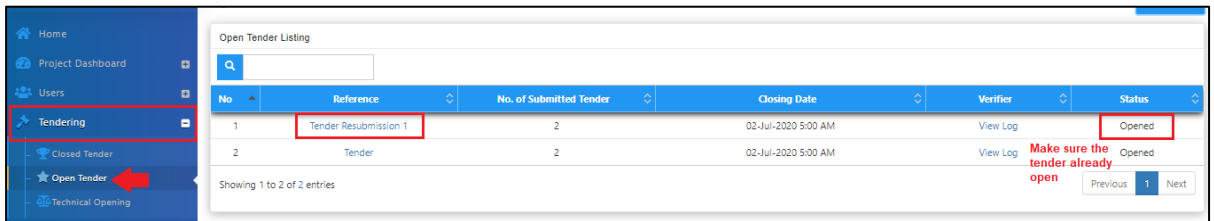


Award Recommendation Report

1. Click **“Tendering”** and click **“Open Tender”** and select the latest tender version. (i.e. *Tender Resubmission 1*). **Make sure the tender is opened.**

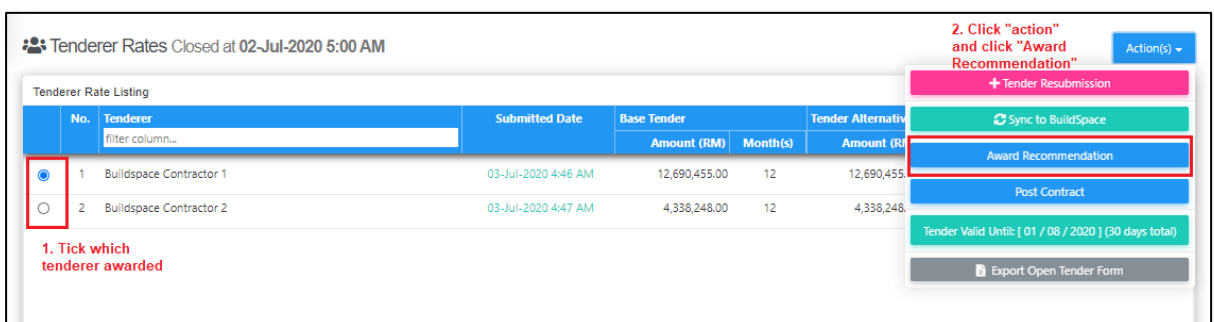


Open Tender Listing

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender Resubmission 1	2	02-Jul-2020 5:00 AM	View Log	Opened
2	Tender	2	02-Jul-2020 5:00 AM	View Log	Opened

Showing 1 to 2 of 2 entries

2. Tick to select the selected tenderer and click **“Award Recommendation”**



Tenderer Rates Closed at 02-Jul-2020 5:00 AM

Tenderer Rate Listing

No.	Tenderer	Submitted Date	Base Tender		Tender Alternative
			Amount (RM)	Month(s)	Amount (RM)
<input checked="" type="radio"/>	Buildspace Contractor 1	03-Jul-2020 4:46 AM	12,690,455.00	12	12,690,455.00
<input type="radio"/>	Buildspace Contractor 2	03-Jul-2020 4:47 AM	4,338,248.00	12	4,338,248.00

1. Tick which tenderer awarded

2. Click "action" and click "Award Recommendation"

Action(s) ▼

- + Tender Resubmission
- Sync to BuildSpace
- Award Recommendation**
- Post Contract
- Tender Valid Until: [01 / 08 / 2020] (30 days total)
- Export Open Tender Form

3. Click **“Edit Report”** to edit the report.



Award Recommendation Report

Empty report content. Please click the button below to edit the report.

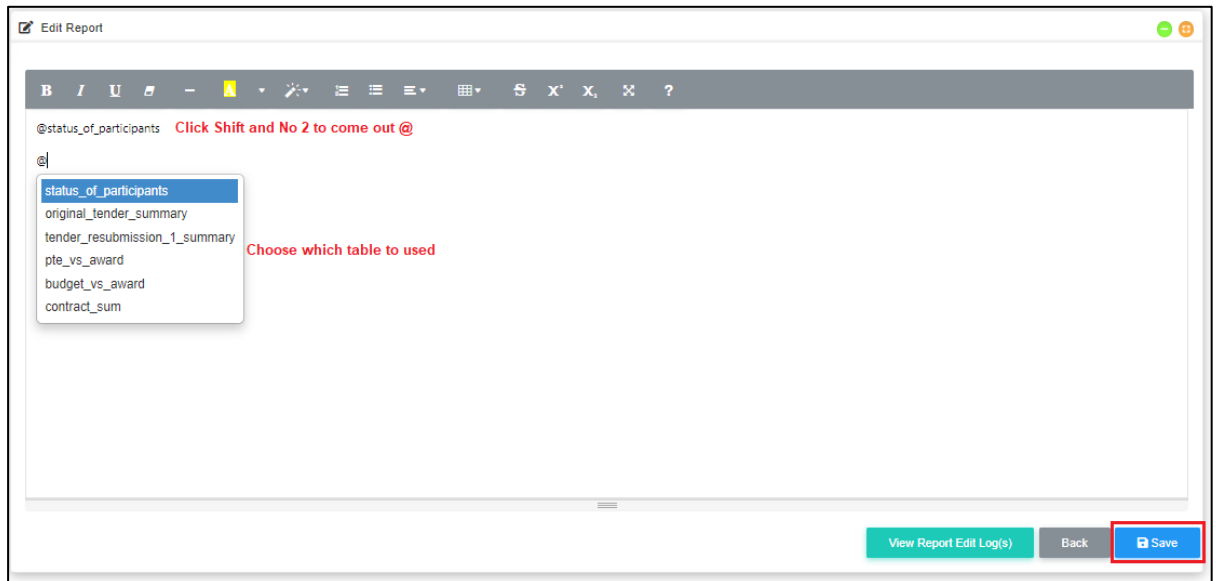
Edit Report View Report Edit Log(s) View Verifier Log(s)

Select Verifiers:

None +

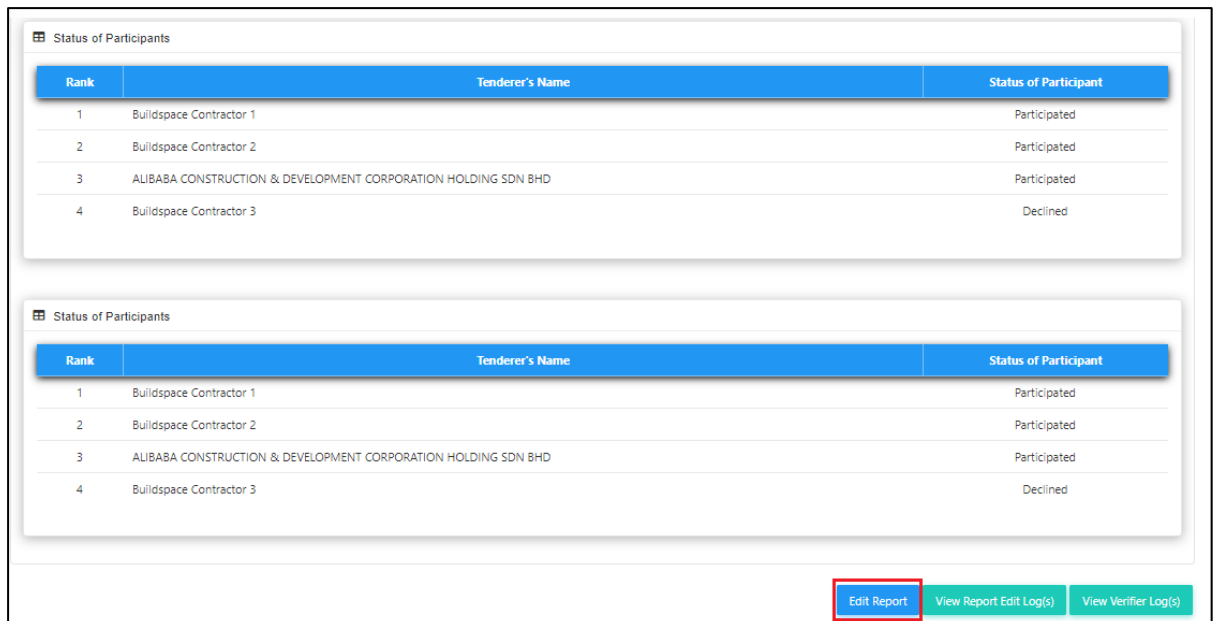
Submit Back

4. You can direct type the content for the report. To insert table, type @ and then system will list down which table to insert. After that, click **“Save”**



The screenshot shows the 'Edit Report' window with a rich text editor. The text '@status_of_participants' is entered, and a dropdown menu is open showing the following options: status_of_participants, original_tender_summary, tender_resubmission_1_summary, ple_vs_award, budget_vs_award, and contract_sum. A red annotation 'Choose which table to used' points to the dropdown. At the bottom right, the 'Save' button is highlighted with a red box.

5. Below is a sample table that set by user. To amend the report, click **“Edit Report”**

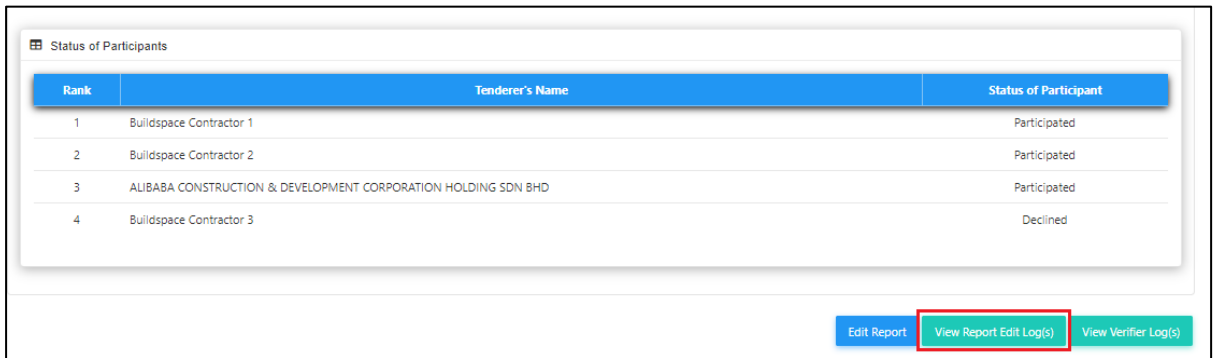


The screenshot displays two identical tables titled 'Status of Participants'. Each table has three columns: Rank, Tenderer's Name, and Status of Participant. The data is as follows:

Rank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Participated
4	Buildspace Contractor 3	Declined

At the bottom right of the interface, the 'Edit Report' button is highlighted with a red box.

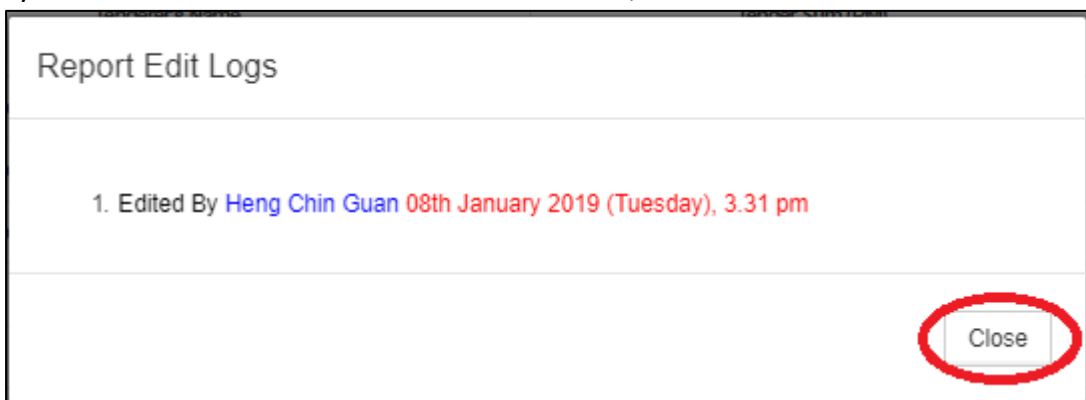
6. You can click **“View Report Edit Log”** to check which user edited the report.



Rank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Participated
4	Buildspace Contractor 3	Declined

Buttons: Edit Report, **View Report Edit Log(s)**, View Verifier Log(s)

7. System **record all the activities**. To close the tab, click **“Close”**



Report Edit Logs

1. Edited By **Heng Chin Guan** 08th January 2019 (Tuesday), 3.31 pm

Close

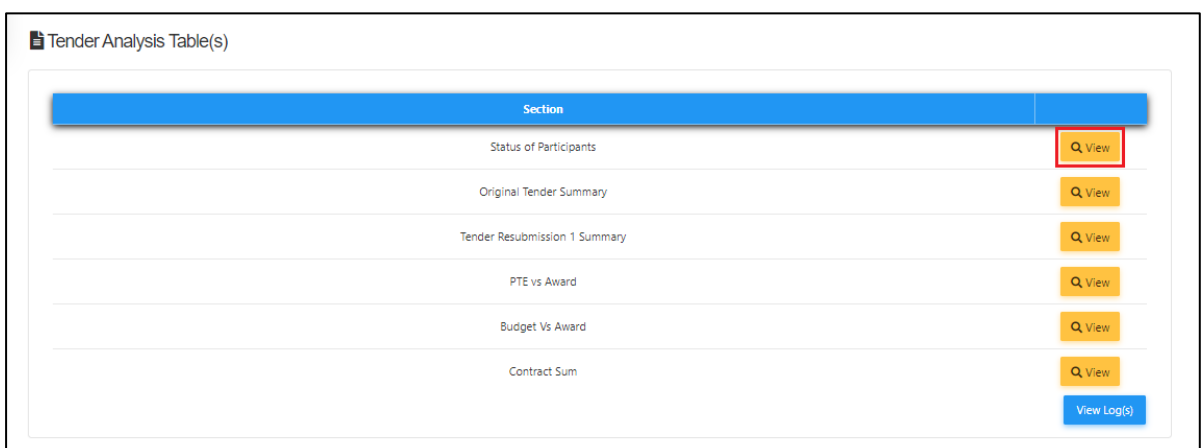
8. To key in/amend figure into table such as **Consultant’s PTE & Budget**, click **“Tender Analysis Table”**



Award Recommendation Report

Buttons: **Tender Analysis Table**, Attachments

9. Click **“View”** to see the detail in the table



Section	Action
Status of Participants	View
Original Tender Summary	View
Tender Resubmission 1 Summary	View
PTE vs Award	View
Budget Vs Award	View
Contract Sum	View
	View Log(s)

10. Example table “Status of Participants”

Note: List of tenderers depends on finalize list of tenderers. Tenderer’s name will be displayed even the tenderer never submitted the tender rate

Rank	Tenderer’s Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Participated
4	Buildspace Contractor 3	Declined

11. Example of “Original Tender Summary” table. The PTE & Budget Amount requires user to key in manually. After inserted amount for PTE & Budget, click “Submit” and the amount will be updated into the table.

Original Tender Summary

Rank	Tenderer’s Name	Tender Sum (RM)	Variance from Lowest		Completion Period (Month(s))
			Amount (RM)	%	
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	-	-	-	12
2	Buildspace Contractor 1	12,690,455.00	8,352,207.00	192.52	12
3	Buildspace Contractor 2	4,338,246.00	0.00	0.00	12
	Consultant’s PTE	-	-	-	12
	Budget	-	-	-	12

Update Consultant’s PTE

Consultant’s PTE (RM)

Key in the amount

Submit

Update Budget

Budget (RM)

Key in the amount

Submit

12. Example of “PTE vs Award” table. User need to key in manually for **PTE Amount**. After clicking **Submit**, the amount will be **updated** into the table

PTE vs Award			Awarded Tenderer	
Item	Description	Consultant's PTE		Buildspace Contractor 1
		RM		RM
1	BILL NO.1 - Type A, B & C	0.00	Key in the amount	12,690,455.00
Total Amount (RM)		0.00		12,690,455.00

Submit

13. Example of “Budget vs Award” table. User need to key in manually for **Budget Amount**. After clicking **Submit**, the amount will be updated into the table.

Budget Vs Award					
Item	Description	Budget (RM)	Award (RM)	Savings / (Overrun) (RM)	Variance (%)
1	BILL NO.1 - Type A, B & C	0.00	12,690,455.00	-	-
Total Amount (RM)		0.00	12,690,455.00	-	-

Submit

14. Example of “Contract Sum” table.

Contract Sum		
No.	Description	Amount (RM)
1	BILL NO.1 - Type A, B & C	12,690,455.00
Total Contract Sum		12,690,455.00

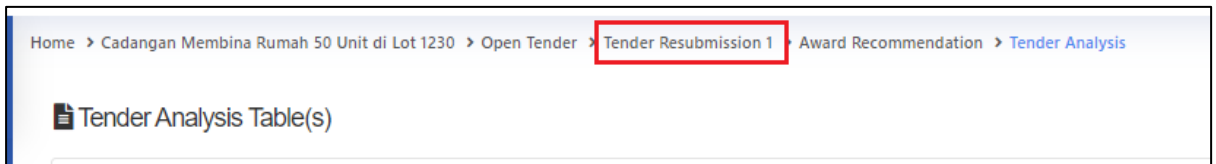
Amount carry forward from submitted tenderer

15. Click “View Logs” to check who edited the table.

Section	
Status of Participants	View
Original Tender Summary	View
Tender Resubmission 1 Summary	View
PTE vs Award	View
Budget Vs Award	View
Contract Sum	View
	View Log(s)



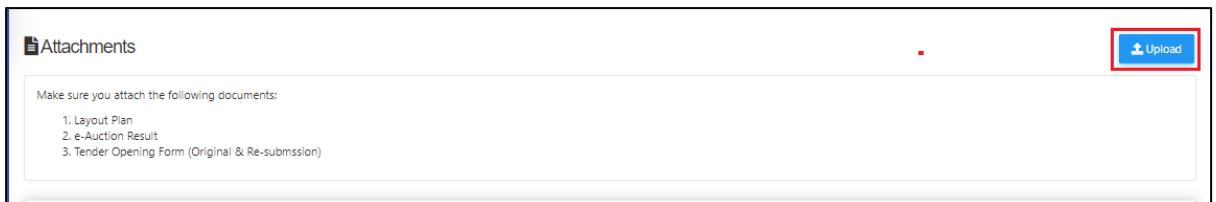
16. After user inserted budget/PTE for each table, click **“Award Recommendation”** to go front page to continue edit on report.



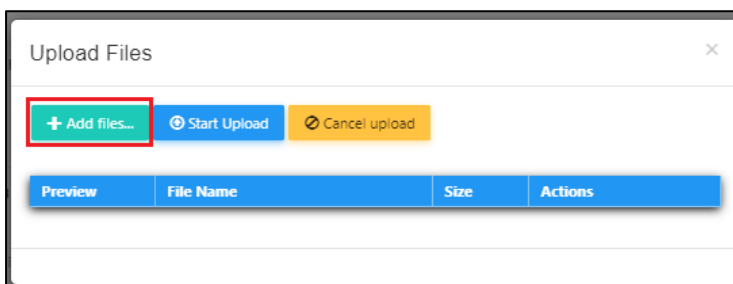
17. To upload attachment, click **“Attachments”**



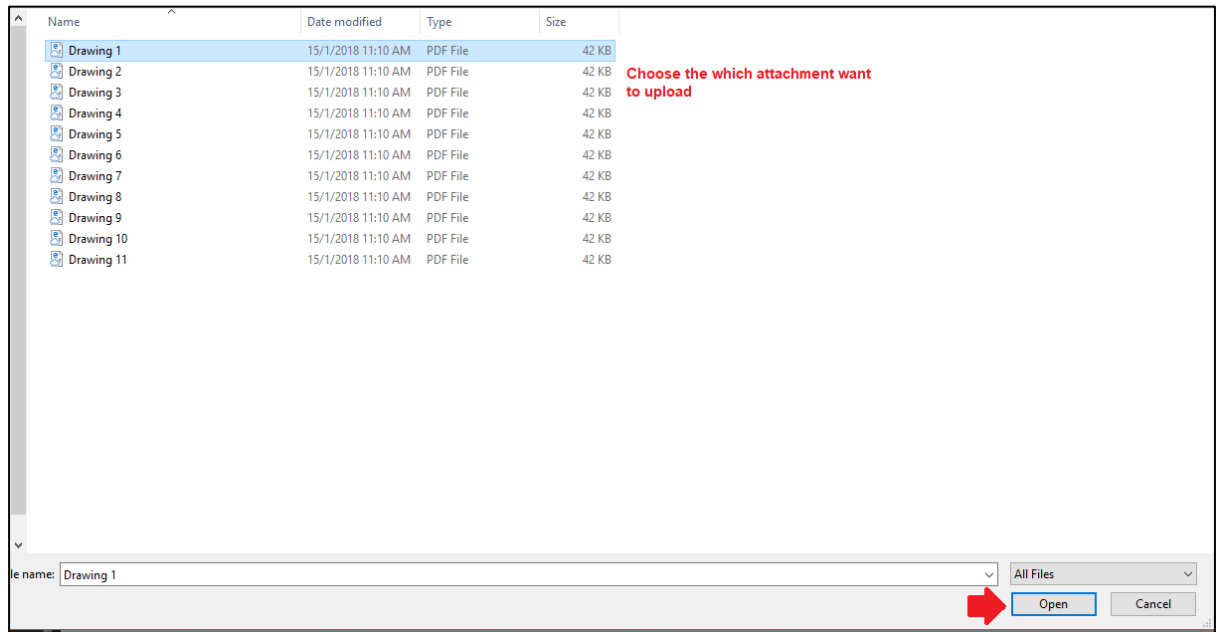
18. Click **“Upload”**



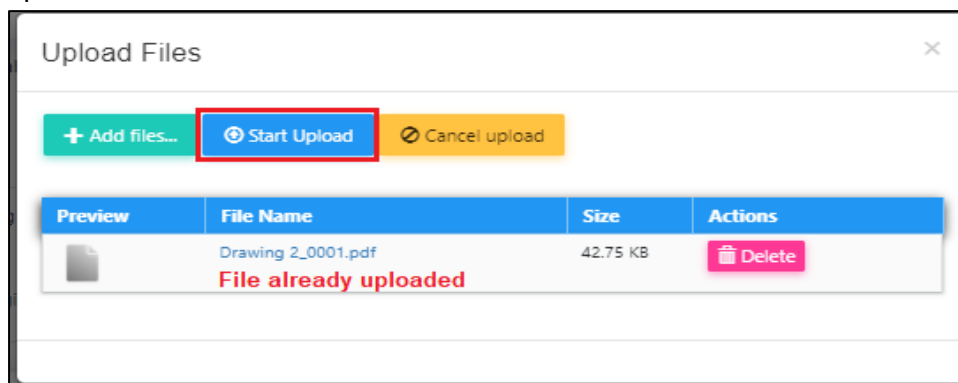
19. Click **“Add Files”**



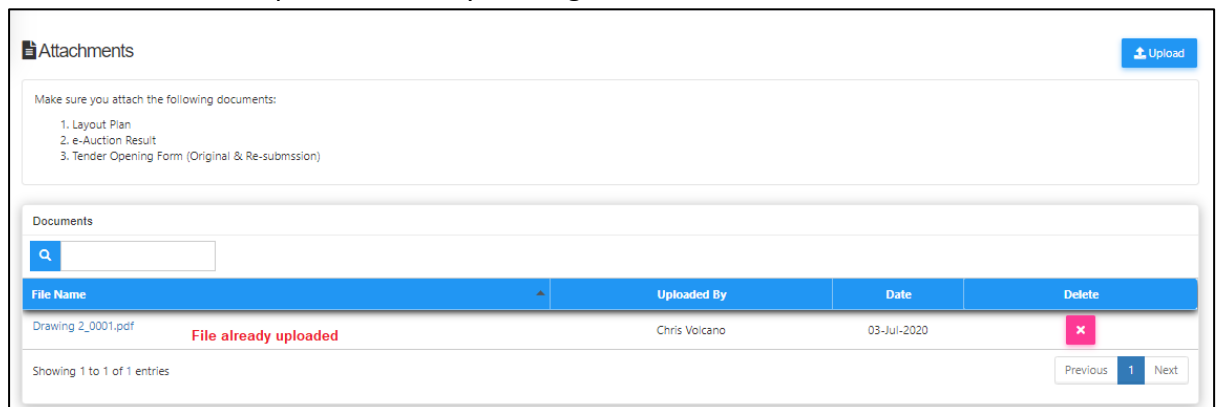
20. Select which file want to upload and click **“Open”**



21. Click **“Start Upload”** to upload the all attachment at one time. Click **“Delete”** to delete uploaded file and click **“x”** to close the tab



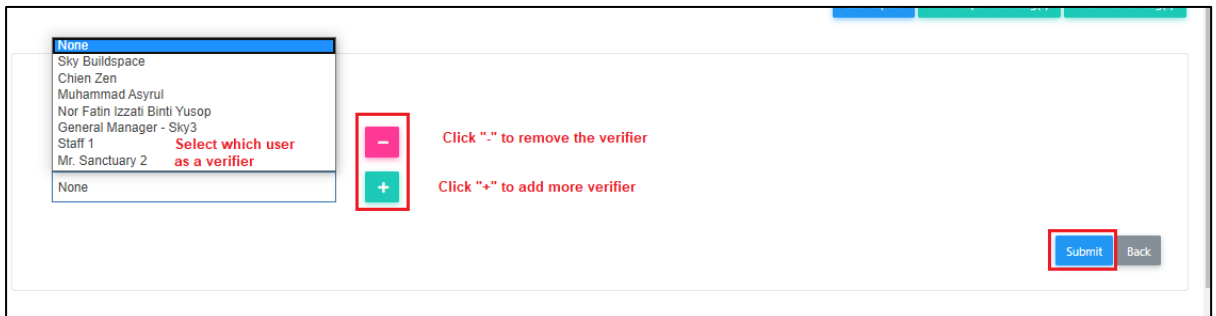
22. You still can delete uploaded files by clicking **“X”** icon.



23. Once finalized the report, click **“Award Recommendation”** to go front page and submit the report for approval

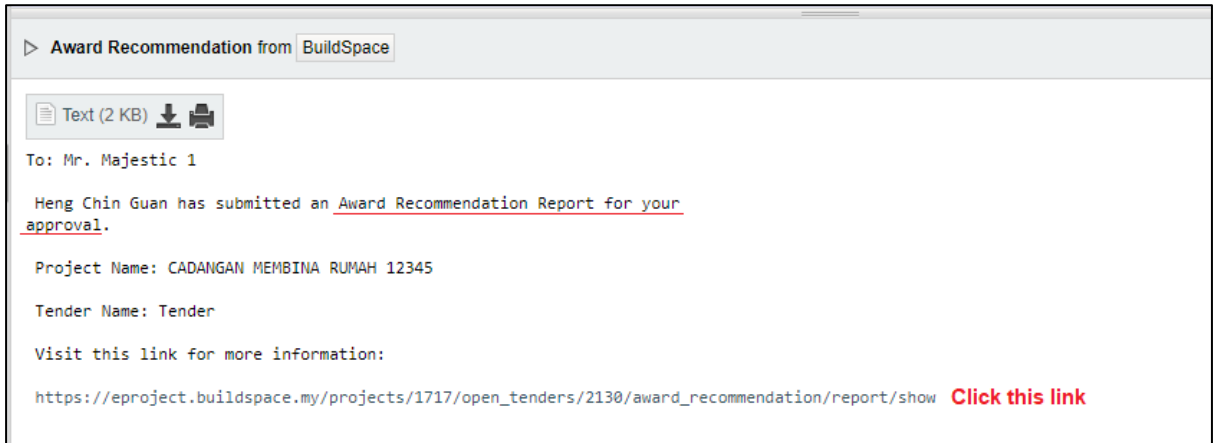


24. Select verifier and click **“Submit”**

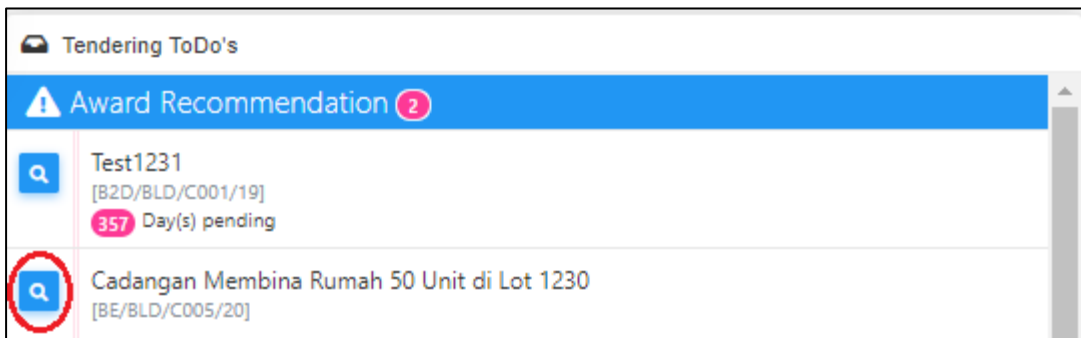


Approval for Award Recommendation Report

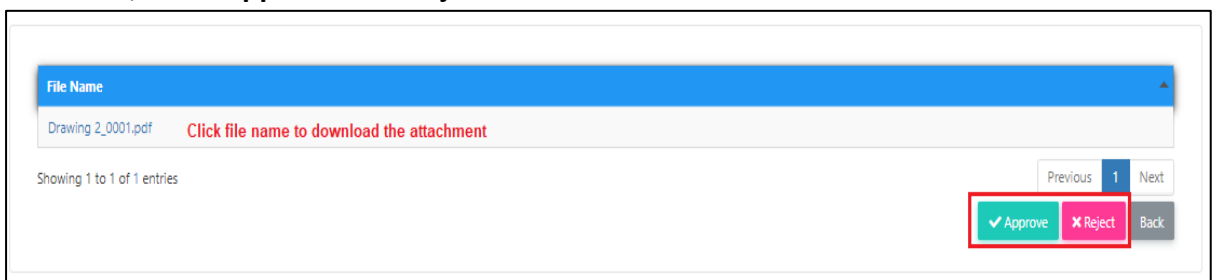
1. Approver will receive the email and click the link to **approve or reject** the request



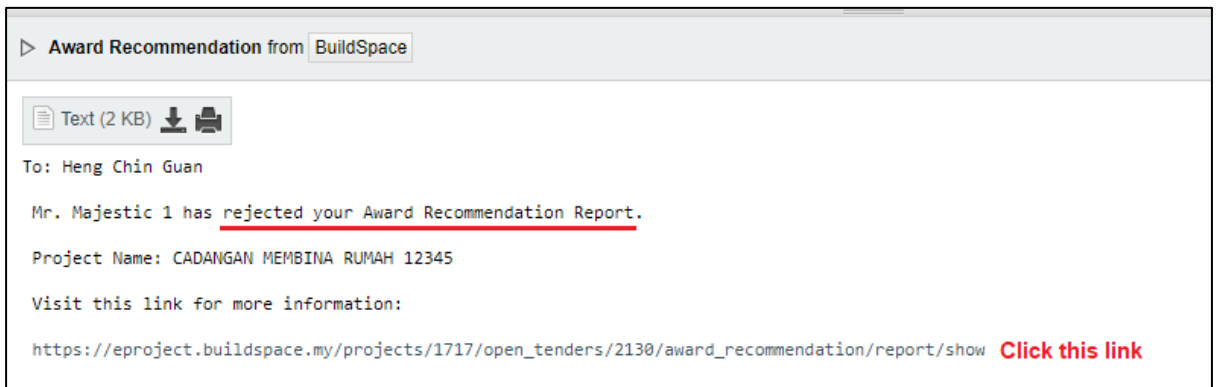
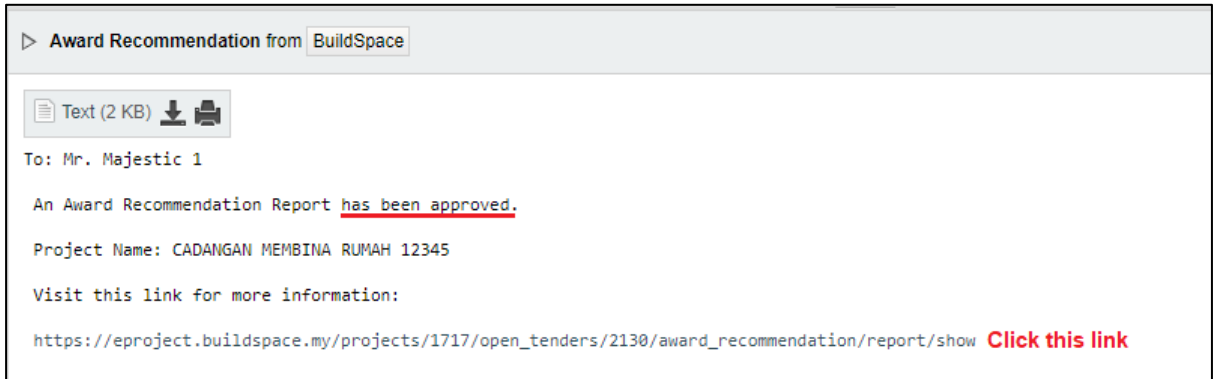
2. OR click the **“View”** at **“Tendering ToDo’s”** list after login **BuildSpace eProject**.



3. The verifier/approver can click the **“File Name”** to download uploaded attachment. After that, click **“Approve”** or **“Reject”**.



4. Once verifier responded to the award recommendation report approval, system will notify the editor through email notification.



5. User can click **“View Verifier Logs”** to view the record approval report. To close the tab, click **“Close”**

