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BQ Preparation

For Admin & Normal User

(BuildSpace Version 2.3)

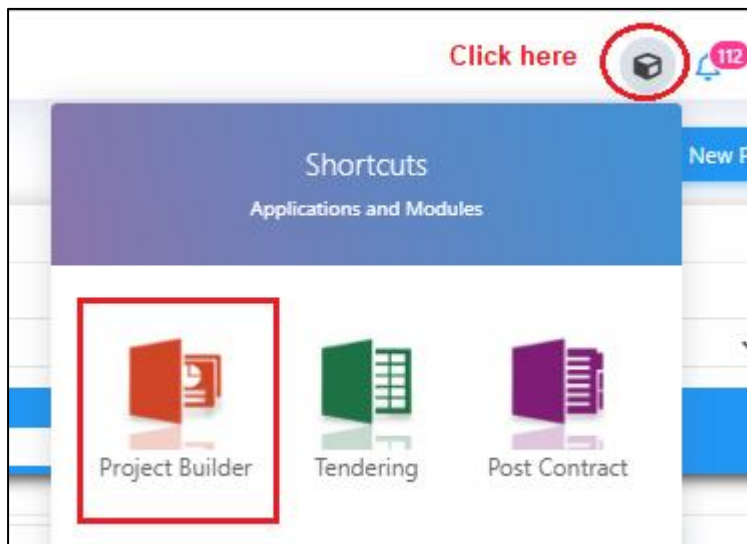**Last updated: 13/10/2020**

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Prepare Bill of Quantities
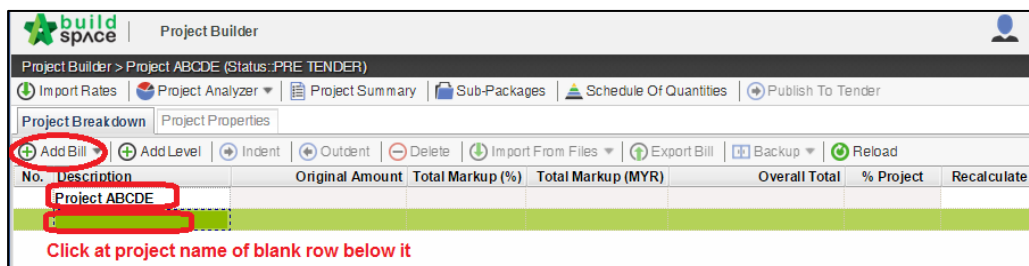
Create Bill of Quantities

1. Login to **BuildSpace eProject** system, click **"Project"** and then click **"Project Title"** or click **"Open Project"**.
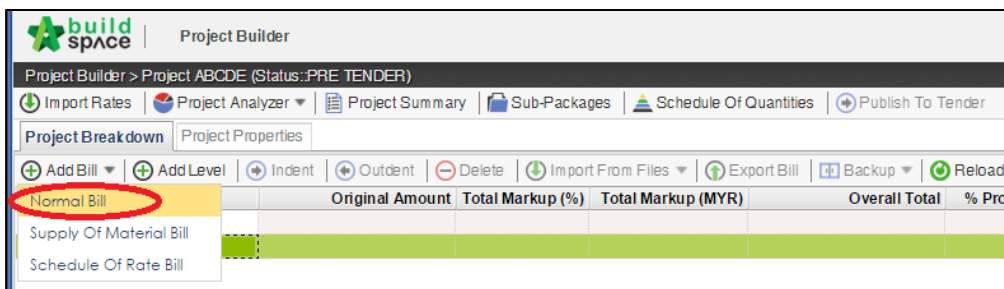

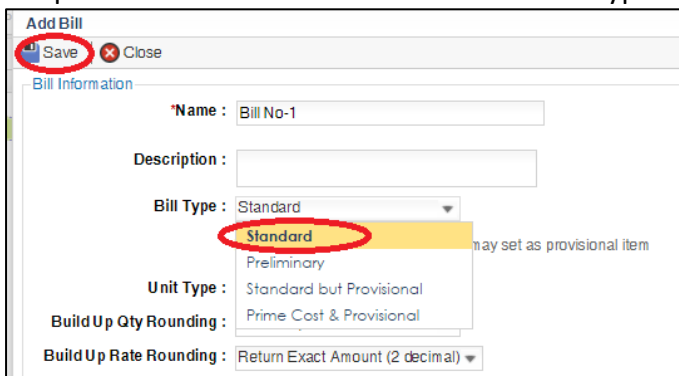2. Click the small box and then click **"Project Builder"** module to open BQ system.

3. **Click at project name** or **blank row** below it, and then click at "**Add Bill**".
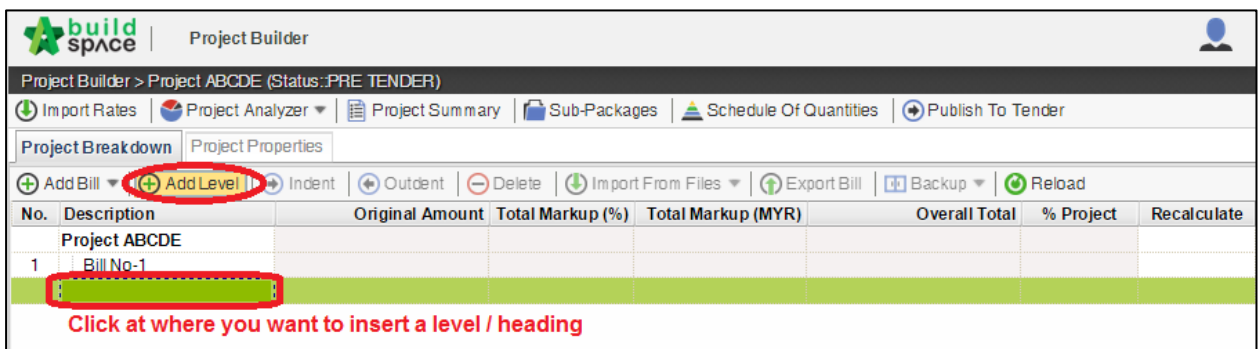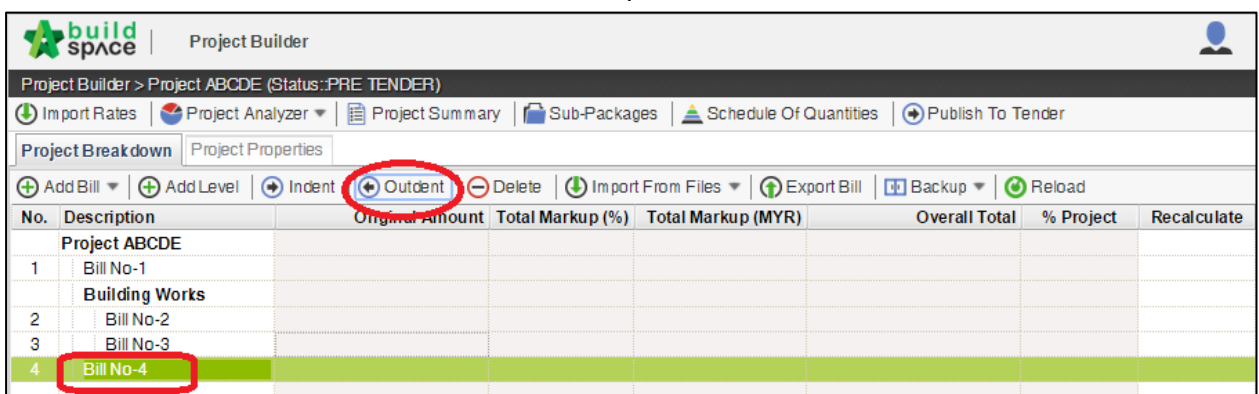
4. Select "**Normal Bill**";

5. Fill up the bill name and select "**Standard**" bill type.

6. Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click "**Add Level**".

7. Can **indent/outdent** bill under the "**Level**" description.

8. Can **cut & paste** bill. 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).

Create bill, elements & items in BuildSpace System

1. **Double clicks** at a bill.

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 other cell like Excel.

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 other cell like Excel.

Note: For rate, no need to put ","because the system will generate it automatically

4. Click at "**Element**" to go back to element level to print BQ.

5. Click at "**Print BQ**".

6. You have option to print by elements or print all.

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

Import Backup

Notes: Only file with ebq file format can be imported into the system using "Import Backup" feature.

1. Click at **project title** and click "**Backup**" icon. Then follow by "**Import Backup**".
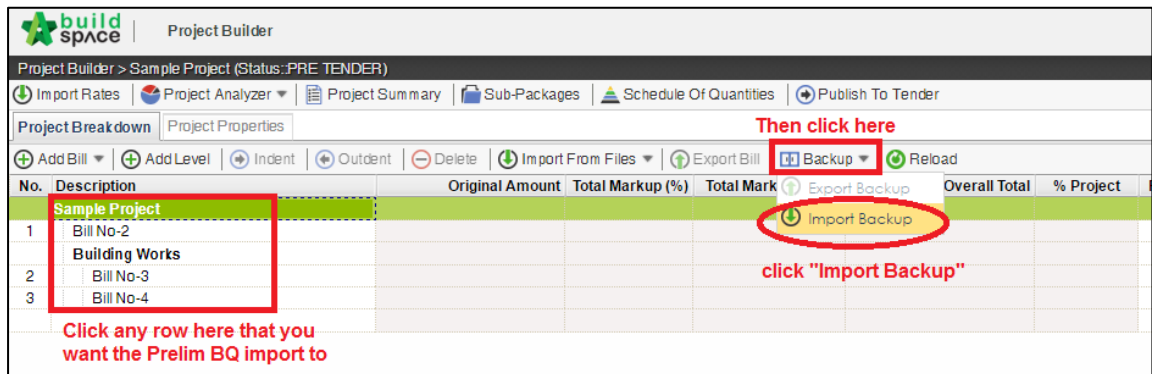
2. Click "**Select Backup File**".

3. Select the downloaded "**.ebq**" file and click "**Open**".
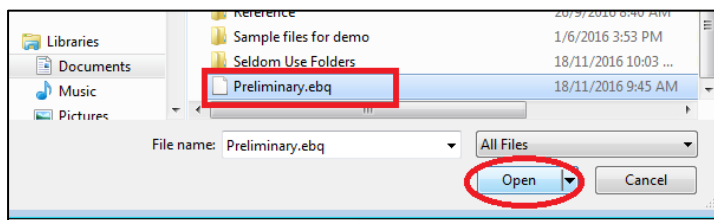
4. You will see the preview and click "**Import**".
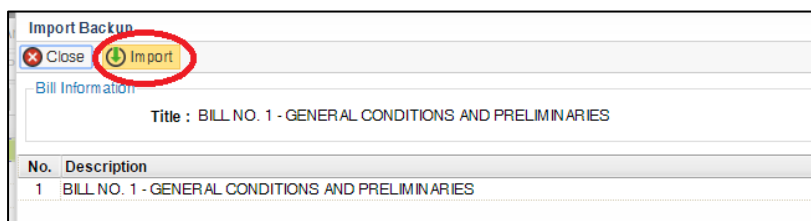
5. Then you can see file is imported.

Note: You can "Export Backup" to export bill from previous project and "Import Backup" into new project that have similar bill items.

Import BQ from Excel

Note: - **You need to adjust excel format before import into system**
- **You can import all sheets at one time**
- **Make sure you had unmerged all cells**
- **Remove unnecessary sheets** *(i.e. Summary page, collection page)*

1. If you prepare BQ in excel format for importing purpose, you **no need** to prepare the following at your Excel BQ *(because system will auto generate these once imported into system);*
   a) Bill reference number
   b) Page total
   c) Collection page
   d) Summary page

   You can set the following rules when you want continue prepare BQ in Excel instead of BuildSpace;

Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

   You can prepare in multiple sheets and when it imported will become multiple elements in BuildSpace.

2. Open BQ in excel format. First to delete headings and unnecessary descriptions.

3. Make sure the **first row is the element title** *(i.e. Work Below Ground Floor Level)*. Also make sure the following;
   a) Have 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		First row description will be imported		
2					as "Element" name		
3			Excavate oversite, commencing from platform				
4			level				
5							
6		A.	Not exceeding 250mm, to reduce level.	m^3	125	3.50	437.50
7							
8			Excavate, commencing from reduce level.				
9							
10		B.	Maximum depth not exceeding 2.00m deep, for	m^3	188	8.50	1,598.00
11			footings.				
12			Make sure have a blank row between each item description				
13		C.	Maximum depth not exceeding 2.00m but not	m^3	554	10.50	5,817.00
14			exceeding 4.00 deep, for footings.				
15							
16		D.	Maximum depth not exceeding 1.00m deep, for	m^3	469	8.50	3,986.50
17			ground beams make sure Unit, Qty & Rate cells are located same row with item description				
18							
19		E.	Maximum depth not exceeding 1.00m deep, for	m^3	33	8.50	280.50
20			trenches.				

   c) Delete **page total** and description with "**Cont'd**" *(because BuildSpace will auto generate once imported)*.

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

4. Repeat the above steps to adjust the format for other sheets and make sure each sheet has same column of Description, Unit, Qty & Rate. For example, if BQ description at first sheet is located at column "C", make sure description at other sheets also at column "C".

	A	B	C	D	E	F	G
139							
140		M.	Reference No. B6 (weight 3.73kg per sq. m), in floors	m²	314	17.68	5,551.52
141							
142							
143		N.	Reference No. A8 (weight 3.95kg per sq. m), in trench bases.	m²	38	18.80	714.40
144							
145							
146		P.	Reference No. B7 (weight 4.53kg per sq. m), in trench wall	m²	75	21.50	1,612.50
147							

Make sure all sheets' decription, 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".
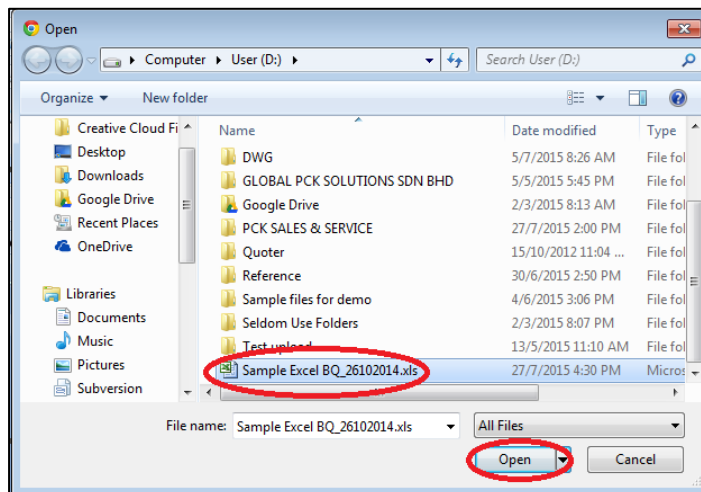
5. After adjusted the excel format and saved as new file. Go to **BuildSpace Pro** and click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".
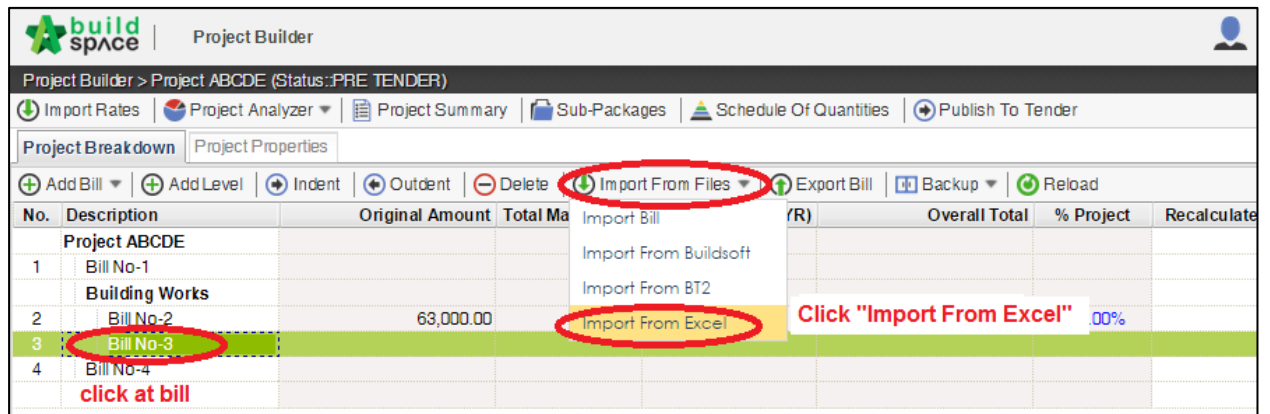
6. Click at "**Select File**".

7. **Select excel file** and click at "**Open**".

8. Then the system will pop out the following table. You need to **match the columns** from the adjusted excel file. Click at drop down arrow to select the column. Then click "**Import**".

9. Then tick to select which element *(these elements are coming from Excel sheets)* you want to import and also tick to select "**Rate**" and/or "**Quantity**" if you want to import with Rate or Quantity. After that click at "**Import**".

10. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press "**Enter**" at "Type" cell, then click at **drop down arrow** to select the type and press "**Enter**" again to save. Besides, you also need to double check the "**heading**" by **Indent** or **Outdent** the headings.

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

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

a) **Rate Only item** – change item type to "**ITEM-RO**"

b) **Note** – change item type to "**NOID**" (*double click at description cell to type/edit description*)

c) **Lump Sum item** – change item type to "**ITEM-LS**" (**unless you already put qty as "1"**)

d) **Provisional SUM or PC SUM item** – change item type to "**ITEM-LSX**" (*Not allow tenderer to price*)

e) **Profit & Attendance item** – change item type to "**ITEM-LS%**", then **double click** at "**Rate**" **cell** to key in your amount and click "**Save**". (*Allow tenderer to fill up % only*)

f) **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**". (*Allow tenderer to fill up the rest except "Supply Rate"*)

g) **Allow for any other item** to be keyed in by the tenderer – change item type to "**ITEM-NL**"

12. For "**Preliminaries Bill**", please insert unit as "**LS**" & quantity as "**1**" for the items that you **allow tenderer to price** like below;

Note: Make sure the BQ item that entitled for tenderer to price <u>MUST</u> have quantity. *(especially for preliminaries bill)*

Import Multi Columns BQ from Excel (BQ Landscape Format)

Note: - You can import all sheets at the same time

1. If you have prepared BQ in Excel format, you need to remove the following at your Excel BQ before importing into system;
   e) **Bill reference number**
   f) **Page total**
   g) **Collection page**

2. Open a project at "**Project Builder**" and **double click** to open a bill.

3. Click at "**Bill Properties**".

4. Click "**Add Type**" to add more types. You also can insert the total unit for each type. After that, please make sure to click "**Save**" icon for each type that had added.

5. Once added new type for this bill, you can see the additional column is created.

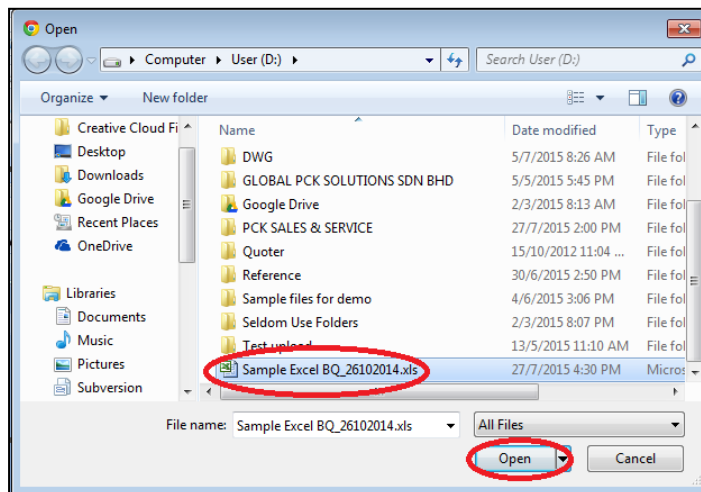6. After added new type for this bill, click **Project Breakdown** and back to bill summary. To import BQ from excel format, single click at the bill that you want to import BQ from excel. Then click at "**Import From Files**" and select "**Import From Excel**".
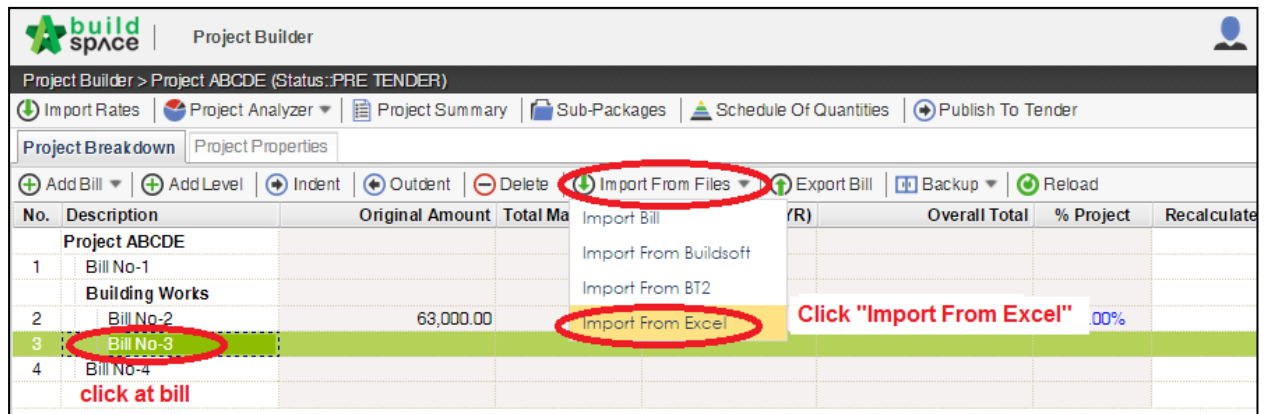
7. Click at "**Select File**".

8. **Select excel file** and click at "**Open**".

9. Then the system will process and the following table will pop up. **Match the columns with Excel file by click at drop down arrow. Then click "Import".**
    Note: You need to match the quantity columns for each type

10. Then the system will pop out the following table. You need to **match the columns** from the adjusted excel file. Click at drop down arrow to select the column. Then click "**Import**".

11. Then tick to select which element *(these elements are coming from Excel sheets)* you want to import and also tick to select "**Rate**" and/or "**Quantity**" if you want to import with Rate or Quantity. After that click at "**Import**".


12. After imported into BuildSpace;
    a) You need to change the **ITEM type** in BuildSpace by go to **item level** and press "**Enter**" at "Type" cell, then click at **drop down arrow** to select the type and press "**Enter**" again to save.
    b) You also need to double check the "**heading**" by **Indent** or **Outdent** the headings.
    c) If the item is not applicable to one of type, you can press "**Enter**" at "**Include**" cell to select "**No**".
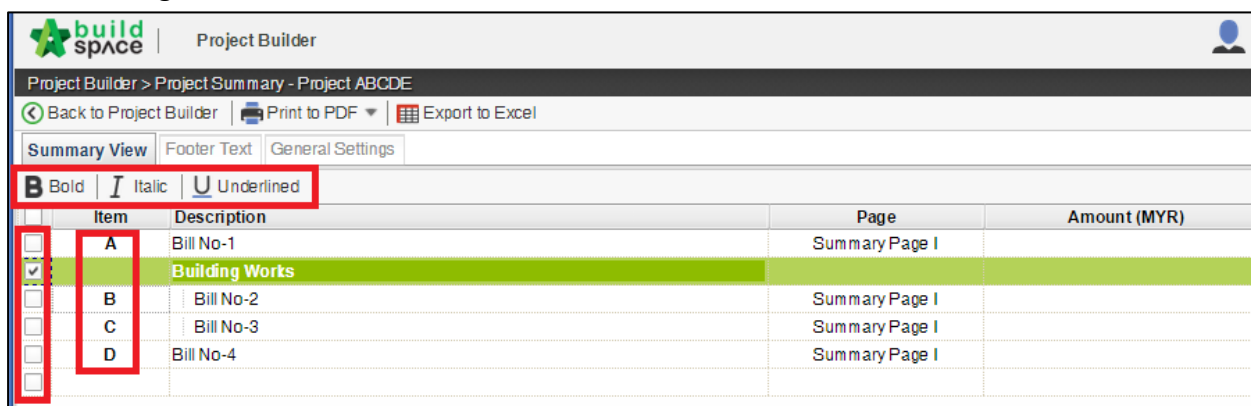
Note: You can use your keyboard's arrow key to move to other cell like Excel.

Print project/tender summary

1. Under **Project Breakdown.** Click at "**Project Summary**".
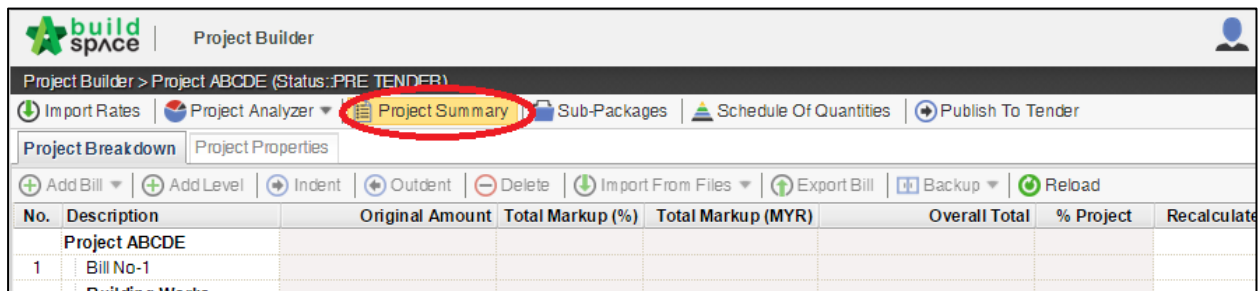
2. Can **tick** at check box to format the font type and **press enter** at the cell at "Item" column to key in numbering or any text like "A, B, C ….". Then **press enter** again to finish editing.
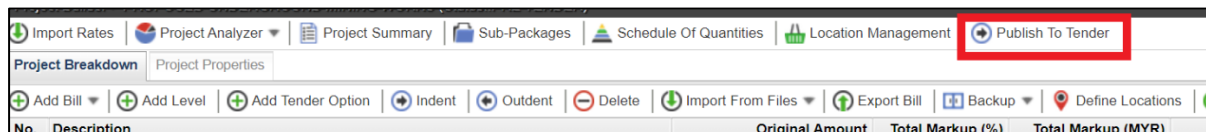

3. Click on "**Back to Project Builder**" to go back to your project. Click "**Print to PDF**" to printout your tender summary or click "**Export to Excel**" to export your tender summary to Microsoft Excel.
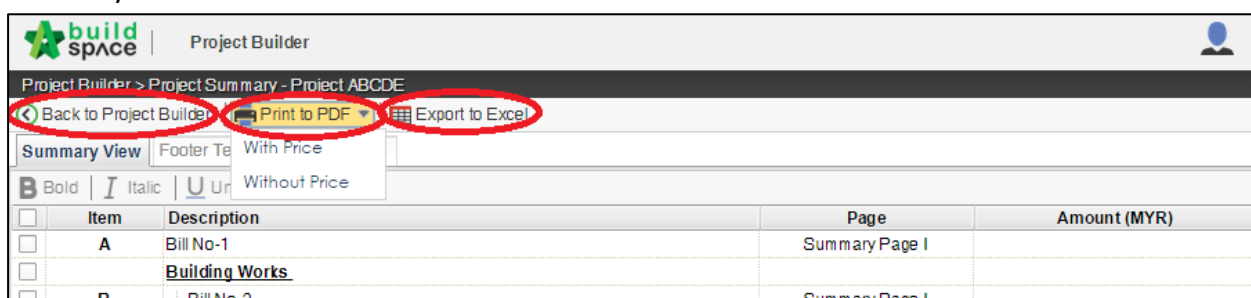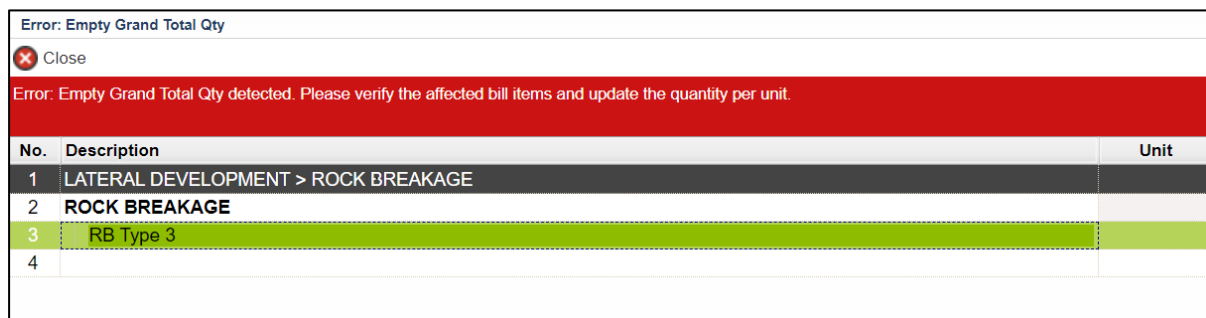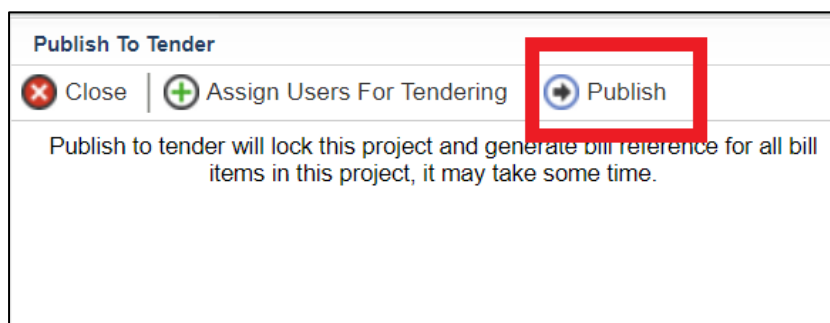
Publish BQ to Tendering

1. Click "Publish to Tender" once the BQ has been fully completed and checked.
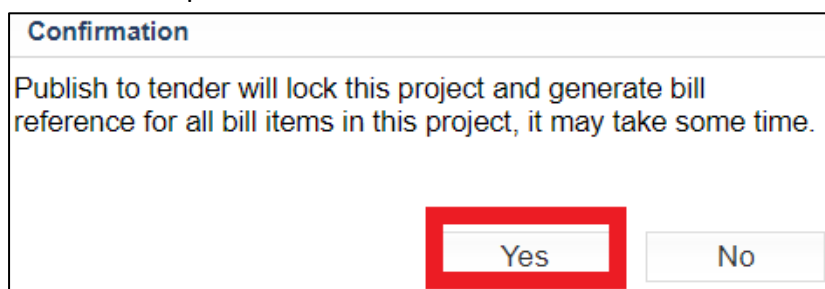

2. *IF* a pop out as image below pops out, user will need to go to the item shown to input the quantity. (Proceed to step 3, if no pop out appears)

3. Click "Publish"

4. Click "Yes" to proceed

5. Click "Yes" to proceed.