



# eTender Guide for Tenderer



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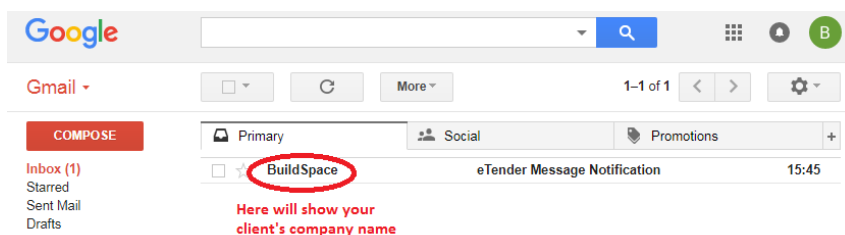
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Prefer to use **Google Chrome** browser

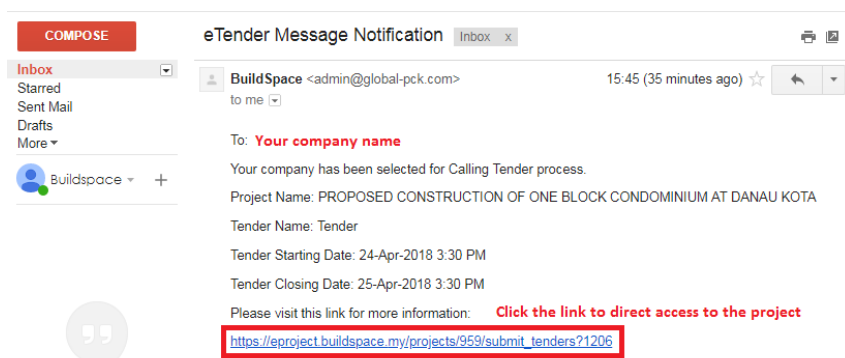
## How to download BQ & tender documents from client's eTender system

**Note:** Make sure you had registered at **client's eTender system**.

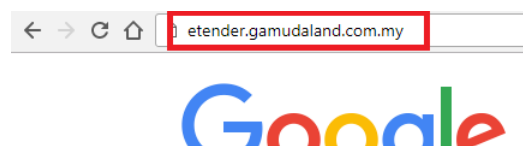
1. If you are invited to participate a tender, you will receive an email notification from your client.



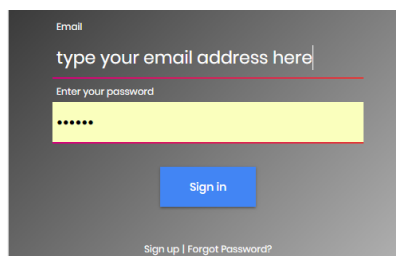
2. Open the email, click the link to direct access to your **client's eTender system**.



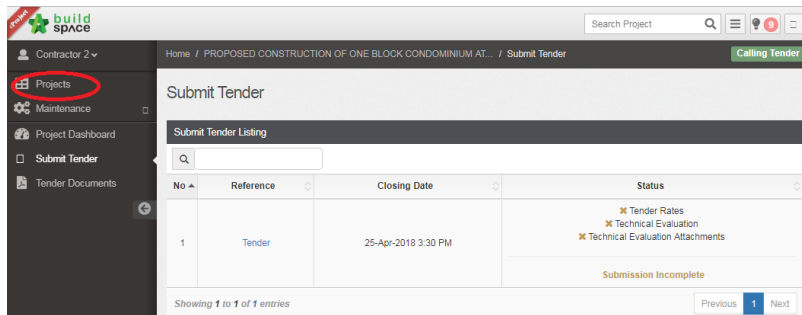
**Note:** You also can access to your **client's eTender system** by direct typing your **client's eTender system DOMAIN name** at browser's address bar, for example; **etender.gamudaland.com.my**



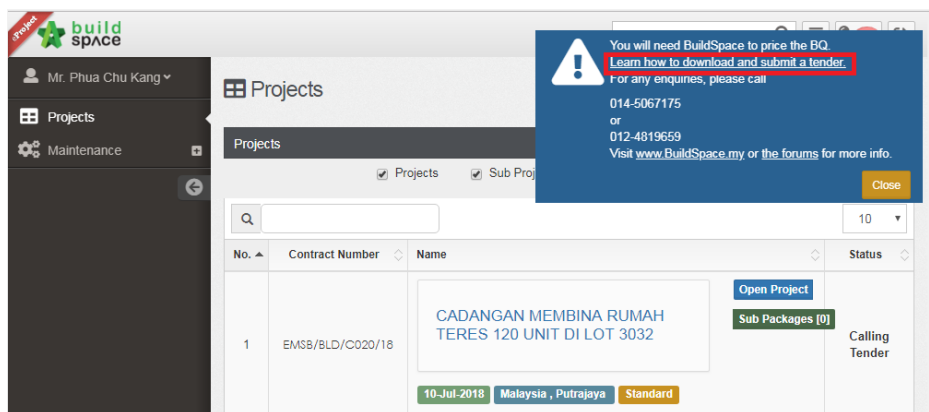
3. Login to your **client's eTender system** by key in your registered email address & password.



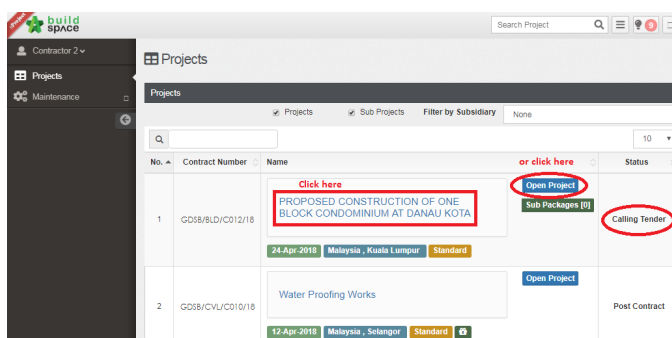
- It will direct you to specific project. You can proceed to **“Step 7”** or you can click at **“Projects”** to see the project list .



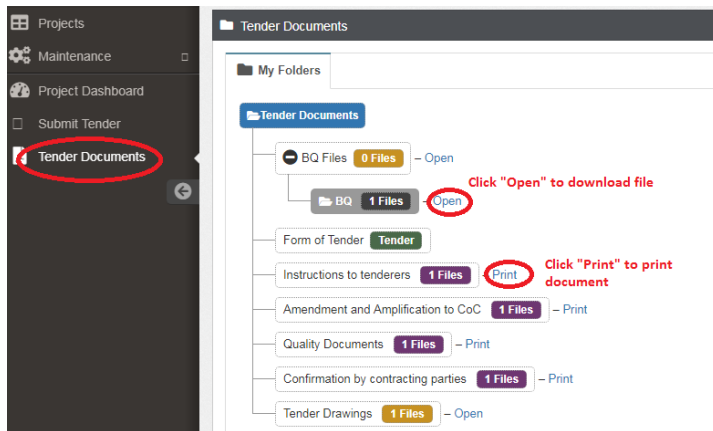
- You will see the following pop up and you can click at **“Learn how to download and submit a tender”** to download the tutorial or close it.



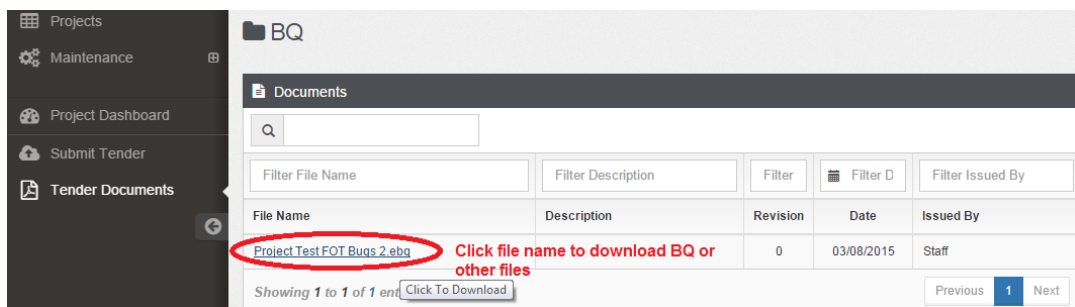
- You can see the projects that you are invited to tender & awarded to you. Click the **“Open Project”** or **“Project Title”** to open a project which is **“Calling Tender”** status.



7. Click at “Tender Documents”. Then click “Open” to **view & download BQ, drawings and other tender documents.**



8. Click at file name to download the file.



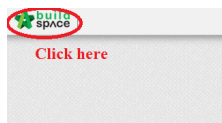
**Note: The DOWNLOADED BQ file (with extension .ebq) cannot double click to open because it needs to open using your BuildSpace Pro software.**

## Pricing BQ using your BuildSpace Pro software

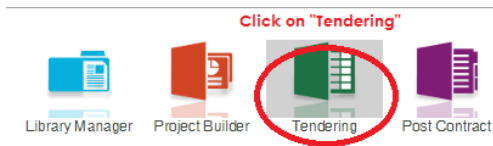
1. **Sign In** to access to your **BuildSpace Pro** software.



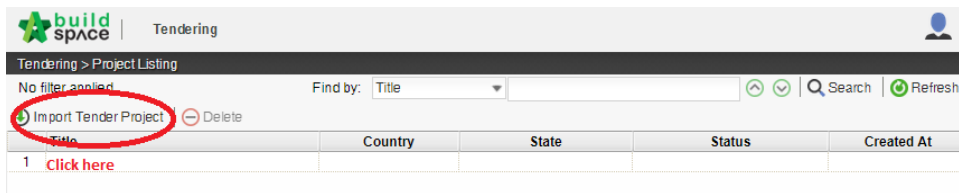
1. Click at **“BuildSpace”** logo



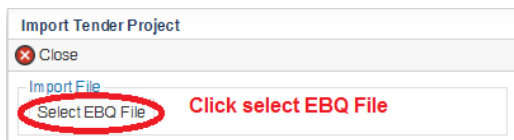
2. Click at **“Tendering”** menu;



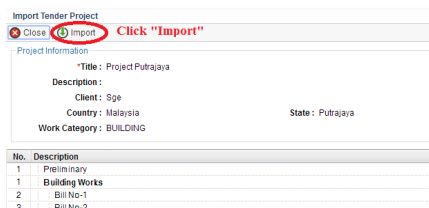
3. Click at **“Import Tender Project”** icon;



4. Then click at **“Select EBQ File”** and browse to select the **BQ file** that **downloaded from client’s eTender** system, and click **“Open”**.



5. Click **“Import”** to import BQ.



6. **Double click** to open imported BQ/Project.

build space | Tendering

Tendering > Project Listing

No filter applied Find by: Title [dropdown] [up] [down] [magnifying glass] Search [refresh icon] Refresh

[import icon] Import Tender Project [delete icon] Delete

No	Title	Country	State	Status	Created At
1	Project Putrajaya	Malaysia	Putrajaya	Tendering	17/04/2018 23:43
2					

"Double Click" to open a project/BQ

7. **Double click** at a bill to access to element level.

Project Putrajaya (GASB04/AR/001/AR/01)

[import icon] Import Addendum [export icon] Export Rates [file icon] File Browser [push icon] Push To Post Contract

[Project Breakdown] Project Properties Project Addendum

[import icon] Import Rates [project analyzer icon] Project Analyzer [compare icon] Compare Rationalized Rates [sub-packages icon] Sub-Packages [project summary icon] Project Summary [reload icon] Reload

No.	Description	Original Amount
Project Putrajaya		
1	Preliminary	
	Building Works	
2	Bill No-1	
3	Bill No-2	

Double click on bill/BQ to access bill's elements level

8. **Double click** at element to access to item level to price the items.

Element/Trade List Bill Properties

Element >

[print icon] Print BQ

No	Description	% Job	Cost/m2	Total/Unit
1	WORK BELOW LOWEST FLOOR LEVEL (ALL PROVISIONAL)		Default Total Unit:1	
2	FRAME (ALL PROVISIONAL)			
3	UPPER FLOOR CONSTRUCTION (ALL PROVISIONAL)			
4	ROOF CONSTRUCTION AND FINISHES (ALL PROVISIONAL)			
5	STAIRCASE CONSTRUCTION AND FINISHES (ALL PROVISIONAL)			
6	EXTERNAL WALL (ALL PROVISIONAL)			
7	INTERNAL WALL AND PARTITIONS (ALL PROVISIONAL)			
8	WINDOWS (ALL PROVISIONAL)			
9	DOORS AND IRONMONGERIES (ALL PROVISIONAL)			
10	INTERNAL WALL FINISHES (ALL PROVISIONAL)			

Double click to access to item level to price the items

9. Press "Enter" to **type/edit rates** and press "Enter" again to **finish editing & auto save**.

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

Description	Type	Unit	Include	Qty/Unit		Rate
				Default	Total/Unit	
100mm thick, under ground beams						
Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	YES	23.00	6,900.00	300.00
Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	YES	2.00	600.00	300.00
Disposal off site, including paying all dues	HEAD 2					
Excavated materials	ITEM	M3	YES	936.00		
Hardcore, consolidated and blinded to receive concrete	HEAD 2					
150mm (consolidated thickness), under floor.	ITEM	M3	YES	532.00		

Press "Enter" to key in rate and press "Enter" to finish save.

10. If after press “**Enter**”, it still can’t edit. That mean you have to “**double click**” on rate cell to fill up your rates because the item may be prime cost rates or prime cost sum. Then you will see the pop up table like this, just filled up the necessary field and click “**Save**”.

**Lump Sum Percentage** Sample Attendance & Profit table

Save | Close

Rate and Percentage

\*Amount : MYR 100,000.00

\*Percentage (%) : 3 Fill up this field

Total : MYR 3,000.00

**Prime Cost Rate** Sample Prime Cost Rate table

Save | Close

Rate Per No.

\*Supply Rate : MYR 20.00

Wastage (%) : 3 fill up the neccessary field MYR 0.60

Labour For Installation : MYR 10.00

Other Cost : MYR 10.00

Profit (%) : 10 MYR 4.06

Total : MYR 44.66

11. If there’s an “**ITEM-NL**” means you can type new item that does not exist in the BQ. Besides, you can type any “**Note**” at description cell.

7	Sawn formwork, to,	HEAD 1					
3	Sides of columns.	ITEM	M2	YES	3.00	912.00	304.00
3	Any other items	HEAD 1					
	type your new item here	ITEM-NL	M3	YES	200.00	4,600.00	23.00
1		ITEM-NL		YES			
2	Press “Enter” to type new item description and press “Enter” to save.	ITEM-NL		YES			
3		ITEM-NL		YES			
4		ITEM-NL		YES			
5		ITEM		YES			

12. To go back to element level, click at “**Element**”. To close bill, click on “**x**” icon on the tab.

Project Putrajaya (Status: PARTICIPATED)

Import Addendum | Export Rates | File Browser | Push To Post Contract

Project Breakdown | Project Properties | Project Addendum | Bill No-1 :: Standard Close bill, click here

Element/Trade List | Bill Properties

Element FRAME

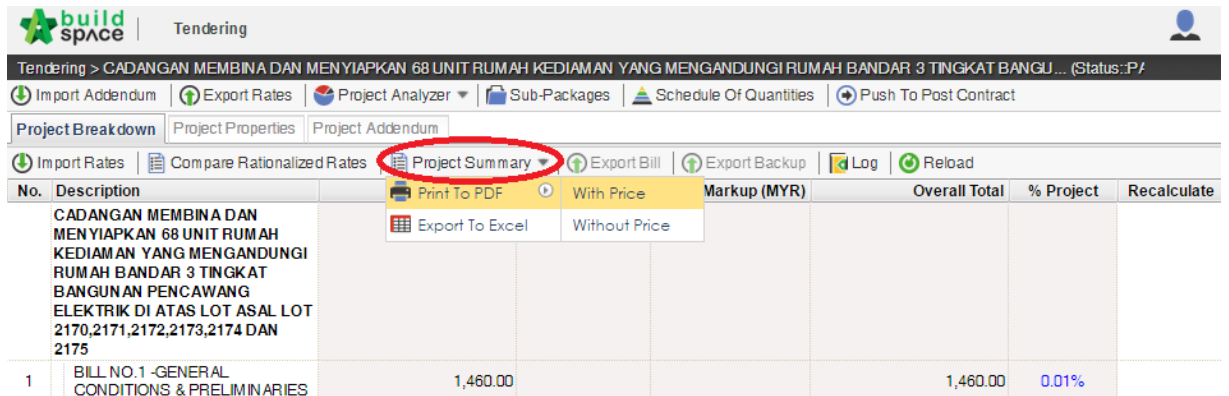
Click here to go to element level

No	Description	Type	Unit	Include
1	ELEMENT 2 - FRAME	HEAD 1		
2	VIBRATED REINFORCED CONCRETE GRADE 25 AS DESCRIBED IN	HEAD 2		
3	Column	ITEM	m3	YES
4	Printed casing	ITEM	m2	YES

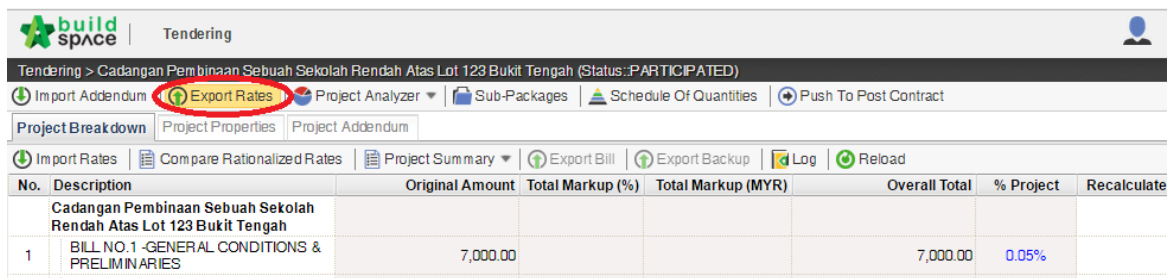


13. Upon submit tender, you need the following two files;

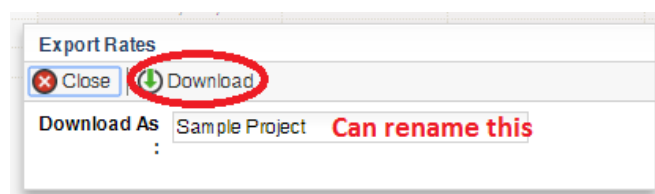
a) You print “**Project Summary**” and chop & sign.



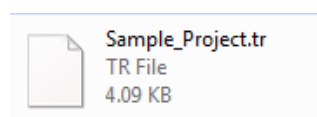
b) Click at “**Export Rates**” to export all your final rates to a single file with file extension “.tr”.



You will see the following pop up.



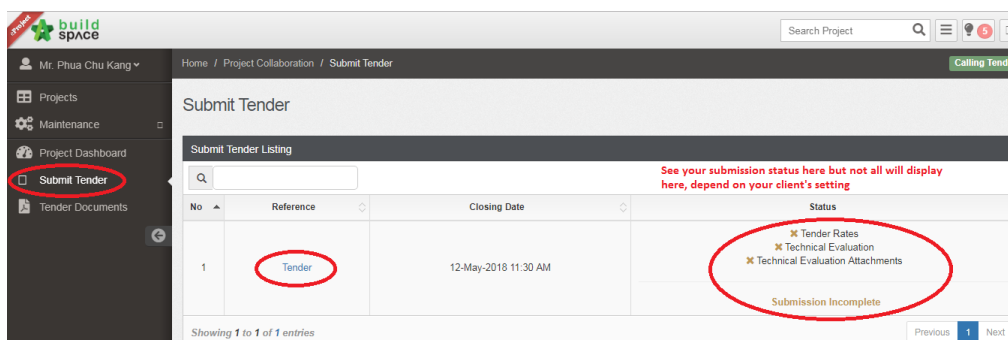
Make sure you know where you save the file and the file will look like this;



## Submit Tender at Client's eTender system

**Note:** You can submit your tender multiple times to over write the previous submission before the tender closing time.

1. Login to **client's eTender** system and open project. Click at **"Submit Tender"** menu, and then click at **"Tender"** or **"Tender Addendum 1"** (if this is Tender Addendum) & so on. Besides, you can see your submission status as well.



2. After that, you will see the following screen by asking you to submit **"Tender Rates"**, **"Technical Evaluation form"** and **"Technical Evaluation Attachments"**. (However, not all options will appear. Some time you are not allowed to submit "Tender Rates" for the first submission. It depends on your client's requirement.).

**a) Technical Evaluation form (after click at “Form”)**

**b) Technical Evaluation Attachments (after click at “Attachments”)**

Attachments

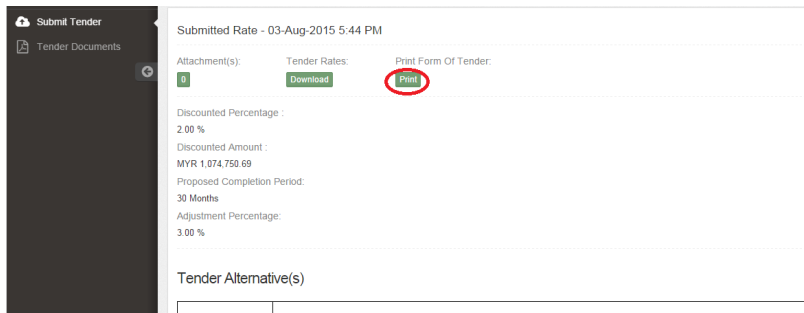
No	Name	Mandatory	Uploaded File	Upload
1	Check Name / Address / Telephone No. / Contact Person	✓	Rates-globalpck...tr	Choose File No file chosen
2	Copy of PKK and CIDB registration & other Professional licence		project-simulat...ebq	Choose File No file chosen
3	Copy of Forms 24, Forms 49, Form 9 & Form of Annual Return of a Company having a share Capital - please submit copies of Form 24 from initial shares t		-	Click to select file Choose File No file chosen
4	List of Professional & Sub-professional staff including their relevant experience, date employed, academic qualification and value of major project ha		-	Choose File No file chosen
5	List of Material Suppliers - value of materials supplied & credit term - please submit a		-	Choose File No file chosen

Upload Attachments

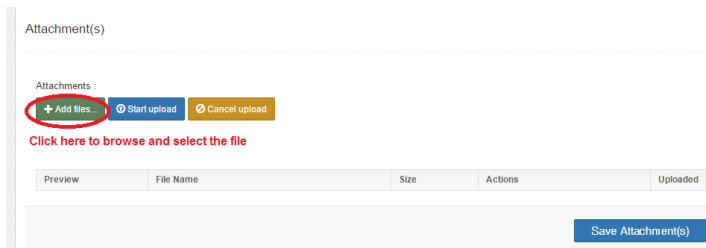
**c) Tender Rates file**

- Select the exported rate file from your **BuildSpace Pro** software with file extension **.tr**
- Key in any discount or propose completion period (if have).
- Then click **“Submit Tender Rates”**.

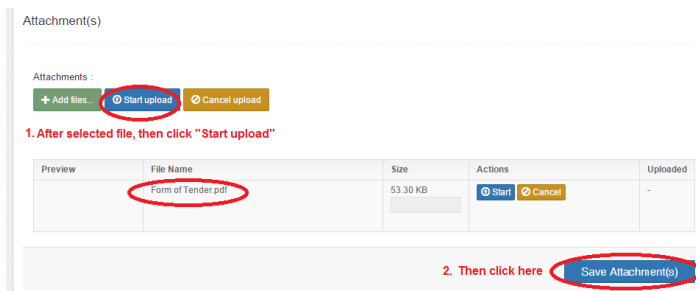
3. After submitted, you can see the tender amount auto generated. Click **“Print”** to Print Form of Tender, then chop & signed.



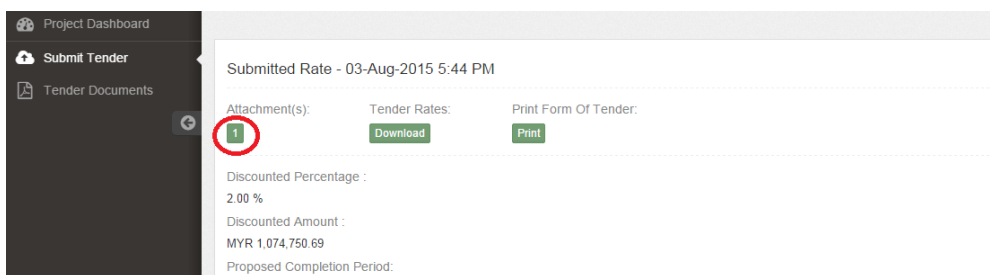
4. Attach a scan copy of **Form of Tender & Project Summary** at the bottom part. You can attach **any other files** as per requested by your client.



5. After selected files, click at **“Start upload”**. Then click **“Save Attachment(s)”**.

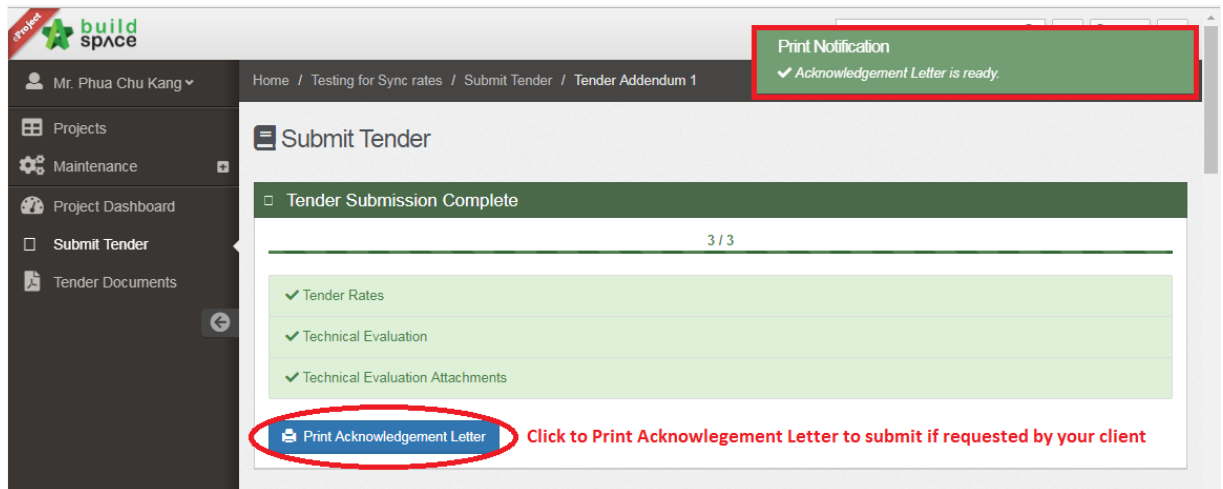


6. You can see your file had been uploaded.



7. Once done your submission, a “Print Acknowledgement Letter” notification message will prompt out and you can see the “Print Acknowledgement Letter” button will appear for you to click to print.

Note: Some clients request you to print out and submit to their office together with other documents. Sometimes the “Print Acknowledgement Letter” button will **NOT** appear, it’s depending on your client’s requirement.



## Import Addendum (if have)

**Note:** Your client may issue a “Tender Addendum”.

1. You will receive an email notification when your client issue addendum and the message will be like below and click the link to direct access to the addendum file;

To: Mr. Phua Chu Kang

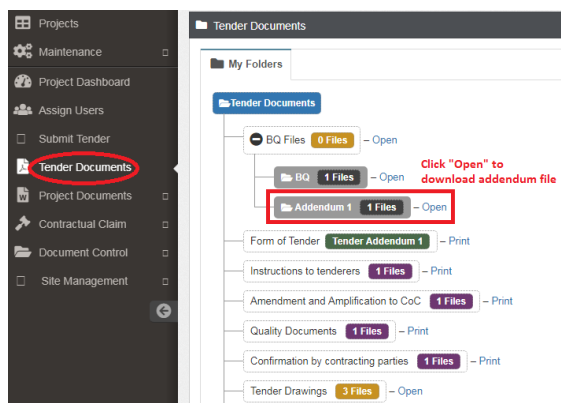
"Chris Volcano" uploaded a new file into Tender Documents Module

Project Name: pppppp

Please visit this link for more information:

<https://eproject.buildspace.my/projects/987/myTenderDocumentFolder/8708>

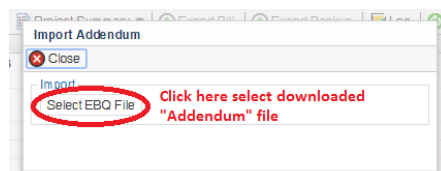
2. If you are not receiving email notification, you can login to **client's eTender** system and open project. Click at “**Tender Documents**”, then you can see the “**Addendum**” file (it might have “Addendum 1, Addendum 2 and so on, then need to download all). Click “**Open**” to download addendum file.



3. Then login to your **BuildSpace Pro** software, go to “**Tendering**” module and double click to open that tender project (or refer to “*How to open & pricing BQ file using BuildSpace Pro software*” section). Click “**Import Addendum**”.

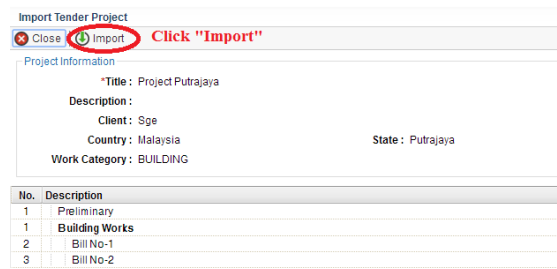
No.	Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project	Recalculate
CADANGAN MEMBINA BANGLO DAN TERES RUMAH 3 TINGKAT							
1	BILL NO 1 - GENERAL CONDITIONS & PRELIMINARIES	200,000.00			200,000.00	0.14%	
2	BILL NO 2 - PILING WORKS	2,103,401.85			2,103,401.85	1.47%	
3	BILL NO 3 - MULTI TYPES	100,341,266.10			100,341,266.10	69.93%	
4	BILL NO 4 - SINGLE TYPE	24,484,428.95			24,484,428.95	17.06%	
5	BILL NO 5 - PROVISIONAL SUM	16,366,000.00			16,366,000.00	11.41%	

4. Then click at “**Select EBQ File**” and browse to select the **Addendum file** that **downloaded from client's eTender** system, and click “**Open**”.

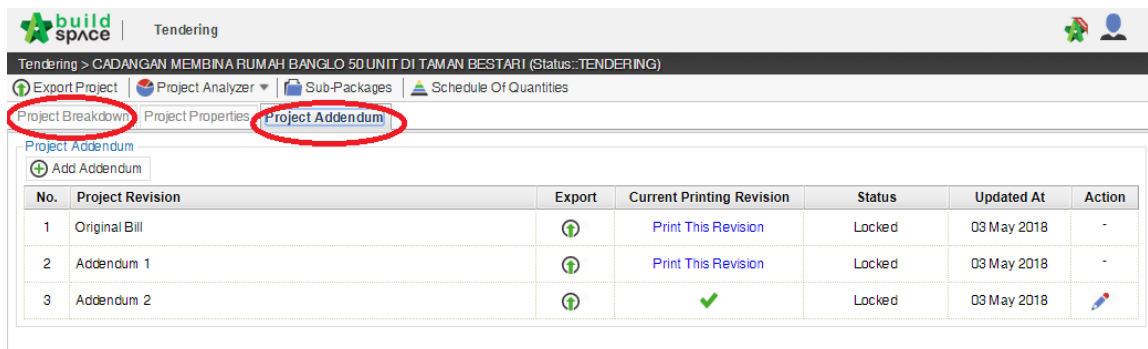


- Click **"Import"** to import Addendum.

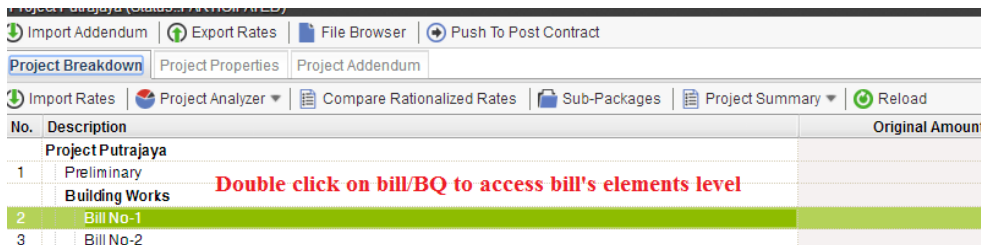
**Note: You need to repeat step 3, 4 & 5 to import Addendum 2, Addendum 3 and so on (if have).**



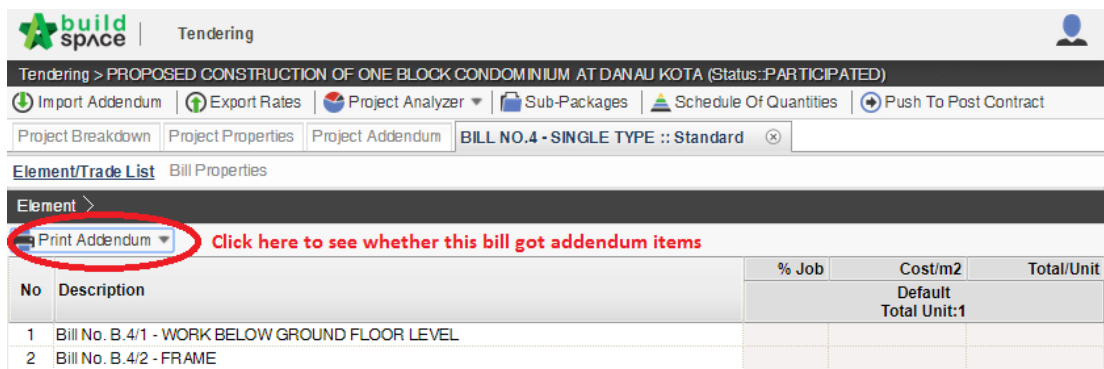
- You can see the number of addendums by clicking at **"Project Addendum"** tab. Click at **"Project Breakdown"** tab to go back to bill level.



- Go back to bill level and **double click** at a bill to access to element level.



- At "Element" level, click **"Print Addendum"** to check whether the bill got addendum item or not. It will printout affected BQ pages and if nothing to printout, means no changes.



9. If display screen like beside means no addendum on this bill.



10. If can print out the BQ like below means this bill have addendum and you can check which element have “\*” sign means that element have addendum items.

Bill No.	Description	Ratio	Amount
B111 No. B.4/1	WORK BELOW GROUND FLOOR LEVEL	1/11*	44,791.00
B111 No. B.4/2	FRAME	2/3	1,946.00
B111 No. B.4/3	UPPER FLOORS	3/2	
B111 No. B.4/4	ROOF CONSTRUCTION	4/7	
B111 No. B.4/5	STEP AND STAIRCASE CONSTRUCTION	5/4	
B111 No. B.4/6	ROOF FINISHES AND RAINWATER GOODS	6/6	
B111 No. B.4/7	EXTERNAL WALLS, DOORS AND WINDOWS	7/10	
B111 No. B.4/8	PARTITIONS, DOORS AND WINDOWS	8/5	

11. When you go to that element’s item level, you can see the addendum items in highlighted colour. You can continue to price.

No	Description	Type	Unit
1	Plain In-Situ Concrete Grade 15 as specified	HEAD 1	
2	In ramp	HEAD 2	
3	Not exceeding 100mm thick	ITEM	M3
4	Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3
5	Reinforced In-Situ Concrete Grade 25 as specified	HEAD 1	
6	In foundations in trenches	ITEM	M3
7	In foundations in trenches-	ITEM	M3
8	In isolated foundation bases to columns (In No.)	ITEM	M3
9	Item RO	ITEM-RO	
	Item PC		

12. Then “Export Rates” to submit tender rates again. Refer to “Submit tender at client’s eTender system” section for more details.

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	7,000.00			7,000.00	0.05%	