

# Consultant User Guide (e-Tendering)



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# Assign user to view project at e-tender system

#### Assign User (only by Admin User)

#### Note: Only Admin user can conduct this action.

1. Login eTender with username and password

	space	
Email		
Enter you	ır password	
	Sign in	
	Sign up   Forgot Password?	

2. Click the "Project Title" or click "Open Project".

2	EMDSB/BLD/C049/18	TESTING	Open Project Sub Packages [0]	Design
		14-Aug-2018 Malaysia , Putrajaya Standard		

3. Click "Users" and then click "Project Users"

Stolle 2	see build space									
Projects	System M	Maintena	Project D	Users	Tendering	Documents	Forum			
Home /	CADANGAN ME	EMBINA RUMAH	H TYPE A & TYP	Project U	sers	+				
Proie	ct Dashbo	ard	Contract Management Letter of Award							



4. Just tick the user as a verifier & editor / verifier only and after that just click "Save". Note: User as editor can received all the notification at personal email and system, but if the person as a verifier only just received notification at system only.

ewer/Verifier	Editor	Name	E-Mail
		Mr. Majestic 1	majestic1@buildspace.my
✓ ted Users		Heng Chin Guan	majestic@buildspace.my
eed Users	€	Heng Chin Guan	majestic@buildspace.my E-Mail
ed Users	Editor	Heng Chin Guan	majestic@buildspace.my E-Mail



### How to assign user to view BQ

Note: This happen when the project already created but the new user added on later. Need to login as <u>admin user</u> or who can view the BQ to conduct this action.

1. Click the "Project Title" or click "Open Project"

No. 🔺	Contract Number	Name	\$	Status 🗘
1	GDSB/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Open Project X Sub Packages [0]	Design
		19-Feb-2019 Malaysia , Putrajaya Slandard		

2. Click on **"BuildSpace Pro"** logo and your browser will create another tab to open BQ system.

Space						L Chris Volcano	Q 9	•		
Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>پ</b> Forum			

3. Click at "Project Properties" tab

space									
Tendering > Project Testing 123 (Status::TENDERING)									
⑦ Export Project   ● Project Analyzer ▼   ● Sub-F	🕀 Export Project   🚭 Project Analyzer 💌 🕋 Sub-Packages   🛓 Schedule Of Quantities   🕢 Push To Post Contract								
Project Breakdown Project Properties Project Add	dendum								
🕒 Import Rates 🛛 🖳 View Tenderers 🗍 🗎 Project S	ummary 🔻 👔 Export Bill 📗	Export Backup	🔽 Log 🛛 🙆 Reload						
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate			
Project Testing 123									
1 BILL NO.3 - MULTI TYPES 3,000,065.85 3,000,065.85 100.00%									

4. Click at "Assign Users to Project".

space -	🕀 🔔
Tenderring > Project Testing 123 (Status::TENDERING)	
🚯 Export Project 🛛 🔮 Project Analyzer 🔻 📔 Sub-Packages 🛛 🛓 Schedule Of Quantities 🛛 📀 Push To Post Contract	
Project Breakdown Project Properties Project Addendum	
Assign Users to Project	
Main Incomence	
Reference : GDSB/BLD/C007/17	
Title: Project Testing 123	
Description :	
Country : Malaysia State : Putrajaya	
Site Address : ergeg	
Currency : MYR	
Client: -	
Work Category : Building	
Start Date: 2017-12-16	



5. Can see the following screen, search for your company or team name. Then double click to open.

Sele	et Group					
🚫 C	lose			Key in your compa	any or team name	
1 of	1 matches	Find by:	Name	▼ sky	O O O Search O Refresh	1
No	Name					
26	Eco Majestic Sdn Bhd				-	•
27	Eco Sanctuary Sdn Bh	id				
28	Eco Sky Development					
29	Gamuda Contractor 1					
30	Gamuda Land					
31	Gamuda Land 2					
32	Gamuda Land 3					
33	Gamuda Land 4					
34	Gamuda Land 5					
35	Gamuda Land CNC					
36	GCD Johor					
37	GCD KL					
38	GCD Penang (auto-ge	nerated: F	tip)			
39	gdrhrhrh esgrehy					
40	GLOBAL PCK CONST	RUCTION	SDN BHD			
41	Glodon					
42	Good Consultant				•	٣

6. Click at "NO" to set the user as admin to view the project. Then click "Save" and "Close".

As	Assign Users to Project (Project Testing 123)								
Eco	Eco Sky Development 🛞								
No filter applied Find by: Name									
	No	Name	Email	Admin					
	1	Chien Zen	chienzen@pck.com.my	NO					
~		Chris Volcano	sky@buildspace.my	YES					
~		General Manager - Sky3	sky3@buildspace.my	YES					
~		Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	YES					
	5	Sky Buildspace	skybuildspace@gmail.com	NO					
~			sky1@buildspace.my	YES					
~			sky2@buildspace.my	YES					
	8								

7. Then the new assigned user will be able to view the BQ already.



## How to upload tender documents

- Note: Only parties assign to Calling Tender or Group Access to Tender Documents can access to "Tender Documents" menu of a project and only "Editor" can upload files.
  - 1. Login to eTender system with email and password



2. Click "Project Title" or "Open Project"

No. 🔺	Contract Number 🔷	Name		Status 🗘
1	GDSB/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Open Project X Sub Packages [0]	Design
		19-Feb-2019 Malaysia , Putriajaya Standard		

3. Click **"Documents"** and then click **"Tender Documents**" menu.

Stole 2	build spʌce								1 Chris Volcano 🜸 Search Project Q 🔮 💿 🕞
Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>F</b> orum		
Home /	CADANGAN ME	MBINA RUMAH	H TYPE A & TYP	РЕВ		🖹 Tender I	Documents		Design
Proje	ct Dashbo	ard				Project I 🖻 Docume	Documents ent Control	> >	Action(s) ~



4. You can see default folders "**BQ Files**" & "Form of Tender". It is auto generated. Click at "**Options**" to "Open" or create a new folder or sub folder.



5. When you click "Open", you will see the following screen and the file which you can download. To download, just click at "File Name" and save to your desire location or click at "Upload" button to upload a new file. You also can "Delete" the file.

٩					4	Upload
File Name	Description	Revisi	Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Quality Documents.docx	k to download	0	27/07/2017	Eco Sky	œ	
Showing 1 to 1 of 1 entries					Previous 1	Next



6. Click at "**Upload**" button to upload tender document.

Documents						
٩					<b>_</b>	Upload
File Name	Description	Revisi	🗎 Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Quality Documents.docx		0	27/07/2017	Eco Sky	œ	×
Showing <b>1</b> to <b>1</b> of <b>1</b> entries					Previous 1	Next

7. You will see the following pop up and click "Add Files."

Jpload File	S		
+ Add files.	<ul> <li>Start upload</li> </ul>	O Cancel upload	

8. Then browse to select the file and click "Open". You can select multiple files.





9. Click "Start Upload" button.

+ Add files.	( ) Start upload O Cance	el upload	
Preview	File Name	Size	Actions

10. Then you will see the following screen. Close it by click at "x" sign or just click anywhere at the screen to close this.

pload Files			Click to close
+ Add files	● Start upload	pload	
Preview	File Name	Size	Actions

11. After that you can "Delete" other file.

Q					±	Upload
File Name	Description	Revisi	🗎 Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Quality Documents.docx		0	27/07/2017	Eco Sky	Ø	×
Quality Documents.pdf		0	27/07/2017	Eco Sky	œ	×

Note: You are advisable to upload PDF file into tender document.



# How to edit "Form of Tender" at a project

- Note: When the project status is in Calling Tender stage, the "Form of Tender" will not be able to edit again.
  - Login to eTender system, open a project and click "Documents" and then click "Tender Document". Then click at "Show" beside the "Form of Tender".

Tender Documents
My Folders
E-Tender Documents Options
BQ Files 0 Files – Options
Form of Tender Form

2. Click at "Edit" to edit form of tender. For example, if you want to edit the clauses, just click "Edit" beside the "Clauses" menu.

Home / CADANGAN MEMBINA RUMAH TYPE A & TYPE B / Tenders / Tender / Form of Tender	
Form Of Tender	
Header	Edit
Address	Edit
Clauses	Edit
Tender Alternatives	Edit
	Log Settings Print Back



 You can move/edit/indent/outdent/add/delete clauses easily. You can choose where to appear the "Tender Alternatives" clauses which you can select the list of options of tender alternatives clauses at "Tender Alternatives" section.



4. Once you finish editing, click "Save".

	Surveyor as to their reasonableness and shall, before the formal execution of this Contract, be so adjusted as the Architect and Quantity Surveyor may so reasonably require.	E
=	The undersigned agree that should any arithmetical or obvious pricing errors be discovered before acceptance of this offer in the priced tender documents submitted by melus including any adjustments of prices and rates as required under the foregoing clause, then these errors shall be corrected in order that the corrected total of the Final Summary equates with the amount entered upon the Form of Tender in accordance with the following procedure: The nett total of such errors, whether a nett addition or nett omission, will be calculated as a percentage of the corrected total of the Final Summary after deducting Prime Cost and Provisional Sums and all unit rates and prices throughout the Bills of Quantities shall be considered as reduced or increased, as the case may be, by such percentage.	
	The undersigned hereby agrees that this Form of Tender together with the Letter of Acceptance of Tender shall constitute a legal and binding contract between us notwithstanding that a formal Contract Agreement has not been executed.	

5. Click "Edit" at "Tender Alternatives" section to select which types of alternative you want it to appear at your form of tender.

Form Of	Tender	
	Header	Edit
	Address	Edit
	Clauses	Edit
	Tender Alternatives	Edit
		Log Settings Drint Back



6. Select which tender alternatives you want to use by click at check box. Then click "Save". Normally "Tick" at No. 1 and No. 5 options.



7. Then you can print preview by click at "**Print**" button.

Header	Edit
Address	Edit
Clauses	Edit
Tender Alternatives	Edit
Log	Settings



# How to access to BQ system & Add Bills

1. **Open a project**. Click on "**BuildSpace Pro**" logo and your browser will create another tab to open BQ system.

state 🏠	build spʌce		L Chris Volcano 😨 Search Project Q	9	•
Projects	System M	Maintena			
і≡ то-С	Do List 35			+	0

2. Click at project name or blank row below it, and then click at "Add Bill".

Project Builder		
Project Builder > Project ABCDE (Status::PRE TENDER)		
🚯 Import Rates 🛛 🗳 Project Analyzer 🔻 📄 Project Summary 🛛 🕋 Sub-Packages 🗎 Achedule Of Quantities 🛛 📀 Publish To Te	ender	
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	Recalculate
Project ABCDE		
Click at project name of blank row below it		

#### 3. Select "Normal Bill";

space	Project E	Builder					
Project Builder > Proje	ect ABCDE	E (Status::Pf	re tender)				
🕘 Import Rates 🛛 🔮	Project A	nalyzer 🔻 🛛	🗎 Project Summai	ry 🛛 🔓 Sub-Packa	ges 🛛 🚖 Schedule Of (	Quantities 🛛 🕣 Publish To T	ender
Project Breakdown	Project P	Properties					
🕀 Add Bill 🔻 🕀 Ad	dd Level	🕒 Indent	🕒 Outdent 🛛 🕞	Delete 🛛 🕕 Impor	t From Files 🔻 👔 Exp	port Bill 🛛 🔃 Backup 🔻 🤇	Reload
Normal Bill			Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Proj
Supply Of Material E	Bill						
Schedule Of Rate B	111						

4. <u>Fill up the bill name and select</u> "Standard" bill type.

Add Bill		
Save & Close		
Bill Information		
*Name :	Bill No-1	
Description :		
Bill Type :	Standard 🔹	
	Standard	nay set as provisional item
	Preliminary	
Unit Type :	Standard but Provisional	
Build Up Qty Rounding :	Prime Cost & Provisional	
Build Up Rate Rounding :	Return Exact Amount (2 decimal)	*



5. 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".



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

1	space Project Builder						
Proj	ject Builder > Project ABCDE (Status::	PRE TENDER)					
(I) II	mport Rates   🍄 Project Analyzer 🔻	📔 Project Summar	y 🛛 🚰 Sub-Packag	ges 🛛 📥 Schedule Of C	Quantities 🛛 🕤 Publish To Te	ender	
Pro	ject Breakdown Project Properties						
<del>۱</del>	Add Bill 🔻   🕀 Add Level   📀 Inden	t 💽 Outdent ) 🖂	Delete   🕒 Import	t From Files 💌   🎧 Exp	ort Bill   💷 Backup 🔻 🛛 🙆	Reload	
-							
No.	Description	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
No.	Description Project ABCDE	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
No.	Description       Project ABCDE       Bill No-1	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
No.	Description       Project ABCDE       Bill No-1       Building Works	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
No.	Description       Project ABCDE       Bill No-1       Building Works       Bill No-2	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
No.	Description       Project ABCDE       Bill No-1       Building Works       Bill No-2       Bill No-3	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
No.	Description       Project ABCDE       Bill No-1       Building Works       Bill No-2       Bill No-3       Bill No-4	Onginal ramount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate

7. 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).

1	space	Project Bui	ilder						
Pro	ject Builder > Proj	ject ABCDE (S	Status::PRE TEN	IDER)					
٩	mport Rates 🛛 🍯	Project Anal	lyzer 🔻 🗎 🗎 Pro	iject Summa	ry 🛛 🚰 Sub-Packa	ges \mid 📥 Schedule Of C	Quantities 🛛 📀 Publish To Ti	ender	
Pro	ject Breakdown	Project Pro	perties						
( <del>)</del>	Add Bill 🔻 🗎 🕀 A	dd Level 🤇 🤆	🕽 Indent 🛛 💽 O	utdent 🛛 🗲	Delete Umpor	t From Files 💌   🎧 Exp	oort Bill 🛛 🔃 Backup 💌 🛛 🞯	Reload	
No.	Description		Origi	nal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE								
1	Bill No-1								
	Building Wo	orks 🕀	Add Bill						
2	Bill No-2	$\oplus$	Add Level						
3	Bill No-3		E - CA DOLL						
4	Bill No-4	0	Ealt Bill						
		$\odot$	Indent						
		۲	Outdent						
		Co	Cut						
			Paste						
		Θ	Delete						



#### How to Import sample ebq file

- 1. You can email your Excel BQ to <u>support@pck.com.my</u> and we will help you to convert into BuildSpace BQ (ebg file) and **imports follow the step 2 to 6** at below.
- 2. Click at project title and click "Backup" icon. Then follow by "Import Backup".

-	space Project Builder					
Proj	ect Builder > Sample Project (Status::PRE TENDE	R)				
🕒 lr	n port Rates 🛛 🔮 Project Analyzer 🔻 🛛 🗎 Project	Summary 📔 Sub-Packages	📥 Schedule Of Quantitie	s 🛛 💿 Publish To Tende	r	
Pro	ect Breakdown Project Properties		Т	hen click here		
(+) A	dd Bill 🔻   🕀 Add Level   💿 Indent   📀 Outda	ent 🛛 😑 Delete 🛛 🕒 Import Fror	n Files 🔻 🛛 🍞 Export Bill	🕕 Backup 🔻 🙆 Rel	oad	
No.	Description	Original Amount Tot	al Markup (%) Total Mai	🕻 🕥 Export Backup	Overall Total	% Project
	Sample Project					
1	Bill No-2					
	Building Works					
2	Bill No-3		(	click "Import Back	up''	
3	Bill No-4					
	Click any row here that you want the Prelim BQ import to					

3. Click "Select Backup File".

Import Backup	
🔇 Close	
Import Files Select Backup File	· · · · · · · · · · · · · · · · · · ·

4. Select the downloaded ".ebq" file and click "Open".

	I Reference	20/3/2010 0.40 AIVI
🔚 Libraries	Sample files for demo	1/6/2016 3:53 PM
Documents	Seldom Use Folders	18/11/2016 10:03
J Music	Preliminary.ebq	18/11/2016 9:45 AM 👻
Pictures	▼ <	•
	File name: Preliminary.ebq 🔹	All Files 🔹
	(	Open Cancel

5. You will see the preview and click "Import".

Imp SC Bill	Title : BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES
No.	Description
1	BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES

- 6. Then you can see file imported.
- Note: You can "Export Backup" to export bill from previous project and "Import Backup" into new project that have similar bill items.



#### How to open a bill, key in elements & items

1. **Double click** at a bill.

	sp/ce	Project Builder						
Proje	Project Builder > Project ABCDE (Status::PRE TENDER)							
🕒 In	port Rates 🛛 🍧	Project Analyzer 🔻 🗎 🗎	Project Summary	🖉 🔓 Sub-Packag	es 🛛 📥 Schedule Of (	Quantities 🛛 📀 Pu	ublish To Te	nder
Proj	ect Breakdown	Project Properties						
⊕A	dd Bill 🔻 🗎 🕀 Ad	d Level   📀 Indent   🤆	Outdent 🖂	Delete 🛛 🕒 Import	From Files 💌 🕥 Ex	port Bill   🕕 Back	kup 🔻 🙆	Reload
No.	Description	Ori	iginal Amount	Total Markup (%)	Total Markup (MYR)	Ove	erall Total	% Project
	Project ABCDE							
1	Bill No-1							
	Building Wor	ks						
2	Bill No-2							
3	BIII NO-3	Double click to	open bill					
4	Bill No-4							

 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.

space Project Builder			
Project Builder > Project ABCDE (Status::PRE TENDER)			
🚯 Import Rates 🛛 🥗 Project Analyzer 🔻 📄 Project Summary 🛛 🔓 Sub-Packages 🗎 🛓 Schedule Of Quantitie	s 🛛 📀 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			
	% Job	Cost/m2	Total/Uni
No Description		Default Total Unit:1	
1 Frame			
2 Upper Floor Press "Enter" to edit and press "Enter" to save			

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.

1	space Project Builder									
Proje	ect Builder > Project ABCDE (Status::PRE TENDER)									
🕒 In	🕘 Import Rates   🚭 Project Analyzer 🔻   🖹 Project Summary   🔓 Sub-Packages   🛓 Schedule Of Quantities   🕣 Publish To Tender									
Proje	Project Breakdown Project Properties Bill No-2 :: Standard 🛞									
Elem	ent/Trade List Click at "Element" to go back to eleme	ent level								
Elen	nent > Frame >									
⊕A	dd Row 💿 Indent) 💿 Outdent) 🕞 Delete Row 🛛 🕘 Import Ite	ems From Library	🕘 Import	Items From Pro	ject					
	Click here to "Indent/Outdent" item			Include	Qty/Unit Total/Unit					
No	Description below "HEAD" type	Туре	Unit		Default Total Unit:1		Rate			
1	head 1	HEAD 1								
2	item 1	ITEM	M3	YES	500.00	17,500.00	35.00			
3	item 2	ITEM	MЗ	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			7			
Pre	ess "Enter" to edit & press "Enter" to save all cells	here.			Double cell to g	click "Qty" & " o to build up le	Rate" vel.			

*Note: For rate, no need to put "," for that amount because the system automated generate.* 



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

	space Project Builder									
Proje	Project Builder > Project ABCDE (Status: PRE TENDER)									
🕒 In	🕘 Import Rates   🔮 Project Analyzer 🔻   🖹 Project Summary   🕋 Sub-Packages   🛓 Schedule Of Quantities   📀 Publish To Tender									
Proje	ct Breakdown Project Properties Bill No-2 :: Standard 🛞									
Elem	ent/Trade List Bill Properties BQ Print Out Setting									
Elem	ent > Frame >									
⊕A	dd Row   📀 Indent   💽 Outdent   🕞 Delete Row   😃 Import Item	s From Library	🕒 Import I	tems From Pro	oject					
				Include	Qty/Unit	Total/Unit				
No	Description	Туре	Unit		Default Total Unit:1					
1	head 1	HEAD 1								
2	item 1	ITEM	M3	YES	500.00	17,500.00				
0	itom 2	ITEM	MO	VEO	500.00	17 500 00				

#### 5. Click at "Print BQ".

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

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

Prin	t BQ		
No.	rint All X Close	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.



#### How to import BQ from Excel

- Note: You can import all sheets at the same time
  - Make sure you had unmerged all cells
  - 1. Open Microsoft Excel BQ file. Delete headings and unnecessary descriptions.

	A1	$ f_{x}$				
	A B	С	D	E	F	G
4 5 6	ltem	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
7 8		Bill No. 3.1				
9 10		WORK BELOW GROUND FLOOR LEVEL				
11 12		Excavate oversite, commencing from platform level				
14	Α.	Not exceeding 250mm, to reduce level.	m <sup>3</sup>	125	3.50	437.50

- 2. Then you will see like this and the description at **first row** will be imported as "**Element**" name in BuildSpace. 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

	Α	В	С	D	E	F	G	
1			WORK BELOW GROUND FLOOR LEVEL	First ro	w descri	iption will b	e imported	
2				as "Ele	ment" n	ame		
3			Excavate oversite, commencing from platform					
4			level					
5		Δ	Not exceeding 250mm, to reduce level	m <sup>3</sup>	125	2.50	427.50	
0		A.	Not exceeding 250mm, to reduce level.		120	3.00	437.00	
8			Excavate, commencing from reduce level					
9			Excavate, commencing nonneduce level.					
10		B.	Maximum depth not exceeding 2.00m deep, for	m <sup>3</sup>	188	8.50	1.598.00	
11			footings.				.,	
12			Make sure have a blank row between each item d	escriptio	n			
13		С.	Maximum depth not exceeding 2.00m but not	∣ m³	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 <sup>3</sup>	469	8.50	3,986.50	
17			ground beams make sure Unit, Qty & Rate cells	are loca	ted same	row with iten	n description	
18		_		3		0.50	000 50	
19		E.	Maximum depth not exceeding 1.00m deep, for	m~	33	8.50	280.50	
20			trencnes.					



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

1		Α	В	С	D	E	F	G
2	43		L.	Excavated materials	m <sup>3</sup>	936	3.00	2,808.00
3	44							
4	45			Hardcore, consolidated and blinded to receive				
5	46			concrete				
6	47		M	150mm (concolidated thicknoce), under fleer	m <sup>3</sup>	522	0.50	5 054 00
7	40		IVI.	Toomin (consolidated trickness), under noor.		002	9.00	5,054.00
8	49							
9	50					To Colle	-f	22.500.00
0	5					To Colle	ction	33,560.00
1	51			PERPUSIAKAAN				
2	58			08/1409 - UITM ARAU, PERLIS				
3	51			3.1/1				
4	55							
5	56			Work Below Ground Floor Level (Cont'd)				
6	57							
7	58			Damp proof membrane, well lapped in the joints				
8	59			and sealed with approved pressure sensitive tape,				
9	60			turned up against wall for at least the full thickness				
20	61			of floor (measured nett : allow for laps and turn				
21	62			(qu				

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

EF! EF!
EF!
EF!
EF!
EF!
EF!
EF!
,961.00
EF!
_



3. Repeat the above steps for other sheets and make sure each sheets have same position of Description, Unit, Qty & Rate such as if description at sheet 1 is located at column "C", make sure description at other sheets also at column "C".

	C350													
A	В	С		D		Е		F	G					
1 40 1 41	M.	Reference No. B6 (weight 3.73kg per sq. m), in floors		m²		314		17.68	5,551.52					
142 143 144	N.	Reference No. A8 (weight 3.95kg per sq. m), in trench bases		m²		38		18.80	714.40					
145 146	P.	Reference No. B7 (weight 4.53kg per sq. m), in		m²		75		21.50	1,612.50					
147 140 150 151 152	N e d	Interch wall lake sure all sheets' decription, unit, qty & ra xample, if description at this sheet is column escription column also located at column "(	ate n ' C'	e are "C", f '.	lo the	cated en mal	at sa ke s	ame colu ure othe	umn. For r sheet's					

4. After that save or save as the excel file. Open a project at **BuildSpace** 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**".

1	sp/ce	Project	Builder								
Proj	ect Builder > Proje	ect ABCE	)E (Status::F	RE TENDER)							
(1) Ir	mport Rates 🛛 🍧	Project	Analyzer 💌	Project Summa	ary 🛛 🚰 S	ub-Packages	🛓 Schedule	Of Quantitie	s 🛛 📀 Publish To Te	ender	
Pro	ject Breakdown	Project	Properties						11		
⊕ A	dd Bill 🔻 🕀 Ac	id Level	🔿 Indent	🕞 Outdent 🛛 🧲	) Delete 🔇	Umport Fro	m Files	) Export Bill	🕕 Backup 💌   🥝	Reload	
No.	Description			Original Amount	Total Ma	Import Bill		(R)	Overall Total	% Project	Recalculate
Concernant of	Project ABCDE					Taxa and France	0.000000		10		
1	Bill No-1					Import From	BUIIdsoff				
	Building Wo	rks				Import From	BT2				
2	Bill No-2			63,000.00	) 🧳	Import From	Excel	Click "In	nport From Exc	cel" .00%	
3	Bill No-3	>						1			
4	Bill No-4		125 P								
	click at bil										

5. Click at "Select File".

Import From Excel	6
S Close	
 Select File	



6. Select excel file and click at "Open".

💿 Open			<b>×</b>
Com Com	uter 🕨 User (D:) 🕨 📼 🗸	Search User (D:)	٩
Organize 🔻 New 1	lder	:≡ ▼	
🃗 Creative Cloud F	Name	Date modified	Туре 🔺
Nesktop	📄 🔑 DWG	5/7/2015 8:26 AM	File fol
🐌 Downloads	GLOBAL PCK SOLUTIONS SDN BHD	5/5/2015 5:45 PM	File fol
🔥 Google Drive	🗉 🛛 🛃 Google Drive	2/3/2015 8:13 AM	File fol
Recent Places	PCK SALES & SERVICE	27/7/2015 2:00 PM	File fol
🝊 OneDrive	🔒 Quoter	15/10/2012 11:04	File fol
	퉬 Reference	30/6/2015 2:50 PM	File fol 😑
Cibraries	🍌 Sample files for demo	4/6/2015 3:06 PM	File fol
Documents	🍌 Seldom Use Folders	2/3/2015 8:07 PM	File fol
Music	Test uplead	13/5/2015 11:10 AM	File fol
Pictures	Sample Excel BQ_26102014.xls	27/7/2015 4:30 PM	Micros 👻
Subversion			F
Fi	name: Sample Excel BQ_26102014.xls 👻	All Files	-
		Open 🗸 Car	icel

7. Then the system will process and the following table will pop up. **Match the columns** by click at drop down arrow. Then click "**Import**".

Import File			
🛿 Close 🕕 Import			
Specify Import Column			
Bill References :		•	
*Description :	С		To C 🔹
Unit :	D		
Default Quantity:	Е		Click drop down
Rate :	F	0	arrow to select
Amount :	A B		
	С		
	D		
	Е		
	F		
	G		

8. Then you can tick which element you want to import or tick all and select "Rate" and/or "Quantity" if you want to import with Rate or Quantity. After that click at "Import".

_	_					
	Im	port F	le			
ijec Im p	Close					
nied	Ele	ements	>			
Ada	٩	Import	Rate Quantity Bill References			
<u> </u>		No.	Description	Item Count	Error	
. [	~		WORK BELOW GROUND FLOOR LEVEL			
F	~					
	~		UPPER FLOORS			
	~		STAIRCASE, STEPS AND RAMP CONSTRUCTION			



#### You can continue prepare BQ in Excel format and Import into BuildSpace

Note: If you want to import from multi columns Excel BQ, please refer to <a href="http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p">http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p</a> <a href="http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p">http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p</a> <a href="http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p">http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p</a>

- 1. If you use to prepare BQ in Excel format, you still can do that and you **no need** to prepare the following at your Excel BQ;
  - a) Bill reference number
  - b) Page total

Note:

- c) Collection page
- d) Summary page

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

Column	Туре
А	Description
В	Unit
С	Quantity
D	Rates

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

		0 ->.0	· · ·	El i onnar .	🗠 🖓 Filte	er * Select *		
Clip	board 🖻 🛛 Font 🕞 Alignment 🖻 M	lumber		Cells	Edi	iting		
	G1 <b>▼</b> (* <i>f</i> <sub>x</sub>							≈
	A	В	С	D	E	F	G	TE
	ELEMENT NO.1 - WORK BELOW GROUND	First	row is e	lemet nam	e			
1	FLOOR LEVEL							
2		Ī						
	Excavate oversite, commencing from platform							
3	level							=
4	Make sure have blank row between different	nt item	descript	ion				
5	Not exceeding 250mm, to reduce level.	m <sup>3</sup>	125					
6								
7	Excavate, commencing from reduce level.							
8	No need split description into multiple row	s, you d	an use '	Wrap Tex	t''			
9	Maximum depth not exceeding 2.00m deep, for footings.	m <sup>3</sup>	188					
10								
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m <sup>3</sup>	554					
12	Different element at different sheet							-
14 4	Element 1 Element 2 Element 3		14				•	
Rea	dy			₩ 🛛	100%	9		Ð .::

Please make sure all items to be priced by tenderer have qty. Even for lump sum item need to have qty "1" or set it as ITEM-LS in the system's item type.



2. Open a project at **BuildSpace** 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**".

-	space							
Proj	ect Builder > Project ABCD	E (Status::PRE TEND	ER)					
() Ir	n port Rates 🛛 🍧 Project A	nalyzer 💌 📄 Proje	ct Summary	Packages	📥 Schedule Of Quantit	ies 🛛 📀 Publish To Te	ender	
Proj	ect Breakdown Project F	roperties						
	dd Bill 🔻 🕀 Add Level	📀 Indent   📀 Out	dent 🛛 🕞 De	lete 🕓 Import Fro	n Files 🔹 🍞 Export Bil	I 🛛 🖬 Backup 🔻 🛛 🥝	Reload	
No.	Description	Origina	Amount To	tal Ma Import Bill	(R)	Overall Total	% Project	Recalculate
	Project ABCDE			Import From	Ruildsoff			
1	Bill No-1			mpon nom	bolidson			
	Building Works			Import From	BT2			
2	Bill No-2		63,000.00	Import From	Excel Click "	Import From Exc	el" .00%	
3	Bill No-3	1						
	Bill No-4							
4								

3. Click at "Select File".

Import From Excel	6
Close	
Import File Select File	

4. Select excel file and click at "Open".

💿 Open		×
Computer → User (D:) → • • • • • • • • • • • • • • • • • •	earch User (D:)	٩
Organize 🔻 New folder	8⊞ ▼ [	1 0
Creative Cloud Fi A Name	Date modified	Туре 🔺
Desktop 🔐 DWG	5/7/2015 8:26 AM	File fol
Downloads B GLOBAL PCK SOLUTIONS SDN BHD	5/5/2015 5:45 PM	File fol
🔒 Google Drive 🗉 🔒 Google Drive	2/3/2015 8:13 AM	File fol
Secent Places BCK SALES & SERVICE	27/7/2015 2:00 PM	File fol
🝊 OneDrive 🔋 🔒 Quoter	15/10/2012 11:04	File fol
Reference	30/6/2015 2:50 PM	File fol =
📜 Libraries 🔋 👔 Sample files for demo	4/6/2015 3:06 PM	File fol
Documents Beldom Use Folders	2/3/2015 8:07 PM	File fol
Music	13/5/2015 11:10 AM	File fol
Pictures     Sample Excel BQ_26102014.xls	27/7/2015 4:30 PM	Micros 🗸
Subversion + +		F.
File name: Sample Excel BQ_26102014.xls	Files	•
C	Open 🕞 Car	ncel
		ai.

5. Then the system will process and the following table will pop up. **Match the columns** by click at drop down arrow. Then click "**Import**".

Import File		
Close Umport		
Specify Import Column		
Bill References :	•	
*Description :	A 💌	To A 👻
Unit :	B 🔻	
Default Quantity:	C 🔻	Click drop
Rate :	D 💽	down arrow
Amount :	A	to select
	В	
	D	
	-	



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

-	Im	nort F	4		
ijec	-	portr			
mn	$\otimes$	Close			
bied	Ele	ments	$\rangle$		
Ade	٩	Import	Rate Quantity Bill References		
		No.	Description	Item Count	Error
. [			WORK BELOW GROUND FLOOR LEVEL		
F	~				
	~		UPPER FLOORS		
	•		STAIRCASE, STEPS AND RAMP CONSTRUCTION		

7. 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 other cell like Excel.

Elen	hent $ ightarrow$ STAIRCASE, STEPS AND RAMP CONSTRUCTION $ ightarrow$						
(+) A	dd Row 🕢 Indent   💿 Outdent ) 🖂 Delete Row   🕓 Import Items From Library	(1) Import Items	From Projer	ct			
				Include	Qty/Unit	Total/Unit	
No	Description Indent or oudent the headings	Туре	Unit		Default Total Unit:1		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-HE	М	YES	69.00	455.40	6.60
28	Sides of raking open edge of steps, exceeding 250mm but not exceeding 500mm high.	ITEM-P ITEM-PC	м	YES	1.00	13.20	13.20
29	Reinforced Concrete Step	ITEM-RO					
30	Vibrated reinforced concrete Grade 35/20, as specified, in,	ITEM-NL					
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)	NOID					

- 8. 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)



	Lump Sum Percentage
e	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")

Ì	Save Sclose
	Rate Per No. Supply Rate : RM 200
IS	Wastage (%): 0.000 RM 0.00
	Labour For Installation : RM 0.00
	Other Cost: RM 0.00
	Profit (%): 0.000 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"
- h) For other item types, please visit <u>http://forum.buildspace.my/viewtopic.php?f=17&t=32</u>
- i) Other tutorials <a href="http://forum.buildspace.my/viewforum.php?f=17">http://forum.buildspace.my/viewforum.php?f=17</a>
- 9. For "**Preliminaries Bill**", please insert unit as "**LS**" & quantity as "**1**" for the items that you **allow tenderer to price** like below;





#### How to print project/tender summary

1. Click at "Project Summary".

1	spAce Project Bu	ilder					
Pro	ject Builder > Project ABCDE (	Status::PRE TENDER)					
١	mport Rates 🛛 🍧 Project Ana	ilyzer 🔻 🏥 Project Summar	ry 📄 Sub-Packa	ges 🛛 📥 Schedule Of C	Quantities 🛛 📀 Publish To Te	ender	
Pro	ject Breakdown Project Pro	iperties					
( <del>)</del>	Add Bill 🔻 🕀 Add Level 🛛 🤅	🖲 Indent 🛛 😧 Outdent 🛛 🔁	Delete 🕘 Impor	t From Files 💌 👔 Exp	oort Bill 🛛 🔃 Backup 🔻 🥝	Reload	
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						
1	Bill No-1						
1	Duilding Works						

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.

Project Builder		
Project Builder > Project Summary - Project ABCDE		
🔇 Back to Project Builder 📻 Print to PDF 🕥 🌐 Export to Excel		
Summary View Footer Te With Price		
Bold   I Italic   U Ur Without Price		
Item Description	Page	Amount (MYR)
A Bill No-1	Summary Page I	
Building Works		
B Bill No-2	Summary Page I	



# How to publish the project to tendering (only do this once your BQ is finalized)

1. Once you had completed your BQ and you need to press a "**Publish To Tender**" button to move your project to tendering stage.

Note: When BQ publish to tender, the qty cannot amend unless consultant issue addendum but for pricing consultant stay can key in or amend during tendering stage.



2. Then click "Publish" and project will move to "Tendering" module.



3. Go back to eTender system, you can see your **BQ file** will **auto appear** at **"Tender Document"**. Click **"BuildSpace Pro"** logo to access BQ at **"Tendering"** module.





# How to prepare "Calling Tender" form

- Note: Only "Editor" can prepare this form and for "Group Access to Tender Documents" only. Only appear after "List of Tenderer" form had been submitted. *Note: Consultant will be received email notification after client submitted list of tenderers.* 
  - 8. Login to eTender system with username and password



9. Click "Project Title" or click "Open Project".

No. 🔺	Contract Number	Name	¢	Status 🗘
1	GDSB/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Open Project X Sub Packages [0]	Design
		19-Feb-2019 Malaysia , Putrajaya Standard		

10. Click at "Tendering" menu and then click at "List Of Tenderer".

Store 2	build sp∧ce							
Projects	System M	Maintena	Project D	Users	Tendering	Documents	Forum	
Home /	CADANGAN ME	MBINA RUMAH	H TYPE A & TYP	РЕВ	🟆 List of	Tenderer		

#### 11. Click "Tender".

Tenders			
Tenders			
No 🔺	Reference	Status	○ Form Of Tender
1	Tender	List of Tenderer	Show Print
Showing 1 to 1 of 1	entries		Previous 1 Next



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

Ter	nder	
6	alling Tender	
	Date of Calling Tender *:	
	16-Jul-2015 03:30 PM	

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

alling Tender			
Date of Calling Tender *:		Date of Closing Tender *:	
19-Sep-2018 11:30 AM		22-Sep-2018 11:30 AM	
		Technical Tender Closing Date *:	
		20-Sep-2018 11:30 AM	
Allow Contractor to propos	e own completion period.		
Disable Tender Rates Subr	nission Tick to Not allow tenderer	submit tender rate (TR) file/commercial submission	
<ul> <li>Technical Evaluation</li> </ul>	Contract Limit:		
	None	~	

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.



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





#### 14. Select verifier (If required)

Select Verifiers:		
QS Staff 1		Just click "-" to delete the verifier person
None	+	Just click "+" to add the multi verifier person
None Choose which person		
Sr. Kang Hock Beng as a verifier		
QS Staff 2		
QS Staff 1		

#### How to prepare Tender Invitation

*Note: Consultant must prepare & submit Tender Invitation before submitting Calling Tender Form.* 

15. You can click **"Send Tender Invitation**" to send out **tender invitation** to the tenderers.

Sele	cted Contractor(s)		
No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes 🔻	View
	Tender Invitation Save	Submit	Back
Ackno	wledgement Letter		

16. You can see the following pop up appear, just type in the message that you want to inform the tenderers and click "**Preview**" button.

Tender Invitation	×
Inviter name:	Auto Generated
Message:	Ē- ∲ ? \$
Type you invita	tion letter/message here
	Save as Draft Preview



17. You can see the preview of message and click "Send" to send to all individual tenderer.

Message Preview	×
To: [Recipient's name]	
Project: TEsting	
Date of Tender Calling 19th July 2018 (Wednesday), 10.00 am Date of Tender Closing : 19th July 2018 (Thursday), 11.00 am Name of Recipient's Company) has been invited to participate above tender by	
You are invited to participate this tender You message will appear here	
У ѕрлсе	
This is a system generated email. Please do not reply.	
Declaimer note: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addresses. Confidentiality is not waived by mis-transmission. If you have received this email in error please notify the sender or system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addresses you should not disceminate. Institution cronom this e-amail. Bases anothif the sender immediate the vamalif is unaita received this e-amail it unaits and related the message contains confidential information and is intended only for the individual named. If you are not the named addresses you should not disceminate. Institution contains the samal. Bases and this mean is a mail if win have reaching this e-amail it win have reaching the samalit is unaited and reaching the samalit is unaited in the mail with the sender of the samalities and tables the sama interview of the samal it win the samalit is unaited in the samalit is unaited in the samalit is unaited in the samalities and tables the sama in the sama it is unaited and tables the sama it is unaited and tables the sama it is unaited and tables the sama it is unaited in the sama it is unaited in the sama it is unaited and tables the sama it is unaited and tables the sama it is unaited in the sama it is unaited and tables the same its unaited and tables the same its unaited and tables the same its	d.
Log Save as Draft	Back

#### How to prepare Acknowledgment Letter

18. You can activate the "**Acknowledgement Letter**" for the tenderer to print out after they had submitted their tender. Click at "Acknowledgement Letter" button.

Note: Acknowledgement letter only will be amend after submit calling tender form.

Sele	ected Contractor(s)		
No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes 🔻	View
	Tender Invitation Save	Submit	Back
Acknow	wledgement Letter		

19. Can see the following screen. "Tick" to Enable Acknowledgement Letter. Then type your message and click "Save".

his letter is to be prompted for tenderer to print out a	as reference:
	a releinne.
Tender Deposit: <u>RM 1,000.00</u> Tender Bond: <u>RM 10,000.00</u> Your E-Tender Submission has been successfully o in crossed cheque and Tender Bond in the form of	completed. Please print this page and submit together with the original copy of Tender Depos f Bank Guarantee <u>not later than 24 hours</u> from the tender closing date and time (during offic
working hours from 8.30am to 5.30pm) to Tender B Contracts & Commercial Unit Level 10 Menara Gamuda, PJ Trade Centre, No.8, Jalan PJU 8/8A Bandar Damansara Perdana 47820 Petaling Jaya, Selangor.	ox at the following address: <b>Type or paste your</b> <b>message here</b>
Thank you for using Gamuda Land E-Tender Portal	L
Tiele an entities	Can click preview to see h the message look like
IICK TO ACTIVATE Inable Acknowledgement Letter	Save



20. To set up a "Tender Clarification Meeting" click on "Tender Interview"

Sele	ected Contractor(s)		
No	Contractor	Status	Status Log
1	Buildspace Contractor 1	Yes 💌	View
No 🔤	sknowledgement Letter		
	Tender Invitation     Click here      Tender Interview     Save	Submit	Back

21. Then fill in the information such as "Meeting Venue", "Date" & "Discussion Time". To set up the the date just click on the stated date and select which date, as for the time click on the "Clock ICON" and set up the time. To preview the draft click "Interviewer Preview/Interviewee Preview". Once you finalize with the information you can save the draft click "Save" or "Save & Send" to sent out to the contractors.

	Tender	Interview				👤 Zuikamal 🛛 🔩 🗌 🤤	Search Project
in n Tender al Evalu	Me	eeting Venue:	Meeting Venue				
	Disc	Date: cussion Time:	11:22 AM				0
rifiers:		Tenderer					- 1
	No. 🔺	Tenderer		Time	0	Status	$\diamond$
d Cor	1	Buildspace Co	ontractor 1	Invalid date	C	Attendance NOT conf	irmed
dspace				Interviewer Preview	Interviewee Preview	A Save and Send	Save

22. You can "Save" the form or "Submit" form for verifier to verify the form.

Sele	ected Contractor(s)	
No	Contractor	Status Status Log
1	Buildspace Contractor 4	Yes View
	Tender Invitation	Save Submit Back
Acknov	wledgement Letter	

Note: Once the calling tender form had been submitted, it will automatically send out email notification to the contractors about the tender. Contractors can be accessed during this calling tender period only.



#### How to EXTEND tender

23. If you want to "Extend" the tender date & time. Open "Calling Tender" form, make necessary amendment on the date and select verifier (If required).

	22-Sep-2018 11:30 AM	
	Technical Tender Closing Date *:	
	20-Sep-2018 11:30 AM	
1 completion period.		
Duntick to allow tenderer	ubmit tender rate file (TR)/commercial submission	
Contract Limit:		
	n completion period. On <b>Untick to allow tenderer s</b> Contract Limit:	Technical Tender Closing Date *: 20-Sep-2018 11:30 AM n completion period. 20 <b>Dutick to allow tenderer submit tender rate file (TR)/commercial submission</b> Contract Limit:

#### 24. Then click "Extend".

Select	ed Contractor(s)		
No	Contractor	Status	Status Log
1	3M SYNERGY SDN. BHD.	ОК	View
2	GLOBAL PCK CONSTRUCTION SDN BHD	ОК	View
3	PCK CONSTRUCTION SDN BHD	ОК	View
		Ex	lend Back

*Note: System will notify contractor through email automatically.* 



# Tender Addendum

#### How to issue addendum tender documents

 Create a new folder called "Addendum 1, 2 or 3 and so on....." and upload all revised tender documents into it. You can create **sub folder** if you want like below.
 *Note: Purpose consultant create new folder for addendum tender document for easier tenderer download the document.*

Tender Documents Options
BQ Files 0 Files – Options
BQ 1 Files - Options
Addendum 1 1 Files – Options
Form of Tender Tender Addendum 2 - Show
Instructions to tenderers 1 Files – Options
Amendment and Amplification to CoC 1 Files – Options
Quality Documents 1 Files – Options
Confirmation by contracting parties 1 Files – Options
Tender Drawings 1 Files – Options
Addendum Files 0 Files – Options
Sub Folder (if want) 0 Files – Options

Note: Tenderer will be received email notification at email and system when consultant upload document for tender document during calling tender.



#### How to issue / add addendum item at BQ

1. Open project at "Tendering" module, click at "Project Addendum" tab.

tendering				
Tendering > Sample Tender Documents	(Status::TENDERING)			
1 Export Project Sproject Analyzer	🔻 📔 Sub-Packages 🛛 🛓	Schedule Of Quant	ities 🛛 🔿 Push To Pos	t Contract
Project Break down Project Properties	Project Addendum			
🕒 Import Rates 🛛 🤽 View Tenderers	🖹 Project Summary 🔻 🌘	Export Bill	xport Backup 🛛 🙆 Rel	oad
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total
Sample Tender Documents				
1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00

2. Click "Add Addendum" to create addendum.

Note: New addendum will be add after the latest addendum already locked.

🏫 bui	id Tendering					À 🚨
Tendering >	Sample Tender Documents (Status::TENDER ING)					
Export Pr	roject   🔮 Project Analyzer 🔻   🕋 Sub-Packages   🛓	Schedule O	f Quantities 🛛 📀 Push To Post	Contract		
Project Brea	akdown Project Properties Project Addendum					
Project Ad	dendum ddendum					
No. Pr	roject Revision	Export	Current Printing Revision	Status	Updated At	Action
1 Or	riginal Bill	T	Print This Revision	Locked	31 Oct 2015	-
2 Ac	ddendum 1	1	✓	In Progress	31 Oct 2015	<b>*</b>

3. Then the system will generate a new revision for addendum. To edit BQ, click at **Project Breakdown** and go to bill level.

Export Pro	oject 🔤 Project Analyzer 🔻 📔 Sub-Packages 🛛 🛓 Schedule Of Quantities 🛛 📀 Push To Post Contract			
Sectored December				
тојест Бгеако	kdown Project Addendum			
Project Adde	iendum			
Add Add	Idendum	Export	Current Brinting Devision	Statue
NO. PI		Export	Current Printing Revision	Status
1 Ori	riginal Bill	T	Print This Revision	Locked
2 Ad	ddendum 1	٦	Print This Revision	Locked
3 Ad	ddendum 2	1	✓	In Progress

4. Double Click to select the bill and access to Bill/Item level.

Tendering > Letter Acknowledgement testing (Status::TENDERING)		
Project Breakdown Project Properties Project Addendum		
🕘 Import Rates 🛛 🖳 View Tenderers 🗧 🛗 Project Summary 🔻 🕥 Export Bill 🛛 🏠 Export Backup 🛛 🔯 Log 🛛 🥝 Reload		
No. Description	Original Amount	Tota
Letter Acknowledgement testing		
1 BILL NO.4 - SINGLE TYPE	1,209,493.29	
tt	·	

5. While in Item level, **right click** the item that you want to amend, then click **Copy.**


1	space							
Tend	Tendering > Letter Acknowledgement testing (Status::TENDERING)							
T E	xport Project   🥗 Project Analyzer 🔻   🕋 S	ub-Packages \mid 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract						
Proje	ct Breakdown Project Properties Project Add	Iendum BILL NO.4 - SINGLE TYPE :: Standard 🛞						
Elem	ent/Trade List Bill Properties Standard Phras	es						
Elem	ent > Bill No. B.4/2 - FRAME >							
⊕A	dd Row 💽 Indent 🛛 💿 Del	ete Row						
No	Description							
1	Vibrated Reinforced Concrete Grade 25	, as specified in,						
2	Columns.							
3	Floor beams.							
4	Roof beams							
5	Hot rolled steer rei	minimum yield stress 250N per sq. mm)						
6	10mm Diameter,							
7	10mm Diameter, 🧮 Edit Item Note							
8	6mm Diameter, ir 🕀 Add Row							
9	10mm Diameter,							
10	6mm Diameter, il ⊖ Delete Row							
11	Hot rolled steel deformed reinforcemen	t (High Yield 60, minimum yield stress 460N per sq. mm)						

6. Then right click the same item again and click **Paste**.

Elem	ent $>$ Bill No. B.4/2 - FRAME $>$						
() A	Add Row   📀 Indent   📀 Outdent   😑 Delete Row						
No	Description						
1	Vibrated Reinforced Concrete Grad	de 25, as specified in,					
2	Columns.						
3	Floor beams.						
4 5	Roof beams	steel, minimum yield stress 250N per sq. mm)					
6	10mm Diam 🛍 Paste 🛛 💼	s).					
7	10mm Diam 🚍 Edit Item Note						
8	6mm Diame						
9	10mm Diam						
10	6mm Diame 🕞 Delete Row						
11	Hot rolled steer acronned remore	ment (High Yield 60, minimum yield stress 460N per sq. mm)					
12	25mm Diameter, in column.						
13	20mm Diameter, in column.						
14	16mm Diameter, in column.						

7. A new item is generated with highlighted and you may able to insert new quantity.

Tendering > Letter Acknowledgement testing (Status::TENDERING)					
🗊 Export Project 🛛 🥗 Project Analyzer 🔻 📄 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract					
Project Breakdown Project Properties Project Addendum BILL NO.4 - SINGLE TYPE :: Standard 🛞					
Element/Trade List Bill Properties Standard Phrases					
Element > Bill No. B.4/2 - FRAME >					
🕀 Add Row 🛛 🛞 Indent 🛛 🛞 Outdent 🛛 💬 Delete Row					
			Include	Qty/Unit	Total/Unit
No Description	Туре	Unit	Default Total Unit:1		
1 Vibrated Reinforced Concrete Grade 25, as specified in,	HEAD 1				
2 Columns.	ITEM	m3	YES	41.00	9,922.00
3 Floor beams.	ITEM	m3	YES	24.00	5,808.00
4 Roof beams	ITEM	m3		Inse	rt new quantity
5 Roof beams	ITEM	m3	YES	17.00	4,114.00
6 Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1				
7 10mm Diameter, in columns (stirrups).	ITEM	kg	YES	57.00	188.10
8 10mm Diameter, in floor beam (link).	ITEM	kg	YES	1,497.00	4,940.10
9 6mm Diameter, in floor beam (link).	ITEM	kg	YES	57.00	188.10
10 10mm Diameter, in roof beam (link).	ITEM	kg	YES	56.00	184.80



8. Right click at the original item, then click Delete. (However, the original item will still

remain in item level but in "Strikethrough" text.)

1	Vibrated Reinforced Concrete Grade 25, as specified	ſ in,
2	Columns.	
3	Floor beams.	
4	Roof beams	
5	Roof beams	
6	Hot rolled steel reinforcement (	ld stress 250N per sq. mm)
7	10mm Diameter, in columns (st 🖺 Paste	
8	10mm Diameter, in floor beam 🚍 Edit Item Note	
9	6mm Diameter, in floor beam (I	
10	10mm Diameter, in roof beam ( Add Row	
11	6mm Diameter, in roof beam (li 🕞 Delete Row 🥌	
12	Hot rolled steel deformed reinforcement (mgn meter	🔜, minimum yield stress 460N per sq. mm)
13	25mm Diameter, in column.	

9. Also, you can right click at any item to insert new row for new addendum item.

Elem	ent/Trade List Bill Properties Standard Phrases
Elem	ent > Bill No. B.4/2 - FRAME >
€A	dd Row 🛛 🚽 🕒 Outdent 🛛 🕞 Delete Row
No	Click to at new roll for
NO	new item
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Roof beams-
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
7	10mm Diameter, in columns (stirrups).
8	
9	
10	
11	
12	10mm Diameter, in floor beam (link).

10. Once finish editing for addendum, click at **Project Addendum** and then click **Edit** (*The pen logo*) to lock it.

	ovce	Tendering						À 🚨
Tendering	ıg > Sample	e Tender Documents	(Status::TENDERING)					
Export	t Project	SProject Analyzer	Sub-Packanes	🛓 Schedule O	of Quantities 🛛 📀 Push To Post C	Contract		
Project B	Breakdown	Project Properties	Project Addendum					
Project / Add	Addendum d Addendur Project R	nevision		Export	Current Printing Revision	Status	Updated At	Action
Project /	Addendum d Addendur Project R Original Bi	n evision		Export	Current Printing Revision Print This Revision	Status Locked	Updated At 31 Oct 2015	Action



11. Select "Locked" and click "Save". *Please make sure don't unlock it again*.

🔹 🚯						Tendering	uild pʌce	🏫 s
					(Status::TENDERING)	Tender Documents	ng > Sample	Tenderi
		t Contract	f Quantities 🛛 📀 Push To Post	🛓 Schedule O	<ul> <li>End Sub-Packages</li> </ul>	Servige Analyzer 🕈	rt Project	🕈 Ехро
	Project Breakdown Project Properties Project Addendum							
At Action	Updated At	Status	Current Printing Revision	Export		n evision	dd Addendum Id Addendun Project Re	Project Ac No.
15 -	31 Oct 2015	Locked	Print This Revision	1		I	Original Bil	1
15	31 Oct 2015	In Progress 👻	<b>~</b>	$(\mathbf{\hat{r}})$	Addendum 1			2
		In Progress						
		Locked						
		Locked						

12. The following message will pop up, click "No" if you had edited the summary page.



13. Then the addendum file will auto appear at the "Tender Documents".

Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>F</b> orum			
Home /	Home / Proposed to build high rise condominium / Tender Documents									
🖿 Ten	der Documents	;								
	My Folders									
	Tender Documents	Options								
	BQ Files O Files – Options									
	BQ 1 Files – Options									
		ldendum 1 1 File	options							

14. Consultant can click **send notification** to notify tenderer when **have addendum at BQ** during calling tender or after push BQ to tender stage.

Tender Docu	uments		
My Folder	rs		
Tender Docu	uments Options		
• B	Q Files 0 Files - Options		
	BQ 1Files - Options		
	Addendum 1 1 Files - Options Open Send Noti	fication	
Form	n of Tender Tender - Show		



Note: The function of "Project Addendum" also used for capture different version of rates submission by the tenderer. Means if the client required tenderer to re-submit their price, you need to create addendum as well even though there's no changes on BQ, in order to capture the different version of rates submission by tenderer.



## How to compose message to project team member

1. Click "**Project D**" and then click "**Project Dashboard**" to compose a message to other parties.

Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>F</b> orum	
	Disable Tende	er Rates Submis	Project D	ashboard	<b>(</b>			
				ages				
Select Verifiers:			🏛 Assign C	ompany				
13								

2. Click "Compose" to compose message

Messages	Project Information	1			
Com	pose	Q Subject	Q Author	Q Purpose of issue	Q Message
Inbox			Currently there are no	available message(s)	
Sent					
Draft					

3. **Tick** who you want to compose message to (you can select more than one) and fill up necessary fields or attachments. Then click "**Send**".

Send	New Message	×						
Send 1	To *:							
<b>&gt;</b>	Group							
	C&S Engineer 1 Sdn Bhd							
~	ALIBABA CONSTRUCTION & DEVELOPME							
	Eco Majestic Sdn Bhd							
	MEP Engineer 1 Sdn Bhd							
	Project Management Office 1							
>	QS Consultant 1 Sdn Bhd							
Subied	- ct <sup>*</sup> :	4						
Purpos	se of Issued*:							
None	\$							
Deadli	ine to Reply:							
	Save as Draft Close							



4. The message will keep at your "Sent" menu.

P	roject Dashb	Dard	
	➡ Messages	Project Information	
	Compos Inbox Sent Draft	e Mr. Architect 1B (Archi Test	15-Jul-2015 4:03 PM

5. The receiver will receive the message at their "**Inbox**" and they can open it and reply the message if they want.

# How to upload & share documents/drawings

1. Click at "**Document**" and click "**Project Documents**" select any sub menus such as "2D Drawings".

Store 2	build spʌce								L Chris Volcano		Search Project
Projects	System M	Maintena	Project D	Users	Tendering	Documents	Forum				
						<ul> <li>Tender I</li> <li>Project I</li> <li>Docume</li> </ul>	Documents Documents ent Control	<b>(</b>	2D Drawings 0 BIM Files 0	Ch	oose which
	essages	Project Information							Other Documents 0 Minutes of Meeting 0 Project Photos 0	do	cument to load

2. Then click "Options" and select "New Folder" to create a new folder.

Stoled	build sp∧ce							
Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>F</b> orum	
Home /	CADANGAN ME	EMBINA RUMAH	H TYPE A & TYP	PEB/Proje	ect Document	s / 2D Drawin	gs	
20	) Drawings							
	My Folders	Shared Fo	olders					
	2D D	rawings	Options	New Fol	der 🔶			



3. Type in new folder name and click "Save".

New Folder		×
Podium		
	Save Cancel	

4. Click "**Options**" again to create sub folder if want or click "**Share**" to share to other parties.

2D Drawings	
My Folders Shared Folders	
<b>2D Drawings</b> Options	Open
E Podium O Files	Options Rename Delete
	Share

5. Tick on which parties you want to share with and click "Share".

Share	e Folder	×
9 9 9 9 9 9 9	Group Contractor QS Consultant C & S Engineer MEP Engineer Business Unit Group Contract Division	
	Share Cancel	



6. Click "**Options**" again and select "**Open**" to access folder.

2D Drawings		
My Folders Shared Folders		
2D Drawings Options	Open New Folder	
E Podium 0 Files	Options Rename Delote	
Can see the folder is shared	Share	

7. Click "Upload" to upload files.

Podium							
E Documents							
Q				🕹 Upload	•		
Filter File Name	Filter Description	Filter F	i	Filter Issued By			
File Name	Description	Revision	Date	Issued By	Edit		
No data available in table							
Showing 0 to 0 of 0 entries				Previous	Next		

8. Click "Add Files" to browse and select files that you want to upload.





- = 1 0 Organize 🔻 New folder Name Date modified Type 🧊 Libraries 🔄 Drawing A.dwg 25/2/2002 11:06 AM DWG TrueView Dr Documents Drawing A\_Revised 1.dwg 25/2/2002 11:06 AM DWG TrueView Dr J Music Drawing A\_Revised 2.dwg 25/2/2002 11:06 AM DWG TrueView D Pictures Trawing B.dwg 25/2/2002 11:06 AM DWG TrueView Dr Subversion 🔄 Drawing C.dwg 25/2/2002 11:06 AM DWG TrueView Dr 😸 Videos 🔄 Drawing D.dwg 25/2/2002 11:06 AM DWG TrueView Dr 🚰 Drawing E.dwg 25/2/2002 11:06 AM DWG TrueView Dr 🝓 Homegroup 🚝 Drawing F.dwg 25/2/2002 11:06 AM DWG TrueView Dr 🔄 Drawing G.dwg 25/2/2002 11:06 AM DWG TrueView Dr 💻 Computer 🔄 Drawing H.dwg 25/2/2002 11:06 AM DWG TrueView Dr ڏ Local Disk (C:) 🔄 Drawing I.dwg 25/2/2002 11:06 AM DWG TrueView Dr 👝 User (D:) 🔄 Drawing J.dwg 25/2/2002 11:06 AM DWG TrueView Di 📢 My Web Sites on <sub>+</sub> ∢ ь File name: "Drawing E.dwg" "Drawing A.dwg" "Drawing -All Files • Cancel Open
- 9. Can multi select files and click "Open"

10. Click "Start upload" and after finish uploaded, click "x" sign to return.

Upload Files	6	after upload, Click here to			
+ Add files	O Start upload	C Cancel upload	lose		
Preview	File Name	Size	Actions		
	Drawing A.dwg	52.16 KB	n Delete		

11. Click "Edit" to edit the file description or select any revision of file.

🖹 Documents					
Q				🛓 Upload	0 🔻
Filter File Name	Filter Description	Filter F	Filter [	Filter Issued By	
File Name	Description	Revision	Date	Issued By	Edit
Drawing A_Revised 1.dwg		0	15/07/2015	Mr. Architect 1B	ľ
Drawing A.dwg		0	15/07/2015	Mr. Architect 1B	œ



12. Type in the file description if you want and "**Select File To Be Revised**" if the file going to supersede previous uploaded file. Then click "**Save**".

Pr	Edit Document	×
iL	File Name:	
Im	Drawing A_Revised 1	
L,	Description:	
ik	Columns	F
ne	Is It Revision ?:	on
<b>)</b> /	Select File To Be Revised	<ul> <li>Image: A second s</li></ul>
		Q
1	Drawing A.dwg	
	Drawing B.dwg	
1	Drawing C.dwg	
1	Drawing D.dwg	
	Drawing E.dwg	

13. You can see the have with **number of revision**.

🖹 Documents					
Q				🛓 Upload	0 •
Filter File Name	Filter Description	Filter F	Filter [	Filter Issued By	
File Name	Description	Revision	Date	Issued By	Edit
Drawing A_Revised 1.dwg	Columns		15/07/2015	Mr. Architect 1B	Ø
Drawing C.dwg		0	15/07/2015	Mr. Architect 1B	C

#### 14. Click on number of revision to view all revision's files.

File Revisions				×
Filter File Name	Filter Description	Filter F	🛱 Filter E	Filter Issued By
File Name	Description	Revision	Date	Issued By
Drawing A.dwg		0	15/07/2015	Mr. Architect 1B
Drawing A_Revised 1.dwg	Columns	1	15/07/2015	Mr. Architect 1B
Showing <b>1</b> to <b>2</b> of <b>2</b> entries				Previous 1 Next



15. Go back to "2D Drawings" menu to see shared files from other parties by click on "Shared Folders"

My Folders Shared	d Folders		
2D Drawings	Options		
E Podium 0 File	5	Options	

16. Can see other parties' shared files and click open to see & download the files.

2D Drawings	
My Folders	Shared Folders
C & S Engin	neer Building 3 Files Open
🖕 MEP Engin	eer ment Car Park 4 Files Open



# Log For Tender Document

# *Note: The purpose log for tender document is to record all the downloaded activities from contractor during calling tender.*

1. Click "Tender Document".



2. Click "Option" and then click "Open"

Tender Documents	
My Folders	
Tender Documents Options	
BQ Files 0 Files – Options	
BQ 1Files – Options	
Form of Tender Tender – Show	
TECHNICAL PROPOSAL 0 Files – Options	
Instruction to Tenderers     I Files     – Options     New Folder     New Structured Document     Rename	
Conditions of Tendering 1 Files - Options Delete	



## 3. Click the log icon to check the all contractor downloaded activities.

					<b>±</b> (	Upload
Description	Revis	Date	Issued By			
Description	Revision	Date	Issued By	Log	Edit	Delete
	0	23/10/2018	Heng Chin Guan	3	ľ	×
				Previo	ous 1	Next
	Description Description	Description     Revis       Description     Revision       0     0	Description     Revis     ■ Date       Description     Revision     Date       0     23/10/2018	Description     Revis     ■ Date     Issued By       Description     Revision     Date     Issued By       0     23/10/2018     Heng Chin Guan	Description       Revis       ■ Date       Issued By       Log         Description       Revision       Date       Issued By       Log         0       23/10/2018       Heng Chin Guan       Image: Second	▲ Description Revis ■ Date Issued By Log Edit Description Revision Date Issued By Log Edit 0 23/10/2018 Heng Chin Guan Previous 1

## 4. Can see the company's name, user's name and the latest downloaded.

Company	User	Last Downloaded
Buildspace Contractor 2	Contractor 2	23th October 2018 (Tuesday), 5.31 pm
Buildspace Contractor 1	Contractor 1	23th October 2018 (Tuesday), 4.52 pm
Buildspace Contractor 3	Contractor 3	23th October 2018 (Tuesday), 5.26 pm



# Forum

## How to reply message from tenderer

1. Login eTender system with username and password

space	
Email	
Enter your password	
Sign in	
Sign up   Forgot Password?	

2. Click "Project Title" or click "Open Project"

	jecis					
Projects						
		Projects	Sub Projects	Filter by Subsidiary	None	,
٩						10 🔻
No. 🔺	Contract Number	Name				Status 🔷
1	EMDS8/BLD/C065/18	CADANGAN MEMBINA 06-Sep-2018 Malaysia , Putrajaya St	RUMAH TERES DI LOT 1	00	Open Project Sub Packages [0]	Calling Tender

3. Click at **Forum** to reply the message and can see the notification

State 2	build sp∧ce						
<b>B</b> Projects	System M	Maintena	Project D	Tendering	Documents	Forum	
Home / CADANGAN MEMBINA RUMAH TYPE A & TYPE B							



4. To view the message and reply, click at the **Topic**.

+ Start a new Topic
Click to compose new topic
👼 Private Topic

5. Click Comments to reply. To download attachment, click File Name

Contractor 1 - 15 May 2019 11:45 AM	🗂 Private Topic
How to submit tender	
How to submit tender rate using this system?	
Attachment(s) Drawing 1_0005 per Click the "File Name" to download the attachment	
Comment	

6. Fill in the comment, then click **Post**.

Contractor 1 · 12 Sep 2018 10:59 AM	🛔 Private Topic
How to view BQ?	
How to view BQ in the system?	
Post*:	
Fill in the comment	ost Back

7. Once posted a comment, you can click at **Notify** to notify the relevant parties.

<b>∓</b> Comments	Action(s) -
Heng Chin Guan · 12 Sep 2018 2:48 PM · Edited 12 Sep 2018 2:48 PM	🏯 Private Topic
Please submit the tender through this system	
We do not need hardcopy tender documents submission	
● Comment 😰 Edit 🙌 Notify	



8. You can tick to select the party you want to send to. After that, click **Send**.

	Filter	Filter	Filter	
No. 🔺	Name	Email 🔷	Company 🗘	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	
3	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	

9. Then the selected parties will receive an email notification.



## How to compose message to tenderer

1. Click Forum

Stoke 1	build sp∧ce						
Projects	System M	Maintena	Project D	Tendering	Documents	Forum	
Home /	CADANGAN ME	EMBINA RUMAH	H TYPE A & TYP	PEB/Forun	n / Topics / 1	Fender alrea	dy calling

2. Click at +Start a new Topic to create new topic.

Filter Q Clear Search	+ Start a new Topic
Heng Chin Guan · 12 Sep 2018 2:48 PM · Edited 12 Sep 2018 2:48 PM	🏯 Private Topic
Please submit the tender through this system	
We do not need hardcopy tender documents submission	
D Comments	

3. Fill in the Title & Post. To upload attachment, click "Add Files".

Drawing addendum 2				
.st *:				
Please check the tend	er drawing addendum at "Tender Document"			
achments:				
Add files 💿 Star	rt upload 🖉 Cancel upload			
Inviou	File Name	Sizo	Actions	linioada



## 4. Click which file and click **"Open"**

	D	-	
Name	Date modified	Туре	Size
🔄 Drawing A.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Drawing A_Revised 1.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Drawing A_Revised 2.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Drawing B.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Drawing C.dwg	15/1/2018 11:10 AM	DWG File	51 KB
🔄 Drawing D.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Drawing E.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Drawing F.dwg	15/1/2018 11:10 AM	DWG File	51 KB
🔄 Drawing G.dwg	15/1/2018 11:10 AM	DWG File	51 KB
🔄 Drawing H.dwg	15/1/2018 11:10 AM	DWG File	51 KB
🔄 Drawing I.dwg	15/1/2018 11:10 AM	DWG File	51 KB
🔄 Drawing J.dwg	15/1/2018 11:10 AM	DWG File	51 KB
ame: Drawing A_Revised 2.dwg			

## 5. Click "Start Upload" or "Start" to upload the file

Attachments:	Cancel upload			
Preview	File Name	Size	Actions	Uploaded
	Drawing A_Revised 2.dwg	52.16 KB	Start Cancel	-
			<b>∓</b> Save	Back

6. The file already uploaded and click "Save". To remove the file, click "Delete"

Attachments: + Add files  Start upload	⊘ Cancel upload			
Preview	File Name	Size	Actions	Uploaded
	Drawing A_Revised 2.dwg	52.16 KB	m Delete	13-May- 2019
			<b>∓</b> Save	Back



7. Once created the topic, you can click at Notify to notify the relevant parties.

<b>∓</b> Comments	Action(s) -
Heng Chin Guan - 13 May 2019 11:03 AM	a Private Topic
Drawing addendum 2	
Please check the tender drawing addendum at "Tender Document"	
Attachment(s) Drawing A_Revised 1.dwg Click at the "File Name" to download the attachment	
Demment 😰 Edit 🏕 Notify	

8. You can tick to select the party you want to send to. After that, click **Send**.

	Filter	Filter	Filter	
		File A		<b>a</b> 11
No. 🔺	Name	Email	Company	Send to (
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	
3	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	

- 9. Then the selected parties will receive an email notification.
- 10. if the contractor replied, you can click into the Topic/ Comments.





11. Once opened, you will be able to see the comment and the sender name.





#### How to set a Topic to public

Note: If one tenderer is asking a common question which other tenderer would ask the same question, you can set the topic to public that can allow all the tenderer to view the topic. <u>(But tenderers will not display their company name)</u>

1. To set the topic to public, go to "**Forum**", then select a topic that you want to open for public. (*For example, I want to set "How to view BQ" topic to public*)

Topics	+ Start a new Topic
Search: Filter Q Clear Search	
Heng Chin Guan 🕐 12 Sep 2018 2:48 PM 🕐 Edited 12 Sep 2018 2:48 PM	🛔 Private Topic
Please submit the tender through this system	
We do not need hardcopy tender documents submission	
D Comments	
Contractor 1 · 12 Sep 2018 10:59 AM	🙇 Private Topic
How to View BQ? How to view BQ in the system?	
● 1 Comment	

2. Click at "Action(s)", then tick "Public Topic".

<b>∓</b> Comments	Action(s) -
Contractor 1 · 12 Sep 2018 10:59 AM	≡ Privacy Settings Log
How to view BQ?	
How to view BQ in the system?	
Comment	
Heng Chin Guan     12 Sep 2018 2:42 PM     Please refer to the tenderer quide	
● Comment 😰 Edit 🏕 Notify	

*3.* Once ticked, click **Yes** to proceed. (*Note: Once clicked Yes, the topic will be display to other tenderer. However, tenderer will not display their company name*)

▲ Confirmation	*
Are you sure? The content in this top information.	vic could potentially divulge confidential
No	Yes



4. Now the topic will set to Public.

	This topic has been set to public	×
4	Comments	Action(s) -
	Contractor 1 · 12 Sep 2018 10:59 AM	Le Public Topic
	How to view BQ?	
	How to view BQ in the system?	
	Comment	

5. Once created the topic, you can click at "**Notify**" to notify the relevant parties.

Contractor 1 · 12 Sep 2018 10:59 AM	L Public Topic
How to view BQ?	
How to view BQ in the system?	
Comment	
<ul> <li>Heng Chin Guan · 12 Sep 2018 2:42 PM</li> <li>Please refer to the tenderer guide</li> <li>Comment C Edit Notify</li> </ul>	

6. You can tick to select the party you want to send to. After that, click "Send".

	Filter	Filter	Filter	
No. 🔺	Name 🗘	Email 🗘	Company 🗘	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	
3	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	

7. Then the selected parties will receive an email notification.



# How To Open Technical Evaluation Report

1. Click "Project Title" or "Open Project"

3	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	9
		14-Mar-2018 Malaysia , Selangor Standard	

2. Once technical evaluation is opened, click at "**Tendering**" menu and then click at "**Tender**" to view.

state 🟠	build sp∧ce								L Ch	ris Volcano 🙀
Projects	System M	Maintena	Project D	Users	Tendering	Post Cont	Site Modu	Documents	<b>F</b> orum	
Home /	PROPOSED CC	NSTRUCTION	OF ONE BLOC		The Closed	Tender				
					🗙 Open T	Tender				
Proje	ct Dashbo	bard			Technical Opening					
					Letter (	of Award				
≔ To-Do List 9										

#### 3. Click "Tender"

Technical Evaluation										
Tenders										
Q					Technical opening					
No 🔺	Reference	♦ No. of Completed Tenderers	Closing Date	Verifier 🗘	Status					
1	Tender	1	14-Feb-2019 10:30 AM	View Log	Opened					
Showing 1 to 1 of 1 entries										

4. Click at "Attachments" icon to view all attached documents by tenderer.

Tende	erers			
Q				
No 🔺	Tenderer	Score 🗘	Remarks 🖒	Attachments
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	0.00	ľ	ø
2	GLOBAL PCK CONSTRUCTION SDN BHD	0.00	ľ	ø
3	PCK CONSTRUCTION SDN BHD	0.00	ľ	Ø
Show	ing <b>1</b> to <b>3</b> of <b>3</b> entries		Previou	us 1 Next



# 5. Click the "Files Name" to download. (Group Access to Tender Documents also can access)

Attachments ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD									
No 📥	Item 🗘	Mandatory 🛇	Uploaded File						
1	Base Outline Tender Programme		Backup-BILL_NOebq						
2	Organisation Chart	~	Backup-BILL_NOebq						
3	Site Logistic Layout Plan		Backup-BILL_NOebq						
4	Storm Water Management Plan		Backup-BILL_NOebq						
5	House Keeping Plan		Backup-BILL_NOebq						
6	Quality Management System		Backup-BILL_NOebq						
7	Supervisory Site Staff		Backup-BILL_NOebq						
8	List of Sub-Contractors and Suppliers		Backup-BILL_NOebq						
9	Sub-Contractor's Particulars		Backup-BILL_NOebq						

6. To view the "technical evaluation form" you can click on any of the tenderers from the list & you can overwrite the scoring and add remarks.





7. To view additional information for the technical evaluation result you can click on "Report"

Projects	System M	Maintena Project D							
	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	0.00	C Ø					
	2	Buildspace Contractor 1 Submitted At 06-Apr-2019 12:25 PM	95.80	Ø					
×	3	Buildspace Contractor 2	ildspace Contractor 2 0.00 2						
×	4	Buildspace Contractor 3	0.00	ø					
	5	Buildspace Contractor 4	0.00	Ø					
	6	Buildspace Contractor 5	Buildspace Contractor 5 0.00						
	7	GLOBAL PCK CONSTRUCTION SDN BHD	10.50	ø					
	8	PCK CONSTRUCTION SDN BHD Submitted At 20-Feb-2019 8:58 PM	0.00	Ø					
Showin	Showing 1 to 8 of 8 entries Previous 1 1								
				Led Report					

8. At the technical evaluation report, you can view the result summary. To export summary report, click "Action(s)" & click "Export Overall Summary Report in Excel". You can also view the "In-depth scoring/detail scoring" for each of the criteria by single clicking any of the criteria list.

<b>at</b> <u>o</u>	Technical Evaluation	Action(s) •								
Surr	nmary									
Ref	Description & Criteria Technical Evaluation	Weighting	Score	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2				
А	Technical Capability	Technical Capability 70% 7		0.00	65.80	0.00				
в	Financial Capability	30%	30.00	0.00	30.00	0.00				
4	4 <u></u>									
	Total	100%	100.00	0.00	95.80	0.00				
Tech	nnical Capability									
Ref	Criteria	Sc	core	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2				
1	Project Organisation Chart		20	0.00	17.00	0.00				
2	Work Program and Method Statement	:	20	0.00	20.00	0.00				
3	Project of Similar Nature within the last 5 year	rs :	20	0.00	20.00	0.00				
4	Technical Data for M&E Works		15	0.00	15.00	0.00				
5	Environmental Safety & Health Performance		10	0.00	10.00	0.00				



# How to Print Tender Comparison Reports Once Tender is Opened

- Note: Consultant only can print tender comparison report after client completed tender opening process.
  - 1. **Open the project**. Click on "**BuildSpace Pro**" logo and your browser will create another tab to open BQ system.



2. Click at "View Tenderer" to view all tenderer's price comparison.

- 🍫	space						🕀 🔔
Ten	dering > Testing for BQ Editor Submit Tender Rates (	(Status::TENDERING)					
() E	xport Project 🛛 🥗 Project Analyzer 🔻 🛛 🔓 Sub-Par	ckages \mid 📥 Schedule Of (	Quantities 🛛 📀 Pus	sh To Post Contract			
Pro	ject Break down Project Properties Project Adde	ndum					
١	m port Rates 🔁 View Tenderers 🗎 Project Sun	nmary 🔻 🕥 Export Bill	Export Backup	🛛 🖸 Log 🛛 🙆 Reload			
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

- Note: Sometimes the client might hided "View Tenderers" because of the tendering process. If the "View Tenderers" button is hidden, please notify the client to unhide the button.
- 3. Then you can see the following screen and click at "Tenderer Setting" button.

1	build   Tendering				🕀 🔔
Ten	dering > View Tenderers - Prniect Test Log				
() E	ack To Tendering 🚛 Tenderer Setting 📄 Print Estimation BQ				
Bills	$\rightarrow$				
No.	Description	Amount	ALIBABA CONSTRUCTION & DEVEL	GLOBAL PCK CONSTRUCTION SDN	PCK CONSTRUCTION SDN BHD
	Project Test Log	3,181,749.90	42,912,136.50	42,424,861.50	42,424,861.50
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	128,000.00	3,560.00	3,560.00	3,560.00
2	BILL NO.2 - PILING WORKS	318,696.74	1,739,696.00	1,739,696.00	1,739,696.00
3	BILL NO.3 - MULTI TYPES	2,485,305.45	33,120,180.50	33,120,180.50	33,120,180.50
4	BILL NO.4 - SINGLE TYPE	249,747.71	8,048,700.00	7,561,425.00	7,561,425.00



4. Select the tenderer that you want to see their revisions price and click at "Log" button.

Assign (	Contr	actors :: Project Test Log			
🙁 Close	Œ	Add New Contractor			
-Select (	Contra	actor			
*Contr	actor	:	•		
💾 Sa \ominus Remo	ive	Click here	efresh   📥 Print Contractor's R	tate   Sort 🔻	
Show	No.	Name	Original Total A Diff: 0.00	djusted Total	Action
	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	42,912,136.50		Select
	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
1	з	PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
	4				

5. You can see **number of revisions** and you can **select** which revision you want to compare to.

Tend	lerer Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI		
🚫 Cl	ose   Original Bill Addendum 1) Addendum 2   Select revision that you want to compare	Current revision	
Bills	$\rangle$		
No.	Description	Current Amount	Addendum 1
1	CADANGAN MEMBINA DAN MENYIAPKAN 68 UNIT RUMAH KEDIAMAN YANG MENGANDUNGI RUMAH Bandar 3 Tingkat bangunan pencawang elektrik di atas lot asal lot 2170,2171,2172,2173,2174 dan 2175	22,483,777.00	22,013,252.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	1,460.00	2,450.00
3	BILL NO.2 - PILING WORKS	322,580.00	322,580.00
4	Building Works		
5	BILL NO.3 - MULTI TYPES	4,689,772.00	4,310,072.00
6	BILL NO.4 - SINGLE TYPE	1,009,965.00	918,150.00
7	BILL NO.5 - PROVISIONAL SUM	16,460,000.00	16,460,000.00
8			
		Red colour mean	s got changes

You can see "RED COLOUR" amount means got differences or changes of the price.
 Double click until item level to see the different prices.

Tenderer Lo	g :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI					
🔕 Close 📔	Original Bill   Addendum 1   Addendum 2					
Bills > BILL	. NO.1 -GENERAL CONDITIONS & PRELIMINARIES $ ightarrow$ BILL NO. 1 -GENE	RAL CONDIT	IONS & PRELIMI	NARIES >		
Bill Ref	Description	Unit	Rate	Grand Total	Rate Addendum 1	Grand Total Addendum 1
	GENERAL					
	The Contractor shall insert in this summary of tender, the amount for individual items and sub-items as indicated. Details of individual items are as per "Section 1.0 - General Conditions and Preliminaries" of "Appendix A - Specifications".					
	Where the Contractor does not price an item or inserts a dash against any item in the Summary of Tender, the value thereof will be deemed to be included in the rates contained elsewhere in the Summary of Tender (s).			C 4	a different	
	PROJECT PARTICULARS			Can see u	ie dinerent	
1/1 A	1.1.1 Definitions	LS	10.00	10.00	1,000.00	1,000.00
1/1 B	1.1.2 Scope of Works	LS	IU.UU	10.00	10.00	10.00
1/1 C	1.1.3 Location of Site	LS	10.00	10.00	10.00	10.00



7. To print report, click at **BuildSpace logo**.

space 2								
	Tender BQ Editor Submit Tender Rates	(Status::TENDERING)						
	ck here to begin Project Analyzer 🔻   🕋 Sub-P	ackages \mid 📥 Schedule Of (	Quantities 🛛 🔿 Pus	h To Post Contract				
Proj	ect Breakdown Project Properties Project Add	endum						
🕒 lr	nport Rates 🛛 💐 View Tenderers 🗍 🗎 Project Su	ımmary 🔻 👔 Export Bill 🛛	() Export Backup	🔯 Log 🛛 🥑 Reload				
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate	
	Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%		
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%		
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%		
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%		
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%		

8. Then click at "Reports" menu.

Library Manager Project Builder Tendering	Post Contract Proje	ct Management F	inance Reports	Administration		
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates						
1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2 BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3 BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4 BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5 BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

9. Double click to open the project that you want to print tender comparison reports.

1	build   C Project Builder Report Tenderin	g Report 💽 Post Contract Repo	rt 🚺 Library Ma	anager Report [	Finance Report	🕀 👤
Ter	dering Report > Project Listing					
No	filter applied	Find by: Title	•		$\odot$	Q Search   🙆 Refresh
	Title	Reference	Country	State	Status	Created At
1	TEST 2	PDSB/BLD/C1340/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:45
2	TEST 1	PDSB/BLD/C1339/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:27
3	Teesting For Sync	PDSB/BLD/C1338/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:04
4	Test One more time	PDSB/BLD/C1336/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:47
5	Testing for BQ Editor Submit Tender Rates	PDSB/BLD/C1335/18				
6	lesting for printing element	EASB/BLD/C008/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:58
7	Testing	EASB/BLD/C007/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:19
8	Testing for New modules	PDSB/BLD/C1334/18	Malaysia	Putrajaya	Tendering	22/07/2018 14:47
9	Testing for New BQ Editor	PDSB/BLD/C1331/18	Malaysia	Putrajaya	Tendering	22/07/2018 09:00
10	Barbending	EASB/BLD/C006/18	Malaysia	Selanoor	Post Contract	08/05/2018 15:04

10. Click at "View Tenderer".

	space   Tendering Report Builder Report	rt 🚺 Post Contract Repo	ort 🚺 Library Ma	nager Report 🚺 Finance R	leport	n 🛃
Ten	dering Report > Testing for BQ Editor Submit Tender Rates (Status::1	TENDERING)				
Proj	ect Breakdown Project Properties					
Se P	Project Analyzer 🔻 🚔 Print Summary 🕼 View Tenderers 🍙	Sub-Packages				
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
	Testing for BQ Editor Submit Tender Rates					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%



11. Click at "Tenderer Setting" to select the tenderers that you want to print.

*	build   Froject Builder Report Tendering Report	Post Contract Report 💽 Library M	anager Report 🚺 Fin	ance Report	📌 🚨
Tende	ring Report > View Tenderers - Testing for BQ Editor Submit Tender F	Rates			
<b>(</b> Ba	k To Tendering Report 12 Tenderer Setting				
Bill >					
i 🚔 Su	nmary 🔻				
	Description	Amount	ALIBABA CONSTRUCTION & DEVEL	GLOBAL PCK CONSTRUCTION SDN	PCK CONSTRUCTION SDN BHD
	Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
	BILL NO.2 - PILING WORKS	318,696.74			
	BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
	BILL NO.4 - SINGLE TYPE	244,920.16			
	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

12. "**Tick**" the checkbox to choose the tenderers or can tick at top checkbox to select all. Then click "**Close**".

Assign Contractors :: Testing for BQ Editor Submit Tender Rates								
× Close								
No	Namo	Original Total	Adjusted Total					
NO.	Nume	Diff: 0.	00					
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD							
2	GLOBAL PCK CONSTRUCTION SDN BHD	19,376,120.00						
3	PCK CONSTRUCTION SDN BHD	20,945,800.00						
4								
	sign C Close No. 1 2 3 4	No.       Name         1       ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD         2       GLOBAL PCK CONSTRUCTION SDN BHD         3       PCK CONSTRUCTION SDN BHD         4       4	sign Contractors :: Testing for BQ Editor Submit Tender Rates         Close       Original Total         No.       Name       Original Total         1       ALBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD       17,897,520.00         2       GLOBAL PCK CONSTRUCTION SDN BHD       19,376,120.00         3       PCK CONSTRUCTION SDN BHD       20,945,800.00         4       0       0					

13. Now you can tick at checkbox to select which bills you want to print or you can double click at bill to go to element & item level to print out the tender comparison report.

-	space   Project Builder Report	Tendering Report	Post Contract Report	Library M	anager Report 🚺 Fir	ance Report	🕀 👤
Ten	tering Report > View Tenderers - Testing for BQ E	ditor Submit Tender	Rates				
€В	ack To Tendering Report 🛛 🤽 Tenderer Setting						
Bill	>						
Gs	ummary						
	ummary (Selected Tenderer)			Amount	ALIBABA CONSTRUCTION &	GLOBAL PCK CONSTRUCTION	PCK CONSTRUCTION
	ummary (All Tenderers) 📀 Lo	west to Highest			DEVEL	SDN	SDN BHD
🖷 S	ummary With Revisions (All Tenderers) 💿 🛛 Hig	ghest to Lowest		19,792,922.35			20,945,800.00
	BILLINU, I-GENERAL CONDITIONS & THE	LIMINANEO		118,000.00			30,000.00
	BILL NO.2 - PILING WORKS			318,696.74			
~	BILL NO.3 - MULTI TYPES			2,485,305.45			1,729,800.00
<b>V</b>	BILL NO.4 - SINGLE TYPE			244,920.16			
	BILL NO.5 - PROVISIONAL SUM			6,626,000.00			19,186,000.00
~							
	You can double click at	bill to print el	ements & items				



14. After you select the report format like "Lowest to Highest", it will come out the following preview and click "**Print**";

Sun	Summary (All Tenderers) (Lowest to Highest)								
P	rint S Close								
No	Description	Estimate	ALIBABA CONSTRUCTION & DEVEL	GLOBAL PCK CONSTRUCTION SDN	PCK CONSTRUCTION SDN BHD				
1	Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00				
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00				
3	BILL NO.2 - PILING WORKS	318,696.74							
4	BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00				
5	BILL NO.4 - SINGLE TYPE	244,920.16							
6	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00				
7									

15. Click "Print" to print or click "Export To Excel".

Summary (All Tenderers) (Lowest to Highest)				
喜 Print 🛛 🏢 Export To Excel	😢 Close			
Print Page Title				
*Print Page Title:	Summary (All Tenderers) (Lowest to Highest)			
*Description Type:	Full Description			
	One Line Description			
*Price Display Format:	◉ 1,000.00 ◯ 1.000,00			
*Print Without Cents:				

16. If you double click a bill and go to elements level, you can tick all elements and select print "Item Rate & Total".

*	bui sp∧o	Project Builder Report 👩 Tendering Report 👩 Post Contract Report 👩 Library Manager Report 👩 Finance Report						
Tende	ring Re	eport > View Tenderers - Testing for BQ Editor Submit Tender Rates						
🔇 Back To Tendering Report   🧟 Tenderer Setting								
Bill > BILL NO.2 - PILING WORKS >								
Sur	nmary	💌 🚔 Item Rate 💌 📥 Item Total 💌 📥 Item Rate & Total 💌						
	No	Description	Grand Total	ALIBABA CONSTRUCTION & DEVEL	GLOBAL PCK CONSTRUCTION SDN	PCK CONSTRUCTION SDN BHD		
~		BIII No. B.1/2 - PRECAST REINFORCED CONCRETE PILING - DEWAN	174,029.96					
~		BIII No. B. 1/6 - PRECAST REINFORCED CONCRETE PILING - PUSAT KOMUNITI	144,666.78					
~	3							



# How To Prepare Rate Rationalization

Note: Consultant need to activate Project Addendum first before prepare Rate Rationalization. (*This is because system can detect the difference between original amount & rationalized amount*)

1. Click Project Title or Open Project

EMSB/BLD/C037/18	CADANGAN MEMBINA PANGSAPURI 123	Open Project	Closed Tender

2. Click to open Buildspace Pro

	Search Project	Q ≡ 90 ↔
Home / CADANGAN MEMBINA PANGSAPURI 123 / Open Tender		Closed Tender

3. Click Project Addendum

space	
Tendering > CADANGAN MEMBINA PANGSAPURI 123 (Status::TENDERING)	
🇊 Export Project 🛛 🗳 Project Analyzer 🔻 📄 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract	
Project Breakdown Project Properties Project Addendum	
🚯 Import Rates   🤽 View Tenderers   🖹 Project Summary 🔻 💮 Export Bill   💮 Export Backup   🔯 Log   🥝 Rel	oad
No. Description	Original Amount Total
CADANGAN MEMBINA PANG SAPURI 123	
1 BILL NO.1 - SINGLE TYPE	1,612,724.62

4. Click **Add Addendum** and make sure the status of new added addendum is "In Progress". After that, click **Project Breakdown** and back to bill summary page.

-	build space				A	
Tenderin	g > CADANGAN MEMBINA PANGSAPURI 123 (Status::TENDERING)					
Expo	rt Project   🍧 Project Analyzer 🔻  🔓 Sub-Packages   🛓 Schedule Of Quantities   🛞 Push To Post Contract					
Project E	Breakdown Project Properties Project Addendum					
Project	Addendum Id Addendum addendum					
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	۲	Print This Revision	Locked	27 Nov 2018	-
2	Addendum 1	T	Print This Revision	Locked	30 Nov 2018	-
3	Addendum 2	٦	Print This Revision	Locked	30 Nov 2018	-
4	Addendum 3	٦	<ul> <li>✓</li> </ul>	In Progress	19 Dec 2018	<i>.</i>
				Still in progress		

5. To do rates rationalization, Click View Tenderers

1	space						
CAD	ANGAN MEN	IBINA PANGSAPURI 1	23 (Status: TENDERING)				
() E	🅤 Export Project 🛛 🔮 Project Analyzer 🔻 📔 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract						
Proj	ect Breakdow	n Project Properties	Project Addendum				
() Ir	mport Rates	Liew Tenderers	oject Summary 🔻   🎧 Export Bill   🎧 Export Backup   🔞 Log   🙆 Reload				
No.	Description						
	CADANGA	N MEMBINA PANG	SAPURI 123				
1	BILL NO	.1 - SINGLE TYPE					



#### 6. Click Tenderer Setting

1	sp/ce		
Tend	ering > View Tend	erers - CADANGAN MEI	MBINA PANGSAPURI 123
🔇 Ba	ack To Tendering	👤 Tenderer Setting	t Estimation BQ
Bills	>		
No.	Description		
	CADANGAN M	EMBINA PANGSAPU	RI 123
1	BILL NO.1 -	SINGLE TYPE	

#### 7. Click **Select** to select the tenderer

Assign Contractors :: CADANGAN MEMBINA PANGSAPURI 123						
*Contra	Select Contractor *Contractor					
Lange Sa	ve					
Remo	ve (	🕑 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 🔻 🛛 🔯 Log 🛛 🥝 Refresh	Print Contractor's Rate Sort 🔻			
Show	No.	Name	Original Total Adjusted Total Diff: 0.00	Action		
<b>v</b>			460,154.00	Select		
	2	Buildspace Contractor 2	448,054.00	Select		
	3					

8. Once selected the tenderer, it will display **Original Total & Adjusted Total** and the action will change to **Selected.** After that, click **Close** to close **Tenderer Setting** tab.

Assign C	ontracto	ors :: CADANGAN MEMBINA PANGSAPURI 123				
🔇 Close						
Select C *Contra Sa	Select Contractor *Contractor :					
⊖ Remo	ve (	🕽 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 💌 🛛 🔯 Log 🛛 🙆 Refresh	Print Contractor's Rate	Sort 🔻		
Show	No.	Name	Original Total Diff: 0.00	Adjusted Total	Action	
-	1	Buildspace Contractor 1	460,154.00	460,154.00	Selected	
<b></b>	2	Buildspace Contractor 2	448,054.00		Select	

9. Once you closed **Tenderer Setting** tab, the selected tenderer's name will display in blue colour.

1	build space			<b>}</b>	
Tend	lering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123				
<b>(</b> ) B	ack To Tendering 🛛 🧶 Tenderer Setting 🛛 📥 Print Estimation BQ				
Bills	$\rangle$		Selected Contracto	r	
No.	Description	Amount	Buildspace Contractor 1	Buildspace	e Contractor 2
	CADANGAN MEMBINA PANGSAPURI 123	1,619,103.37	460,154.00		448,054.00
1	BILL NO.1 - SINGLE TYPE	1,619,103.37	460,154.00		448,054.00



10. Double click the Bill No to go Element Level

*	build space			<b>^</b>		
Tend	ering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123					
🔇 B	🔇 Back To Tendering 🗶 Tenderer Setting 🚔 Print Estimation BQ.					
Bills						
No.	Description	Amount	Buildspace Contractor 1	Buildspace	Contractor 2	
	CADANGAN MEMBINA PANGSABURI 123	1,619,103.37	460,154.00		448,054.00	
1	BILL NO.1 - SINGLE TYPE Double click "Bill No."	1,619,103.37	460,154.00		448,054.00	

11. Double click the **Element Level** to go **Item Level** 

1	space			🕀 🔔
Ten	dering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123			
🔇 E	Sack To Tendering   🤽 Tenderer Setting   🚔 Print Estimation BQ			
Bills	angle Bill No.1 - Single type $ angle$			
No	Description	Grand Total	Buildspace Contractor	Buildspace Contractor 2
1	BII NO. B.4/1 - WORK BELOW GROUND FLOOR LEVEL Double the "Element"	631,018.27	423,204.00	382,047.00
2	Bill No. B.4/2 - FRAME	92,636.42	15,990.00	40,444.00
3	Bill No. B.4/3 - UPPER FLOORS	21,786.02	20,960.00	25,563.00

12. At **Item Level**, system will display **Consultant's PTE** and **Tenderers Rate** in one table. (Scroll to the right to view for tenderer rate)

*	build space									🕀 💄
Tender	ina > View Te	nderers - CADANGAN MEMBINA PANGSAPURI 123								
C Bac	k To Tenderin	I J. Tenderer Setting								
Bills >	BILL NO.1 -	SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >								
No	Bill Ref	Description	Туре	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurem	Amount	Historical Rate
10		Concrete Grade 15, as specified, in,	HEAD 1							
11	1/1 F	50mm Blinding, under pile caps.	ITEM	m2	29.00	350.00	10,150.00			
12	1/1 G	50mm Blinding, under ground beams.	ITEM	m2	97.00	350.00	33,950.00			
13	1/1 H	50mm Blinding, under floors.	ITEM	m2	567.00	350.00	198,450.00			
14		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1							
15	1/1 J	Pile caps	ITEM	m3	20.00	295.00	5,900.00			
16	1/1 K	Column stumps (Provisional)	ITEM	m3	9.00	295.00	2,655.00			
17	1/1 L	Ground Beams	ITEM	m3	56.00	295.00	16,520.00			
18	1/1 M	125mm Thick floors.	ITEM	m2	89.00	295.00	26,255.00			
19	1/1 N	150mm Thick floors.	ITEM	m2	478.00	295.00	141,010.00			
20		Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1							
21	1/2 A	10mm Diameter, in column stumps (links) (Provisional)	ITEM	kg	1,231.00	3.22	3,963.82			
22	1/2 B	10mm Diameter, in ground beams (stirrups).	ITEM	kg	2,740.00	3.22	8,822.80			
23	1/2 C	6mm Diameter, in ground beams (stirrups).	ITEM	kg	206.00	3.30	679.80			
24	1/2 D	8mm Diameter, in ground beam (stirrups)	ITEM	kg	500.00	3.27	1,635.00			
25		Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 1				Estimate rate I	y consultant		
26	1/2 E	20mm Diameter, in pile caps.	ITEM	kg	1,207.00	3.30	3,983.10			
27	1/2 F	16mm Diameter, in pile caps.	ITEM	kg	1,198.00	3.12	3,737.76			
28	1/2 G	10mm Diameter, in pile caps (binders) (Provisional)	ITEM	kg	286.00	3.22	920.92			
29	1/2 H	25mm Diameter, in column stumps (Provisional)	ITEM	kg	202.00	3.30	666.60			
30	1/2 J	20mm Diameter, in column stumps (Provisional)	ITEM	kg	321.00	3.30	1,059.30			
31	1/2 K	16mm Diameter, in column stumps (Provisional)	ITEM	kg	1,151.00	3.12	3,591.12			
32	1/2 L	12mm Diameter, in column stumps (Provisional)	ITEM	kg	102.00	3.30	336.60			
33	1/2 M	25mm Diameter, in ground beams.	ITEM	kg	2,433.00	3.30	8,028.90	<u> </u>		
34	1/2 N	20mm Diameter, in ground beams.	ITEM	kg	3,229.00	3.30	10,655.70			
35	1/2 P	16mm Diameter, in ground beams.	ITEM	kg	902.00	3.12	2,814.24			

space													
Tendering > View Tenderers - CADANGAN	MEMBINA PANG	SAPURI 12	23										
🔇 Back To Tendering 🛛 🚨 Tenderer Setti	ng 🛛 📥 Print Es	timation BC	2										
Bills $ ightarrow$ BILL NO.1 - SINGLE TYPE $ ightarrow$ Bil	No. B.4/1 - WOR	K BELOW	GROUND FLOOR LEV	el >					Compari	son rate from dil	ferent tendere		
	Tune	Unit	Grand Total Obv	Pate	Grand Total	Qty	Amount	Historical Pata	Rate	Grand Total	Rate	Grand Total	(
	type	Unit	Grand Total Qty	Rate	Grand Total	Re-measurem	ent	historical Rate	Buildspace Co	ontractor 1	Buildspace Co	Intractor 2	
	HEAD 1												-
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00	)
	ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00	)
	ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00	)
ified, in,	HEAD 1						Rate I	v Tenderer					
	ITEM	m3	20.00	295.00	5,900.00				320.00	6,400.00	330.00	6,600.00	)
	ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00	)
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00	)
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00	1
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00	)
num vield stress 250N per sa. mm)	HEAD 1												



13. To adjust the rate from selected tenderer, press "Enter" to edit and press "Enter" again to save

Jure												
sp/ce												À 💄
Tendering > View Tenderers - CADANGAN	MEMBINA PANG	SAPURI 1	23									
🔇 Back To Tendering 🛛 🤽 Tenderer Setti	ing 🛛 📥 Print Es	timation B	Q									
Bills > BILL NO.1 - SINGLE TYPE > Bil	I No. B.4/1 - WOR	RK BELOW	GROUND FLOOR LEV	el >								
	Tuno	Unit	Grand Total Oty	Data	Crand Total	Qty	Amount	Historical Data	Rate	Grand Total	Rate	Grand Total
	Type	Unit	Granu Total Qty	Rate	Gianu Totai	Re-mea	surement	nistorical Rate	Buildspace C	ontractor 1	Buildspace C	ontractor 2
	HEAD 1											-
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
	ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
	ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
fied, in,	HEAD 1											
			20.00		5,900.00		Press "Enter" to	type and press	320.00000			6,600.00
	ITEM	m3	9.00	295.00	2,655.00		"Enter" to save		320.00	2,880.00	330.00	2,970.00
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00
ium yield stress 250N per sq. mm)	HEAD 1											

- 14. Or can adjust the rate by trade. (*This function only can be conducted if consultants used Import Rate function to prepare PTE*). If no, please skip to step 22.
- 15. Click Back To Tendering to go front page

- build

space												🚯
Tendering > View Tenderers - CAD	ANGAN MEMBINA PANG	SAPURI 1	23									
🔇 Back To Tendering	rer Setting 🛛 📥 Print Es	timation B	۵									
Bills > BILL NO.1 - SINGLE TYPE	E > Bill No. B.4/1 - WOR	K BELOW	GROUND FLOOR LEV	el >								
	Turns	11-14	Creard Tabel Obv	Data	Council Testal	Qty	Amount	Ulistania al Data	Rate	Grand Total	Rate	Grand Total
	Type	Unit	Grand Total Qty	Rate	Grand Total	Re-measurem	ent	HIStorical Rate	Buildspace Co	ontractor 1	Buildspace Co	ontractor 2
	HEAD 1											
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
	ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
	ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
ified, in,	HEAD 1											
	ITEM	m3	20.00	295.00	5,900.00				320.00	6,400.00	330.00	6,600.00
	ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00

16. Click Project Analyzer and choose Schedule Of Rates Analysis

- 🌮	space			
CAD	ANGAN MEM	BINA PANGSAPURI 123 (	(Status: TENDERING)	
T E	xport Project	🍧 Project Analyzer 🔻	🚰 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract	
Proje	ect Breakdowr	Resource Analysis	um.	
(1) In	nport Rates	Schedule Of Rates A	Analysis 🛑 mary 🔻   💮 Export Bill   💮 Export Backup   🔯 Log   🥝 Reload	
No.	Description			
	CADANGA	N MEMBINA PANGSAP	PURI 123	
1	BILL NO	1 - SINGLE TYPE		

17. Double click Schedule Of Rate (It depends on which schedule of rate that used during pricing BQ used import rate)

space	- 📌	
Tendering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123		
S Back to Tendering		
Schedule Of Rates >		
No. Name		Total Cost
1 Building Works		531,345.38
2 UNSORTED		1,087,757.99
3		



18. List of trade, **double click the trade** to view the grade/type under this trade

1	build space							
Tend	aring > Project Analyzer - CADANGAN MEMBIINA PANGSAPURI 123							
© Back to Tendering								
Sche	hule Of Rates > Building Works >							
No.	Description		Total Cost					
1	Concrete		471,828.00					
2	Formwork 🔽		34,031.72					
3	Barbending Work		25,485.66					
4								

19. **Double click the grade/type** under the trade to know which bill, element and item used the

gr	rade/ type										
1	space				,	ي 🚯					
Tene	lering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123										
<li>6</li>	ack to Tendering										
Sche	dule Of Rates > Building Works > Concrete										
No.	Description	Unit	Rate	Item Markup (%)	Total Qty	Total Cost					
1	Ready-mix concrete (normal mix)										
2	Vibrated reinforced concrete (Grade 15)	m3	350.00		693.00	242,550.00					
3	Vibrated reinforced concrete (Grade 25)	m3				36,938.00					
4	Vibrated reinforced concrete (Grade 30)	m3	295.00		652.00	192,340.00					
5											

20. It will display Consultant's PTE and Tenderer's rate in one table

1	space							🕐 🔔	
Tene	lering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123								
<li></li>	ack to Tendering								
Schedule Of Rates > Building Works > Concrete > Vibrated reinforced concrete (Grade 25) >									
No.	Description	Unit	Total Qty	Rate	Total	ltem Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2	
1	BILL NO.1 - SINGLE TYPE > BII No. B.4/2 - FRAME								
2	Vibrated Reinforced Concrete Grade 25, as specified in,								
3	Columns.	m3	41.00	253.00	10,373.00		195.00	300.00	
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00	300.00	
5	Roof beams	m3	17.00	253.00	4,301.00		195.00	300.00	
6	BILL NO.1 - SINGLE TYPE > BIII No. B.4/3 - UPPER FLOORS								
7	Vibrated reinforced concrete Grade 25, as specified, in,				Rate by Consultan	t	Rate by	Tenderer	
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00	330.00	
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00	330.00	

21. To adjust the selected tenderer rate, press **"Enter"** to edit and press **"Enter"** again to save

	-						-			
- 🎲	space								<b>P</b>	
Tend	ering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 12	23								
🔇 Back to Tendering										
Schedule Of Rates > Building Works > Concrete > Vibrated reinforced concrete (Grade 25) >										
No.	Description		Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor	Buildspace	Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME									
2	Vibrated Reinforced Concrete Grade 25, as specified in,	System auto filter which								
3	Columns.	item used the same rate during Consultant					Press "Enter" to	<u>195.00000</u>		
4	Floor beams.	prepare PTE and used	m3	24.00	253.00	6,072.00	type and press	195.00		300.00
5	Roof beams	"Import Rate"	m3	17.00	253.00	4,301.00	"Enter" to save	195.00		300.00
6	BILL NO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOOR	S								
7	Vibrated reinforced concrete Grade 25, as specified, in,									
8	100mm Thick floors.		m2	10.00	253.00	2,530.00		300.00		330.00
9	150mm Thick floors.		m2	54.00	253.00	13,662.00		300.00		330.00
10										

22. After rationalized the rate, you can check the difference between **original total and adjusted(rationalized) total** by clicking **Back To Tendering** to go to front page

-	build space							📌 .		
Ten	dering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123									
🔇 E	Back to Tendering									
Schedule Of Rates > Budding Warks > Character > Vibrated reinforced concrete (Grade 25) >										
No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor	Buildspace Co	ntractor 2	
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME									
2	Vibrated Reinforced Concrete Grade 25, as specified in,									
3	Columns.	m3	41.00	253.00	10,373.00		200.00		300.00	
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00		300.00	
5	Roof beams	m3	17.00	253.00	4,301.00		195.00		300.00	
6	BILL NO.1 - SINGLE TYPE > BIII No. B.4/3 - UPPER FLOORS							i -		
7	Vibrated reinforced concrete Grade 25, as specified, in,									
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00		330.00	
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00		330.00	
10										



#### 23. Click View Tenderer

1	space							
CADANGAN MEMBINA PANGSAPURI 123 (Status: TENDERING)								
🕥 Export Project   🔮 Project Analyzer 🔻   🕋 Sub-Packages   🛓 Schedule Of Quantities   📀 Push To Post Contract								
Project Breakdown Project Properties Project Addendum			Project Addendum					
(1) Import Rates		Lew Tenderers	ject Summary 🔻 🕜 Export Bill 🕥 Export Backup 🛛 🔯 Log 🛛 🤡 Reload					
No.	Description	1						
	CADANGAN MEMBINA PANGSAPURI 123							
1	BILL NO	0.1 - SINGLE TYPE						

#### 24. Click Tenderer Setting

-	sp/ce					
Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123						
🔇 Back To Tendering		👤 Tenderer Setting	K	int Estimation BQ		
Bills >						
No.	Description					
	CADANGAN MEMBINA PANG SAPURI 123					
1	BILL NO.1 - S	SINGLE TYPE				

25. From here you can view the difference between **Original Total** and **Adjusted (Rationalized) Total**.

Assign Contractors :: CADANGAN MEMBINA PANGSAPURI 123									
Close									
C Select Contractor									
*Contractor :									
<b>W</b> Save									
🕞 Remove   🕕 Import Contractor's Rate   🕕 Export Contractor's Rate 💌 🔯 Log   🥝 Refresh   🚍 Print Contractor's Rate   Sort 💌									
- Remo	ve (	🕽 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 🔻 🛛 🔯 Log 🖉 Refresh	🚔 Print Contractor's Rate	Sort 💌					
- Remo	ove (	🕽 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 💌 🛛 🔯 Log 🛛 🙆 Refresh	Print Contractor's Rate Original Total	Sort Total	Action				
C Remo	No.	Import Contractor's Rate   () Export Contractor's Rate -   🔯 Log   () Refresh	Print Contractor's Rate Original Total Diff: 205.00	Sort  Adjusted Total	Action				
Show	No.	Import Contractor's Rate Export Contractor's Rate Vice Log ORefresh Name Buildspace Contractor 1	Print Contractor's Rate Original Total Diff: 205.00 460,154.00	Sort  Adjusted Total 460,359.00	Action Selected				
C Remo	ove ( No. 1 2	Import Contractor's Rate       Export Contractor's Rate       Import Log       Import Log<	Print Contractor's Rate Original Total Diff: 205.00 460,154.00 448,054.00	Sort  Adjusted Total 460,359.00	Action Selected Select				

- Consultant have to do adjustment until the different between Original Total with Adjusted Total is zero/equivalent.
- 26. After rate rationalization, you can click at the selected tenderer's name, then click Print Contractor's Rate to print out the BQ or click at "Log" button to view the comparison between before rationalise & after rationalise rates.

Assign C	ontract	ors :: Test open tender error 5				
🔕 Close						
- Select C	ontrac	tor				
*Contractor :						
Save Save						
		$\sim$				
🕞 Remove 🕘 Import Contractor's Rate 🕘 Export Contractor's Rate 🕶 🔯 Log 🕑 Refresh 📑 Print Contractor's Rate Sort 💌						
Show	No	Nama	Original Total	Adjusted Total	Action	
311011			D:#6-0.00		Action	
		ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING	858 200 00	858 200 00	Selected	
		SON BHD				
	2					


## Publish BQ to Post Contract

1. To publish BQ to Post Contract, click Close.

Assign Co	ntracto	rs :: Project for High Rise Building Phase 1A			
8 Close					
- Select C	ontract	Dr			
*Contra	ctor :		•		
💾 Sa	ve				
Remo	/e (	🕑 Import Contractor's Rate 🛛 🕕 Export Contractor's Rate 🔻 🕸 🛛 🔯 Log 🖉 🕲 Refresh	📄 🖶 Print Contractor's Rate	Sort 🔻	
Show	No	Nama	Original Total	Adjusted Total	Action
SHOW	NO.	Name	Diff: 0.00		Action
<b>Z</b>					Selected
	2	Sample Global PCK Contractor	33,935,560.00		Select

2. Click Back to Tendering.

1	space	
Tend	lering > View Tende	erers - Project for High Rise Building Phase 1A
🔇 В	ack To Tendering	Lenderer Setting Arint Estimation BQ
Bills	>	
No.	Description	
No.	Description Project for Higl	n Rise Building Phase 1A
No. 1	Description Project for High BILL NO.1 -G	Rise Building Phase 1A SENERAL CONDITIONS & PRELIMINARIES
No. 1 2	Description Project for High BILL NO.1 -G BILL NO.2 - 1	Rise Building Phase 1A ENERAL CONDITIONS & PRELIMINARIES TYPE A

3. To publish BQ to Post Contract, click **Push to Post Contract**.

-	space		
Proj	ect for High Rise Building Phase 1A (Status: TENDERING)		
() E	xport Project   🍄 Project Analyzer 🔻 📄 Sub-Packages   🚖 Schedule Of Quantities  📀 Push To Post Contract		
Proj	ect Breakdown Project Properties Project Addendum		
(I) II	mport Rates   🤽 View Tenderers   🗎 Project Summary 🔻 🕥 Export Bill   🎧 Export Backup   🔞 Log   🥝 Reload		
No.	Description	Original Amount	Total Markup (%)
	Project for High Rise Building Phase 1A		
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00	
2	BILL NO.2 - TYPE A	21,479,465.45	
3	BILL NO.3 - TYPE B	5,965,433.79	



4. Click Publish > Use Selected Contractor Rates > With Not Listed Items

Note: a) Select "Use Selected Contractors Rates" if this project is called out by BuildSpace system.

b) Select "Use Estimation Rates" if the contractor's BQ rates is imported from excel (Skip to Post Contract)

Chec	k Publish Requirement	-		
🚫 CI	ose 🛛 🕀 Assign Users For Post Contract	(1) Publish 🔻		
All Requirements shown below s		Use Selected Contractor Rates 💿	With Not Listed Items	
		Use Estimation Rates	Without Not Listed Items	
			,	
No. Description				Status
1	At least one contractor is assigned to Tender			
2	Contractor Selected on Tenderer Setting			~

5. Fill in the particulars before publishing the BQ to post contract for approval process. After that click **Save.** 

Project : Project *Contractor : Buildsp	for High Rise Building Phase 5/ ace Contractor 1	Ą			
ntract Info *Type	Contract Info	Ŧ	*CI N	lo.: 1	
Contract Sum	MYR 19,593,340.00			AAAA/BLD/C120/	19/CI001
*Contract Period From	9/26/2019	•	*Contract Period	To: 9/26/2020	•
*Trade	Main Contractor	Ŧ			
Works	:	Ŧ	Works	s 2 :	Ŧ
Creditor Code	:				
Remarks					

After clicking Save, an email notification will send to the verifier/client for approval request.