



BQ Preparation

For Admin & Normal User

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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Table of Contents

Prepare Bill of Quantities	1
Create Bill of Quantities.....	1
Create bill, elements & items in BuildSpace System	4
Import Backup.....	6
Import BQ from Excel.....	7
Import Multi Columns BQ from Excel (BQ Landscape Format)	14
Print project/tender summary	19
Publish BQ to Tendering	20

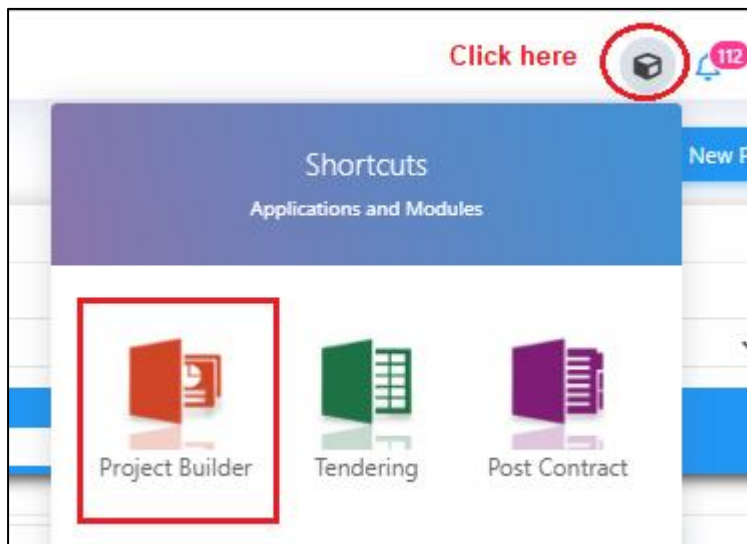
Prepare Bill of Quantities

Create Bill of Quantities

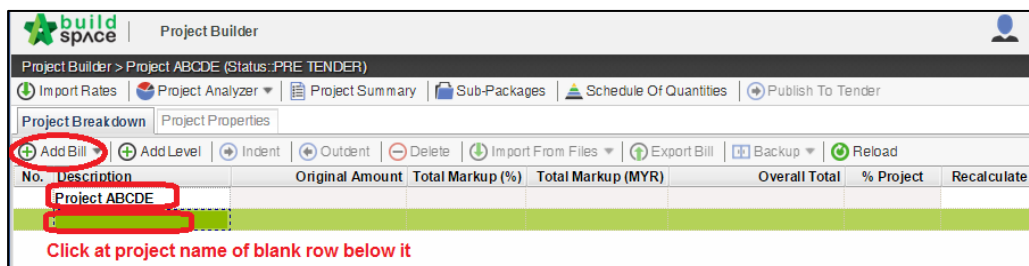
1. Login to **BuildSpace eProject** system, click **“Project”** and then click **“Project Title”** or click **“Open Project”**.



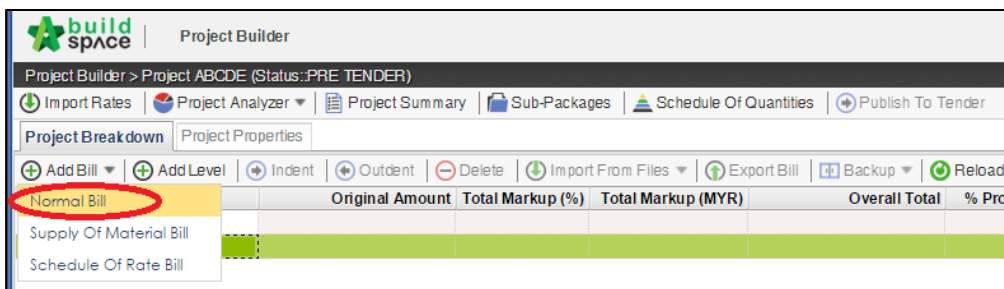
2. Click the small box and then click **“Project Builder”** module to open BQ system.



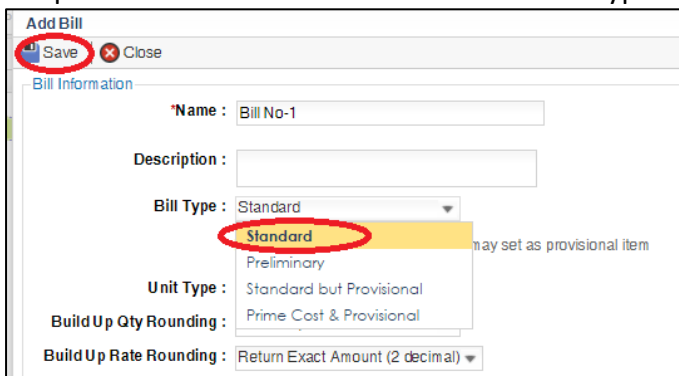
3. Click at project name or blank row below it, and then click at **“Add Bill”**.



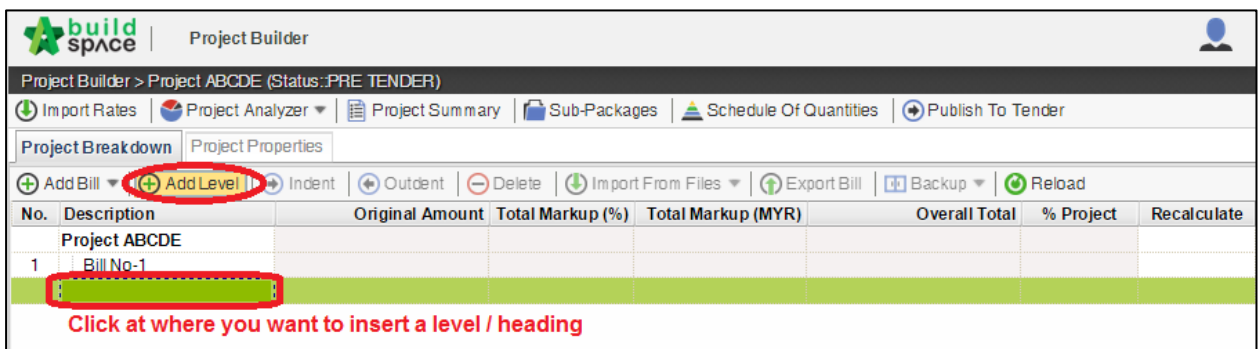
4. Select “Normal Bill”;



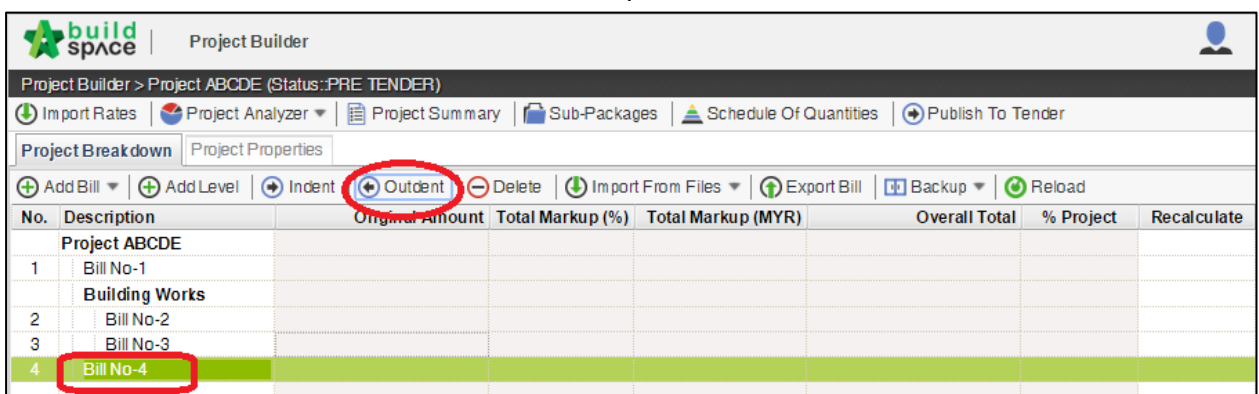
5. Fill up the bill name and select “Standard” bill type.



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).

The screenshot shows the 'Project Builder' interface for 'Project ABCDE (Status: PRE TENDER)'. The 'Project Breakdown' tab is active, displaying a table with columns: No., Description, Original Amount, Total Markup (%), Total Markup (MYR), Overall Total, % Project, and Recalculate. The table contains four rows: 'Project ABCDE', '1 Bill No-1 Building Works', '2 Bill No-2', '3 Bill No-3', and '4 Bill No-4'. A right-click context menu is open over the '1 Bill No-1' row. The menu options are: Add Bill, Add Level, Edit Bill, Indent, Outdent, Cut (highlighted with a red circle), Paste, and Delete.

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

Create bill, elements & items in BuildSpace System

1. Double clicks at a 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
	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 other cell like Excel.

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 | Click here to close the bill

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
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 other cell like Excel.

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 | Click at "Element" to go back to element level

Element > Frame >

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

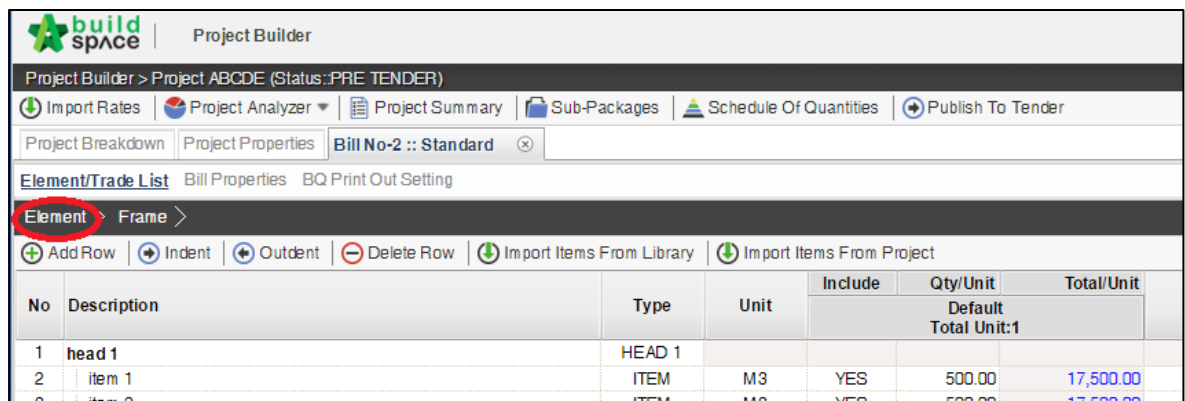
No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
1	head 1	HEAD 1					
2	item 1	ITEM	M3	YES	500.00	17,500.00	35.00
3	item 2	ITEM	M3	YES	500.00	17,500.00	35.00
4	head 2	HEAD 2					
5	item a	ITEM	M3	YES	400.00	14,000.00	35.00
6	item b	ITEM	M3	YES	400.00	14,000.00	35.00
7		ITEM		YES			

Press "Enter" to edit & press "Enter" to save all cells here.

Double click "Qty" & "Rate" cell to go to build up level.

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

- 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

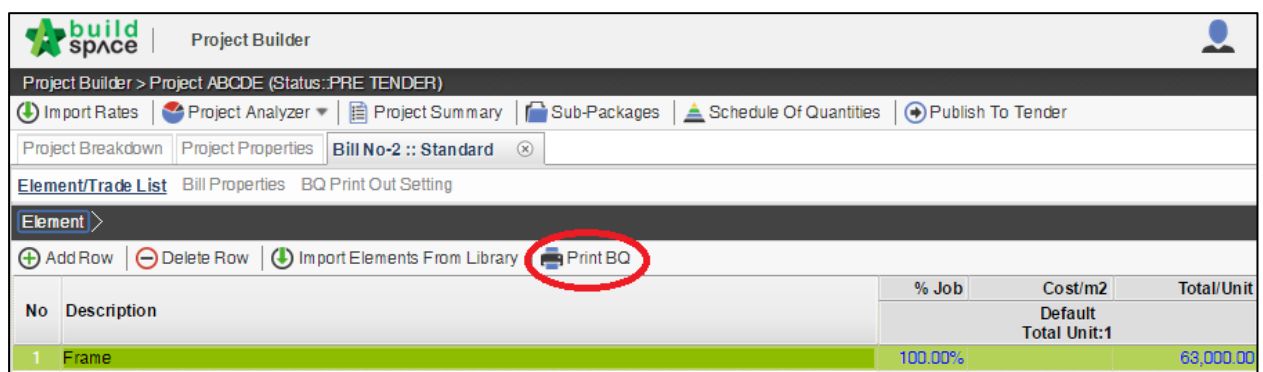
Element/Trade List | Bill Properties | BQ Print Out Setting

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
1	head 1	HEAD 1			Default Total Unit:1	
2	item 1	ITEM	M3	YES	500.00	17,500.00
3	item 2	ITEM	M3	YES	500.00	17,500.00

- 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

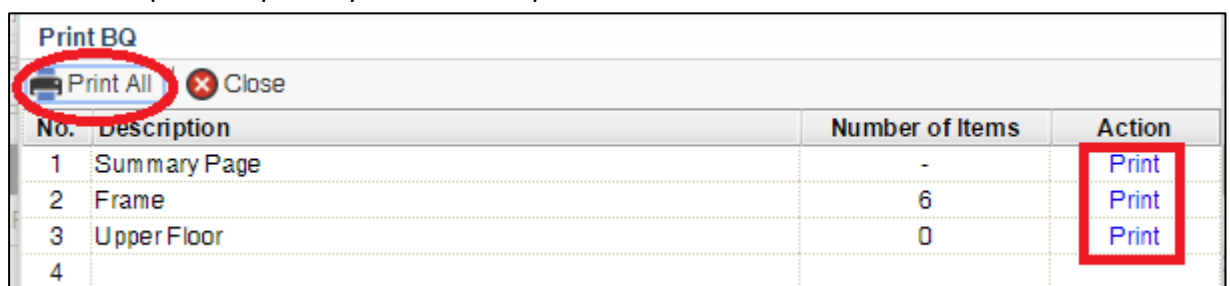
Element/Trade List | Bill Properties | BQ Print Out Setting

Element >

+ Add Row | - Delete Row | Import Elements From Library | Print BQ

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

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



Print BQ

Print All | Close

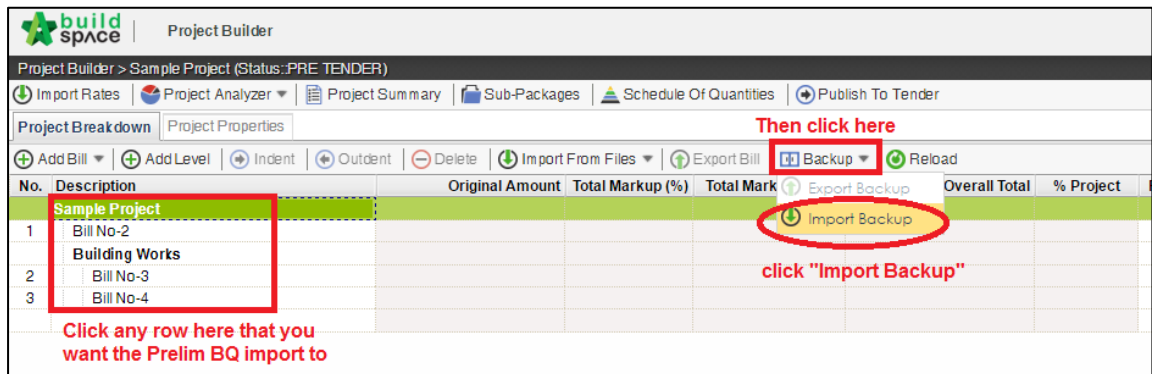
No.	Description	Number of Items	Action
1	Summary Page	-	Print
2	Frame	6	Print
3	Upper Floor	0	Print
4			

Note: Please make sure your item descriptions 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.

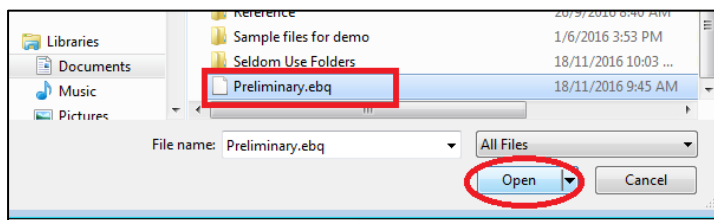
1. Click at **project title** and click “Backup” icon. Then follow by “Import Backup”.



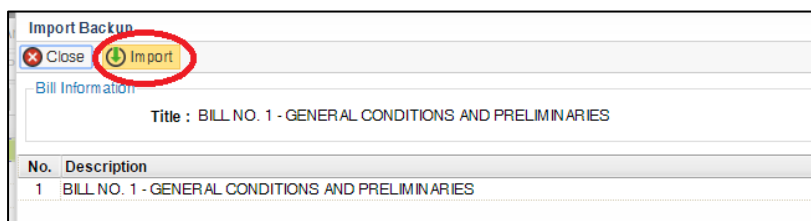
2. Click “Select Backup File”.



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.

A1							
	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					
12		level					
13							
14	A	Not exceeding 250mm, to reduce level		m ³	125	3.50	437.50

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

- 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 concrete				
46							
47		M.	150mm (consolidated thickness), under floor.	m ³	532	9.50	5,054.00
48							
49							
50							
51							
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 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)				
59							
60							
61							
62							

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

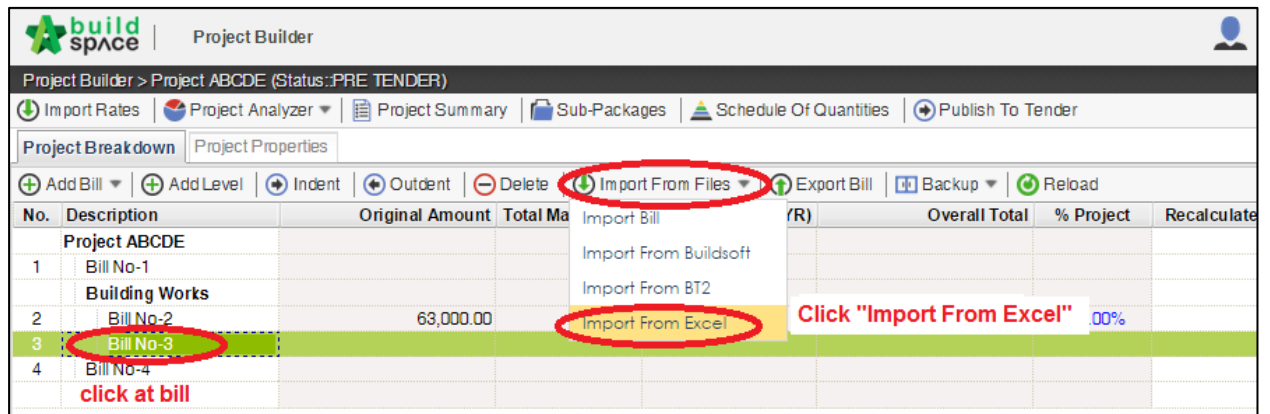
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill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

- Repeat the above steps 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
140		M.	Reference No. B6 (weight 3.73kg per sq. m), in	m ²	314	17.68	5,551.52
141			floors				
142							
143		N.	Reference No. A8 (weight 3.95kg per sq. m), in	m ²	38	18.80	714.40
144			trench bases.				
145							
146		P.	Reference No. B7 (weight 4.53kg per sq. m), in	m ²	75	21.50	1,612.50
147			trench wall				
148							
149							
150							
151							
152							

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".

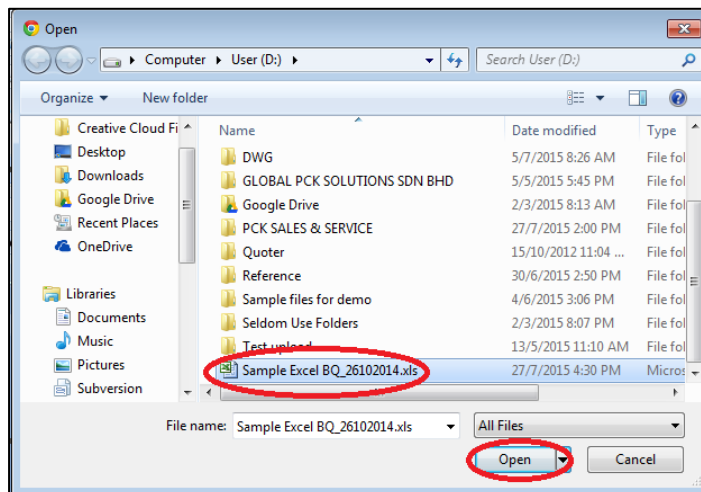
5. After adjusted the excel format and saved as new file. Go to **BuildSpace Pro** and click at the bill that you want to import BQ into it. Then click at **“Import From Files”** icon and select **“Import From Excel”**.



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”**.

Import File

Close Import

Specify Import Column

Bill References :

*Description : C To C

Unit : D

Default Quantity: E

Rate : F

Amount : A

Click drop down arrow to select

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”**.

Import File

Close Import

Elements >

Import Rate Quantity Bill References

No.	Description	Item Count	Error
1	WORK BELOW GROUND FLOOR LEVEL	126	0
2	FRAME	26	0
3	UPPER FLOORS	16	0
4	STAIRCASE, STEPS AND RAMP CONSTRUCTION	36	0

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.

Element > STAIRCASE, STEPS AND RAMP CONSTRUCTION >								
+ 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	
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 ITEM-P ITEM-PC ITEM-RO ITEM-NL	M	YES	1.00	13.20	13.20	
29	Reinforced Concrete Step	ITEM-LS						
30	Vibrated reinforced concrete Grade 35/20, as specified, in,	ITEM-LS						
31	Ramps, exceeding 100mm but not exceeding 1500mm thick.	ITEM-LS	M3	YES	1.00	229.00	229.00	
32	Extra for ramp, for forming groove lines.	ITEM-LS%	M2	YES	6.00	206.10	34.35	
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	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**”
- Note** – change item type to “**NOID**” (*double click at description cell to type/edit description*)
- Lump Sum item** – change item type to “**ITEM-LS**” (unless you already put qty as “1”)
- Provisional SUM or PC SUM item** – change item type to “**ITEM-LSX**” (*Not allow tenderer to price*)
- 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*)

Lump Sum Percentage

Save Close

Rate and Percentage

*Amount : RM 1,000,000.00

*Percentage (%) : 0.00

Total : RM 0.00

- 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”*)

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

- 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;

	A	B	C	D
246				
247	Work Included In The Contract			
248				
249	The Contract comprises the construction and completion of the Works and the provisions of all labours, materials, constructional plants, temporary or permanent nature required in and for such construction, completion and maintenance so far as the necessity for providing the same is specified in or reasonably to be inferred from the Contract.	LS		1
250				
251	All the work included in this document is to be taken as new (unless otherwise distinctly stated).	LS		1
252				
253	The Contractor's prices for items contained in this document hereinafter shall (except where allowance has been made to the contrary in Bill No. 1 – Preliminaries or elsewhere) include for the provision of labour, materials, supervision, packing, cartage, risk, moving, hoisting, fixing, tools, implements, scaffolding, screens, footways, hoardings, temporary enclosures, temporary works, etc. and every other thing required in the construction and maintenance and the carrying out of all the Conditions of Contract and for the timely and satisfactory completion of the entire work contained in this Contract, whether such be expressed or not in the Drawings and Specification.	LS		1
254				
	The Contractor shall be solely responsible for the suitability, safety and security of all plants and temporary works and shall take all precaution to ensure that the same are fully secured and made safe for as long as may be necessary against all risk of			

Note: Make sure the BQ item that entitled for tenderer to price **MUST** 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

- If you have prepared BQ in Excel format, you need to remove the following at your Excel BQ before importing into system;
 - Bill reference number
 - Page total
 - Collection page

	A	B	C	D	E
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL		Type A Qty	Type B Qty	Type C Qty
2	First row is element name				
3	Excavate oversite, commencing from platform level				
4					
5	Not exceeding 250mm, to reduce level.	m³	125	130	132
6					
7	Excavate, commencing from reduce level.	m³	188	198	200
8					
9	Maximum depth not exceeding 2.00m deep, for footings.	m³	554	556	558
10					
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m³	554	556	558
12					

- Open a project at “**Project Builder**” and **double click** to open a bill.

No.	Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project
1	BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES					
2	Bill No-2					
3	Bill No-3	1,429,185.44			1,429,185.44	100.00%
4	Bill No-4					

- Click at “Bill Properties”.

build space | 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

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

Element >

+ Add Row | - Delete Row | Import Elements From Library | Print BQ

No	Description	% Job
1		

- 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.

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

Bill Information

Save

*Title : Bill No-4 Description :

*Rate Rounding Options : Return Exact Amount (2 decimal) *Qty Rounding Options : Round Up

Unit Type : Metric Bill Type : Standard

Markup Settings

No.	Name	Enable	Action
1	Element Markup	NO	
2	Item Markup	NO	

Rounding Options

Options Return Exact Amount (2 decimal) Action

Column Settings

+ Add Type Click here to add more types

Click here to edit or save

No.	Name	Total Unit	Enable Qty (2)	Use Qty	Use Qty (2)	Gross Floor Area					Action	Delete
						m2	ft2	Show m2	Show ft2	Show Estimation		
1	Default	1	NO			0.00	0.00	✓	✗	NO		
2	Type B	5				0	0					
3	Type C	9				0	0					

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

build space | 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

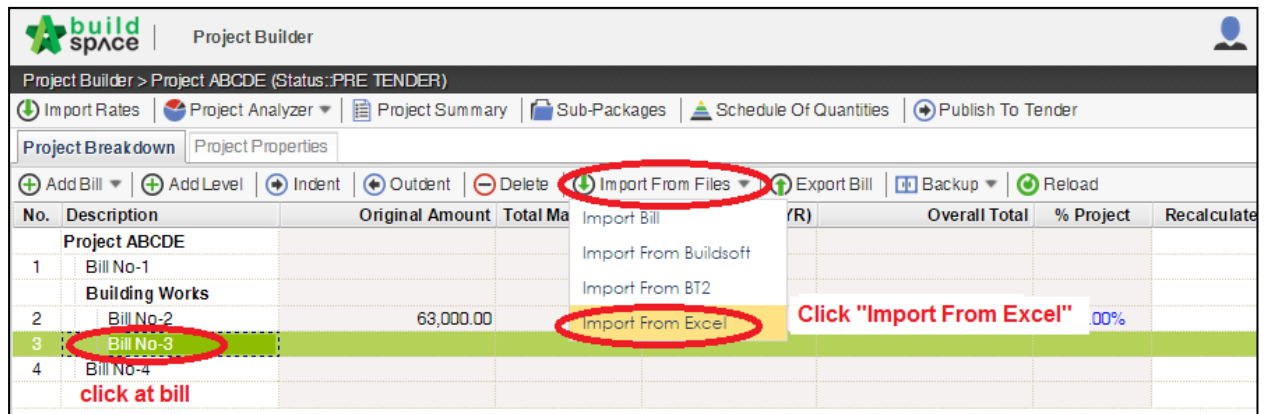
Element/Trade List | Bill Properties | BQ Print Out Setting

Element >

+ Add Row | - Delete Row | Import Elements From Library | Print BQ

No	Description	% Job	Cost/m2	Total/Unit	% Job	Cost/ft2	Total/Unit	% Job
1								

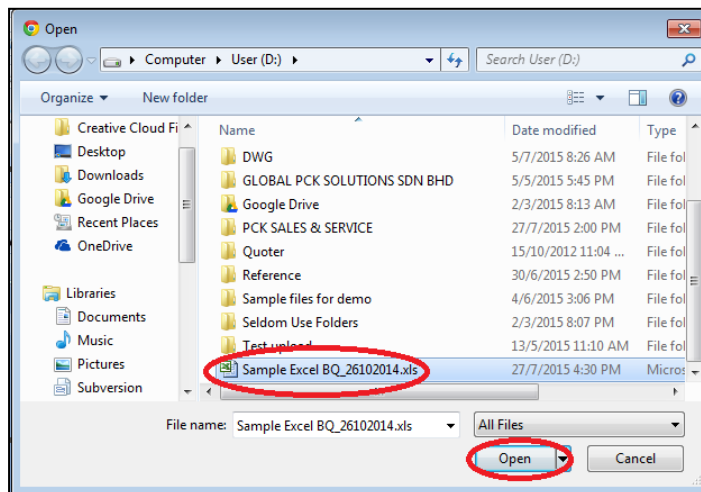
- After added new type for this bill, click **Project Breakdown** and back to bill summary. To import BQ from excel format, single click at the bill that you want to import BQ from excel. Then click at “**Import From Files**” and select “**Import From Excel**”.



- Click at “**Select File**”.



- 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

Import File

Close Import

Specify Import Column

Bill References :

*Description : A To A

Unit : B

Type A Quantity: C

Type B Quantity: D

Type C Quantity: E

Rate :

Amount :

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”**.

Import File

Close Import

Specify Import Column

Bill References :

*Description : C To C

Unit : D

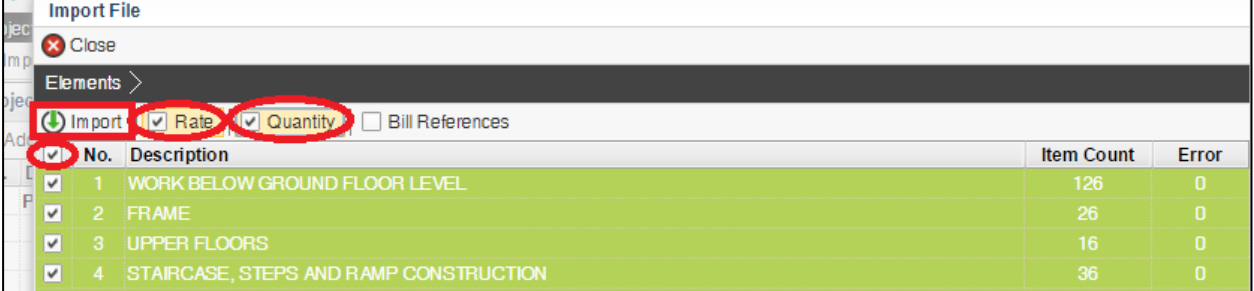
Default Quantity: E

Rate : F

Amount : A

Click drop down arrow to select

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”.



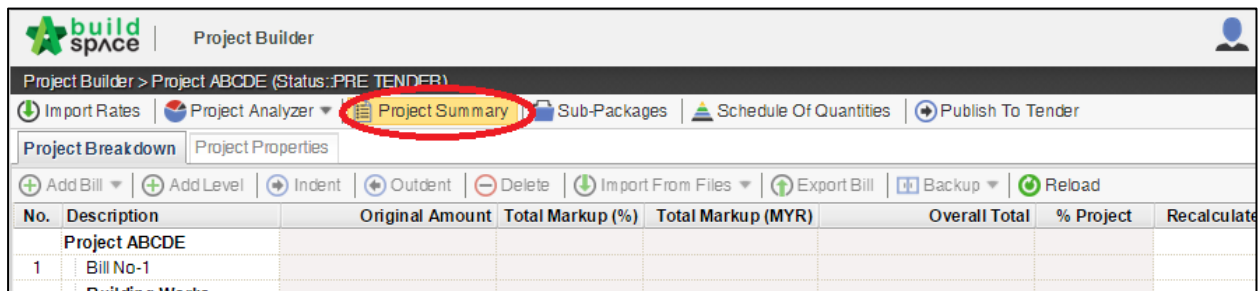
No.	Description	Item Count	Error
1	WORK BELOW GROUND FLOOR LEVEL	126	0
2	FRAME	26	0
3	UPPER FLOORS	16	0
4	STAIRCASE, STEPS AND RAMP CONSTRUCTION	36	0

12. 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.
 - You also need to double check the “heading” by **Indent** or **Outdent** the headings.
 - If the item is not applicable to one of type, you can press “Enter” at “Include” cell to select “No”.

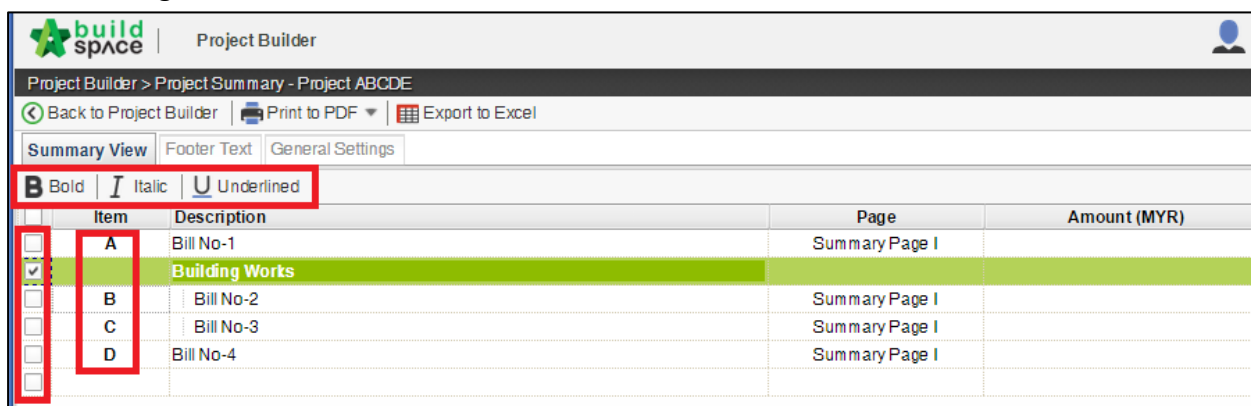
Note: You can use your keyboard’s arrow key to move to other cell like Excel.

Print project/tender summary

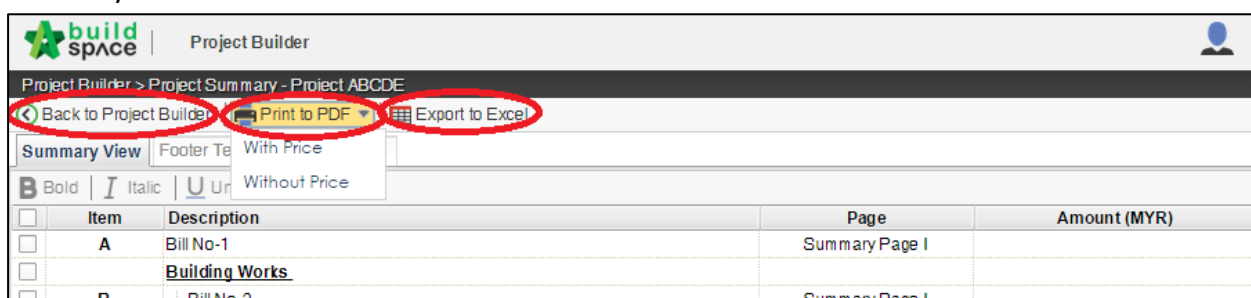
1. Under **Project Breakdown**. Click at “**Project Summary**”.



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.

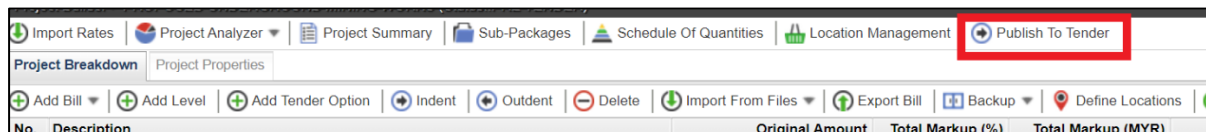


3. Click on “**Back to Project Builder**” to go back to your project. Click “**Print to PDF**” to printout your tender summary or click “**Export to Excel**” to export your tender summary to Microsoft Excel.

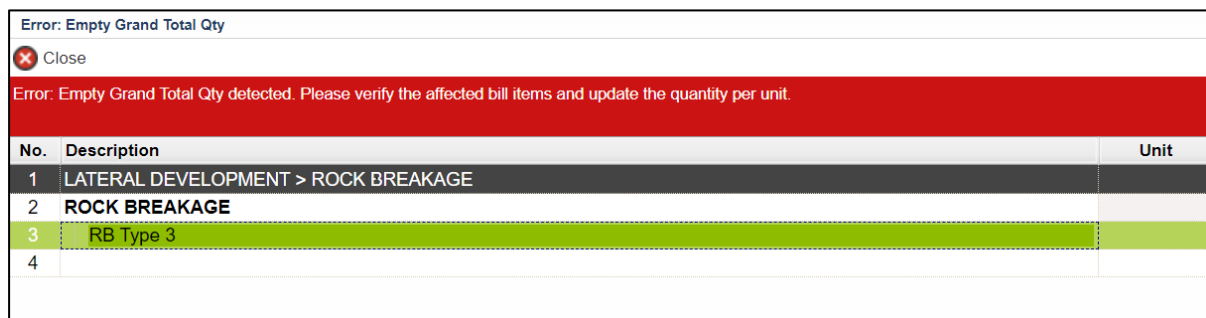


Publish BQ to Tendering

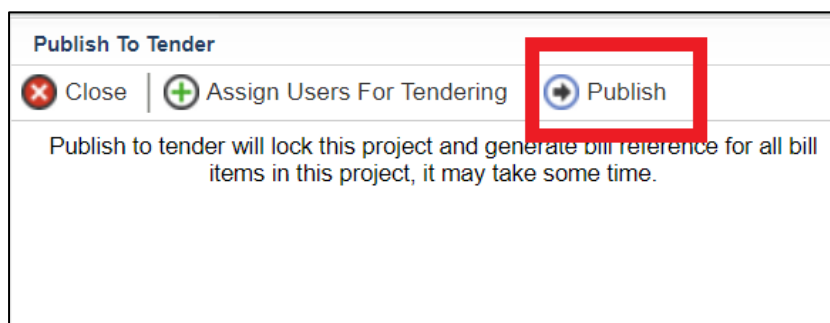
1. Click “Publish to Tender” once the BQ has been fully completed and checked.



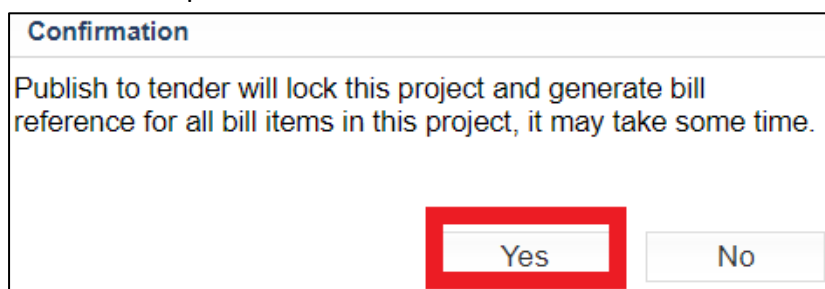
2. IF a pop out as image below pops out, user will need to go to the item shown to input the quantity. (Proceed to step 3, if no pop out appears)



3. Click “Publish”



4. Click “Yes” to proceed



5. Click “Yes” to proceed.

