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Calling Tender Form

For Admin & Normal User

**(BuildSpace Version 2.3)**

Last updated: 13/10/2020

Calling Tender Form

Note: **1) User being assigned as "Group Access to Tender Documents" (by client) able to access Calling Tender Form.**

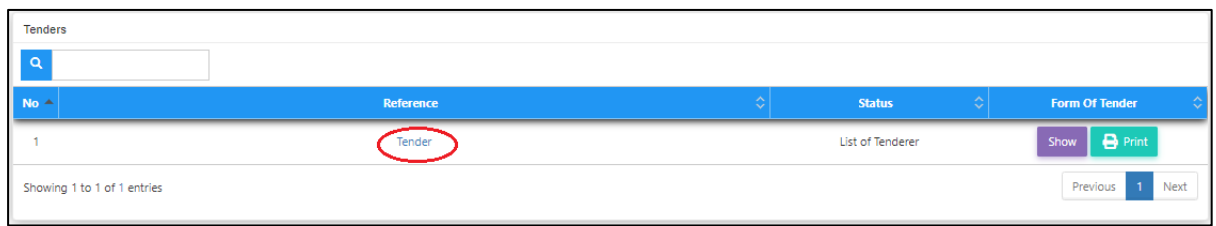**2) User will be received email notification after List of Tenderer form is submitted.**

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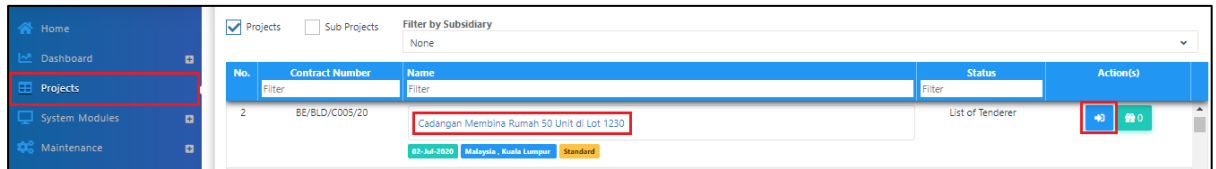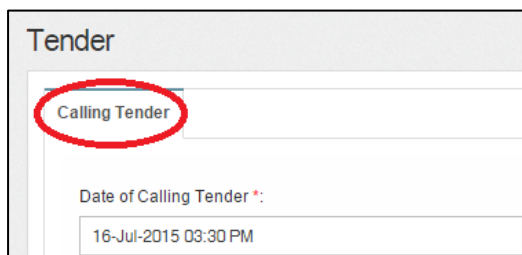

2. Click at "**Tendering**" menu and then click at "**List of Tenderer**".
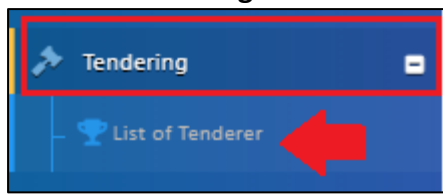
3. Click **"Tender".**

4. Click at "**Calling Tender**" tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).

5. You can amend the date and time for **"Calling Tender, Closed Tender & Technical tender closing"** and can **tick disable tender rate submission** (If required) only.

6. Click on that date field and you will see the following screen. Select date and then click at "**Select Time**" icon. It will appear another screen for you to set time.

7. Set the time and click outside the box or other field to continue fill up the form.

8. Click drop down to select verifier for this form. (If Required)
    Note: Verifier from your company not from C&C