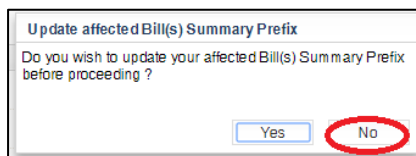
- If without editing the BQ, click at “Project Addendum” and then click **Edit** (The pen logo) to lock it.



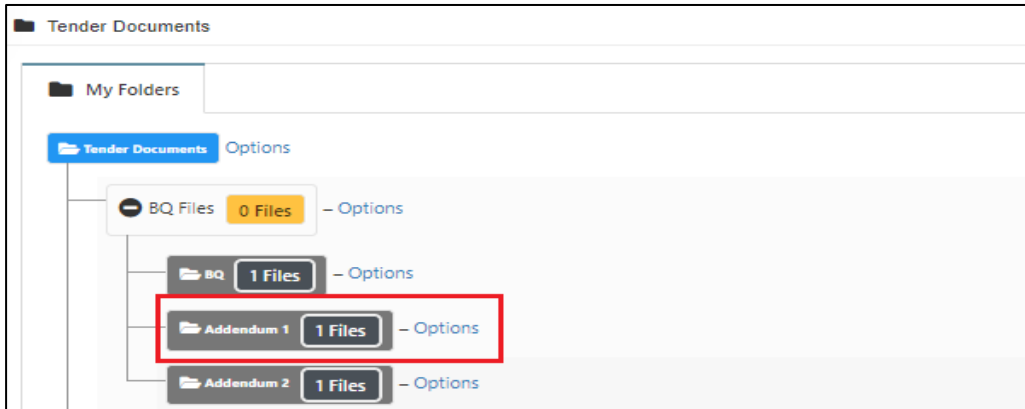
- Select “Locked” and click “Save”.



- The following message will pop up, click “No” to proceed to lock the addendum.



- Once the addendum version is locked, system will auto generate a new BQ addendum file under Tender Document module.



Note: The function of "Project Addendum" also used for capture different version of rates submission by the tenderer. Means if the client required tenderer to re-submit their price, you need to create addendum as well even though there's no changes on BQ, in order to capture the different version of rates submission by tenderer