

Consultant User Guide (e-Tendering)

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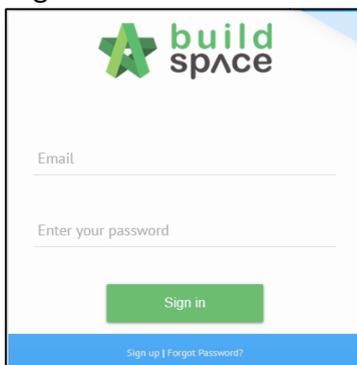
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Assign user to view project at e-tender system

Assign User (only by Admin User)

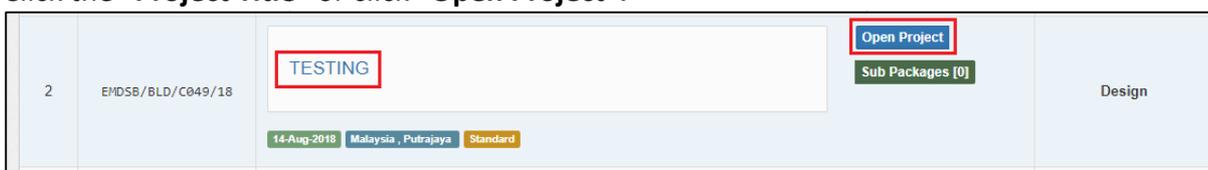
Note: Only Admin user can conduct this action.

1. Login eTender with **username and password**



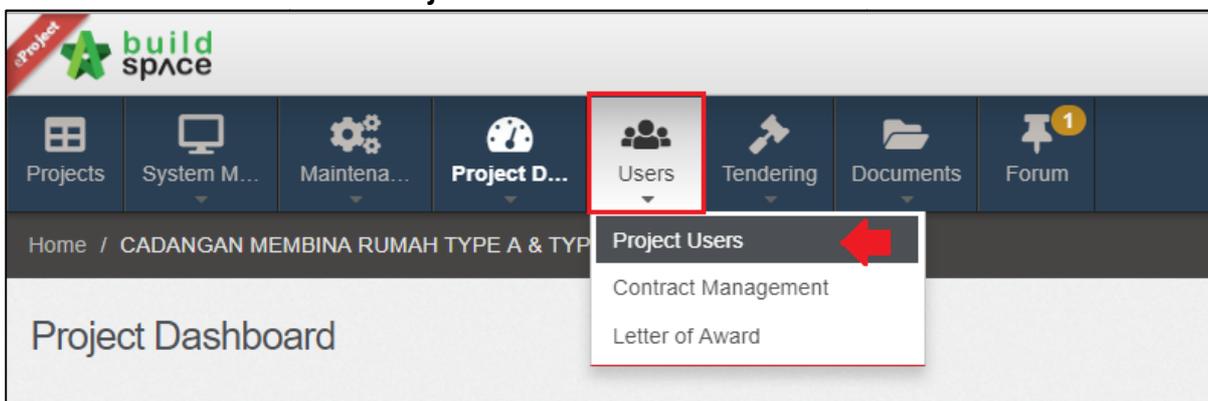
The login form features the 'build space' logo at the top left. Below it are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

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”**



The navigation menu includes: Projects, System M..., Maintena..., Project D..., Users, Tendering, Documents, and Forum (with a notification badge '1'). The 'Users' menu is open, showing options: Project Users, Contract Management, and Letter of Award. A red arrow points to 'Project Users'.

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.

Assign User From Group (Contracts & Commercial) To Project

Viewer/Verifier	Editor	Name	E-Mail
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mr. Majestic 1	majestic1@buildspace.my
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Heng Chin Guan	majestic@buildspace.my

 Imported Users

Viewer/Verifier	Editor	Name	E-Mail
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chien Zen	chienze@pck.com.my



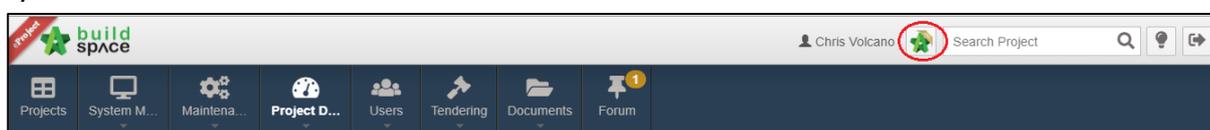
How to assign user to view BQ

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

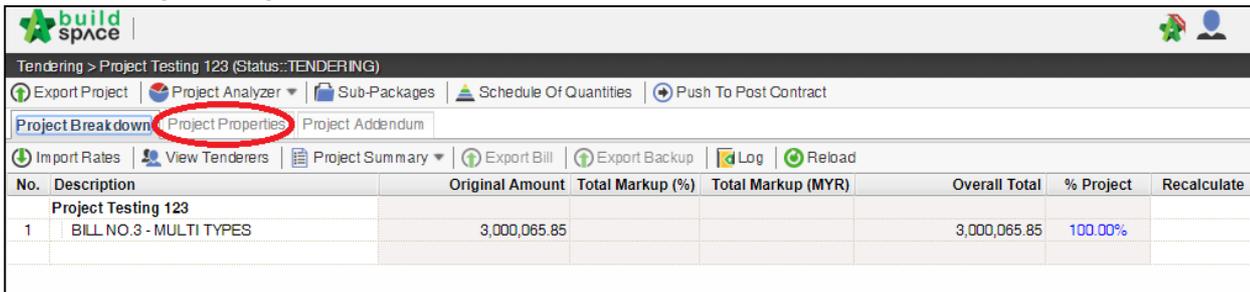
1. Click the “Project Title” or click “Open Project”



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

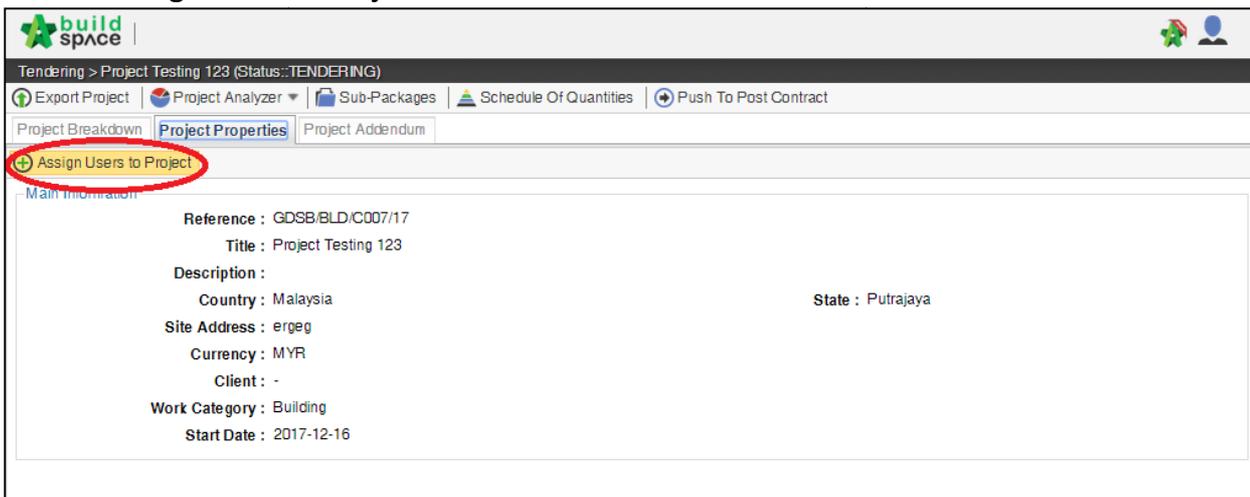


3. Click at “Project Properties” tab



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1	Project Testing 123 BILL NO.3 - MULTI TYPES	3,000,065.85			3,000,065.85	100.00%	

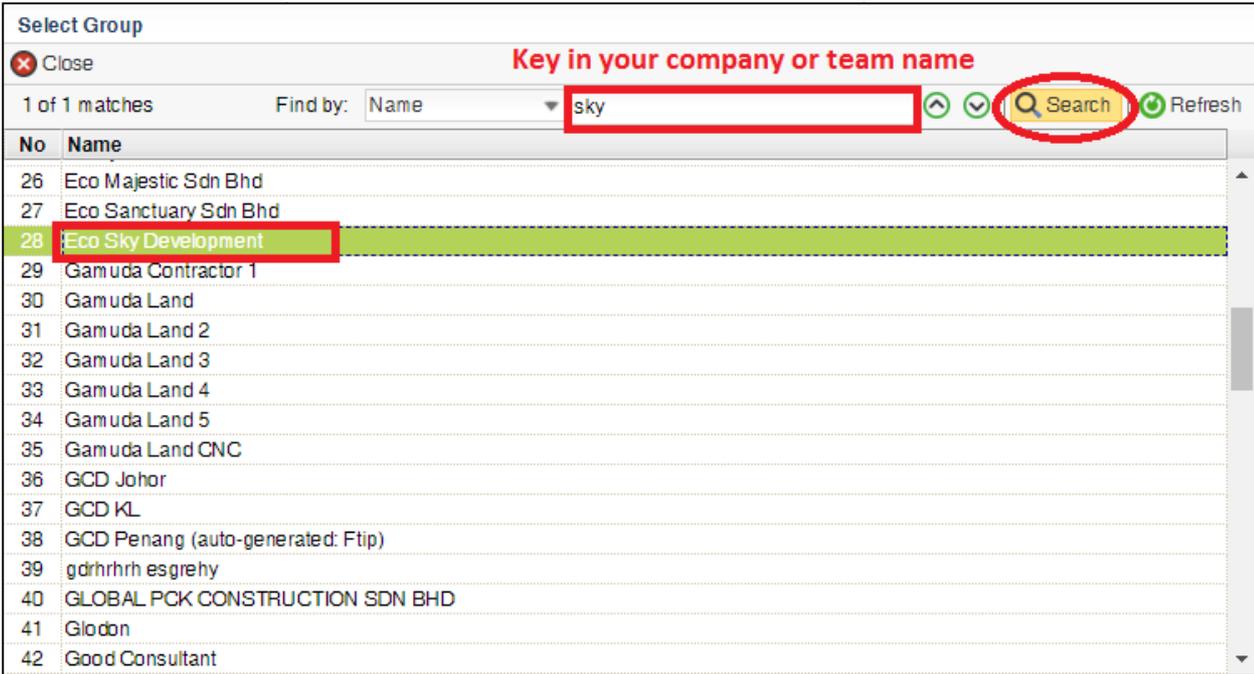
4. Click at “Assign Users to Project”.



Main Information

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

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



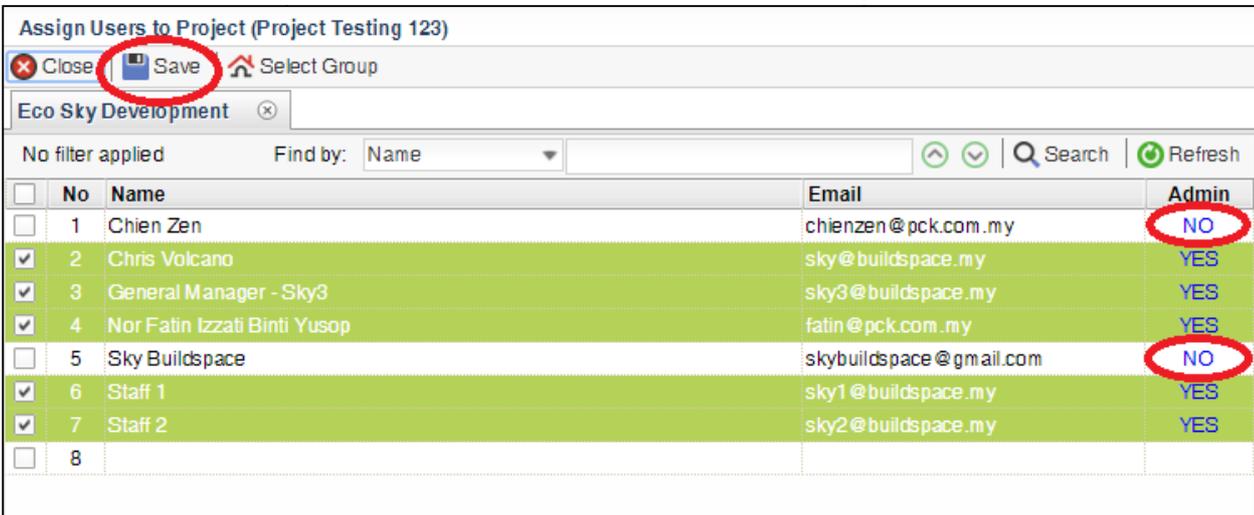
Select Group

Close Key in your company or team name

1 of 1 matches Find by: Name sky Search Refresh

No	Name
26	Eco Majestic Sdn Bhd
27	Eco Sanctuary Sdn Bhd
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-generated: Ftip)
39	gdrhrhrh esgrehy
40	GLOBAL PCK CONSTRUCTION SDN BHD
41	Glodon
42	Good Consultant

- Click at “NO” to set the user as admin to view the project. Then click “Save” and “Close”.



Assign Users to Project (Project Testing 123)

Close Save Select Group

Eco Sky Development

No filter applied Find by: Name Search Refresh

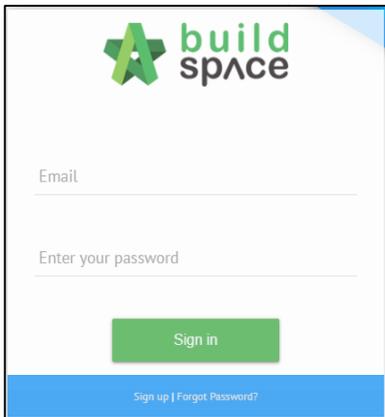
<input type="checkbox"/>	No	Name	Email	Admin
<input type="checkbox"/>	1	Chien Zen	chienzen@pck.com.my	NO
<input checked="" type="checkbox"/>	2	Chris Volcano	sky@buildspace.my	YES
<input checked="" type="checkbox"/>	3	General Manager - Sky3	sky3@buildspace.my	YES
<input checked="" type="checkbox"/>	4	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	YES
<input type="checkbox"/>	5	Sky Buildspace	skybuildspace@gmail.com	NO
<input checked="" type="checkbox"/>	6	Staff 1	sky1@buildspace.my	YES
<input checked="" type="checkbox"/>	7	Staff 2	sky2@buildspace.my	YES
<input type="checkbox"/>	8			

- 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



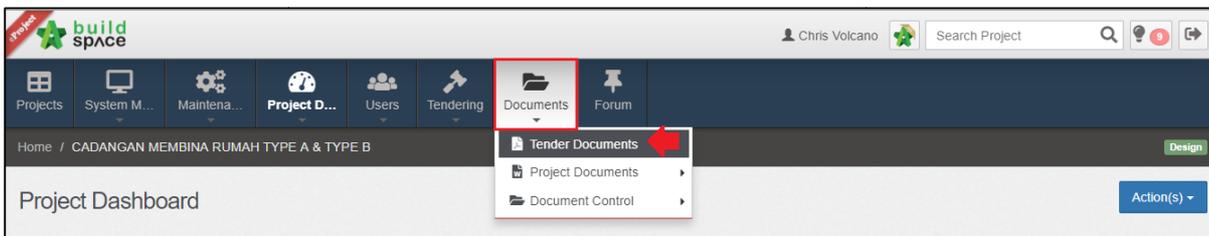
The login form features the BuildSpace logo at the top. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom, there are links for "Sign up" and "Forgot Password?".

2. Click “Project Title” or “Open Project”

No.	Contract Number	Name	Status
1	GDSB/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Design

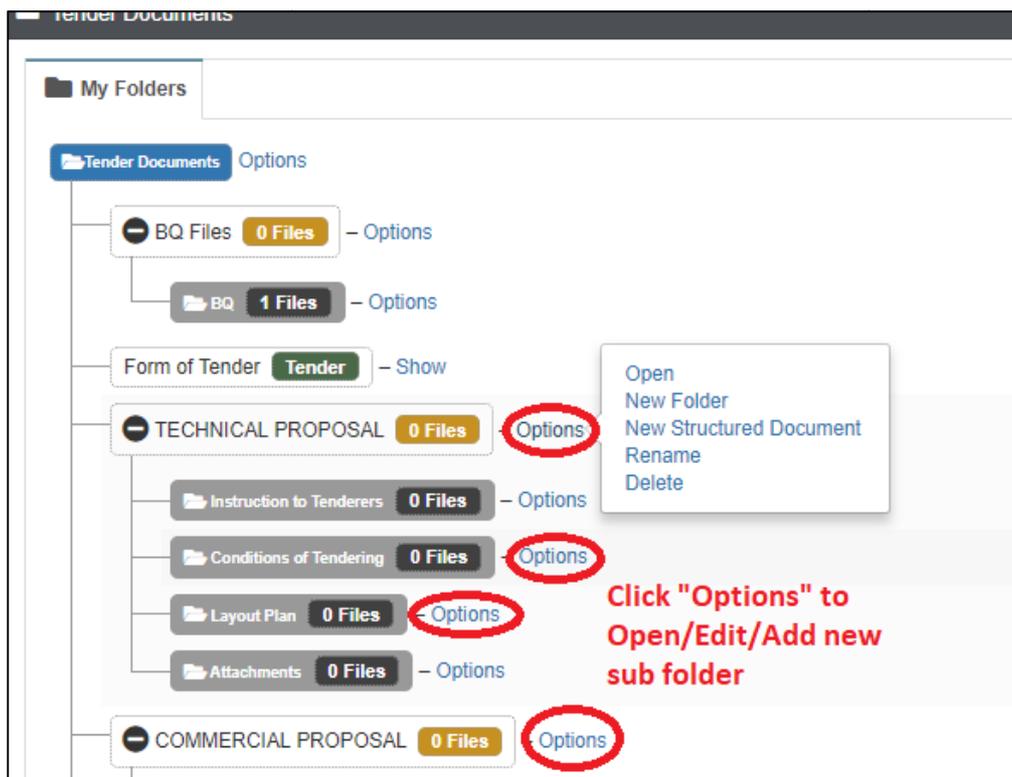
Additional details for the project: 19-Feb-2019, Malaysia, Putrajaya, Standard. Buttons for "Open Project" and "Sub Packages [0]" are visible next to the project name.

3. Click “Documents” and then click “Tender Documents” menu.

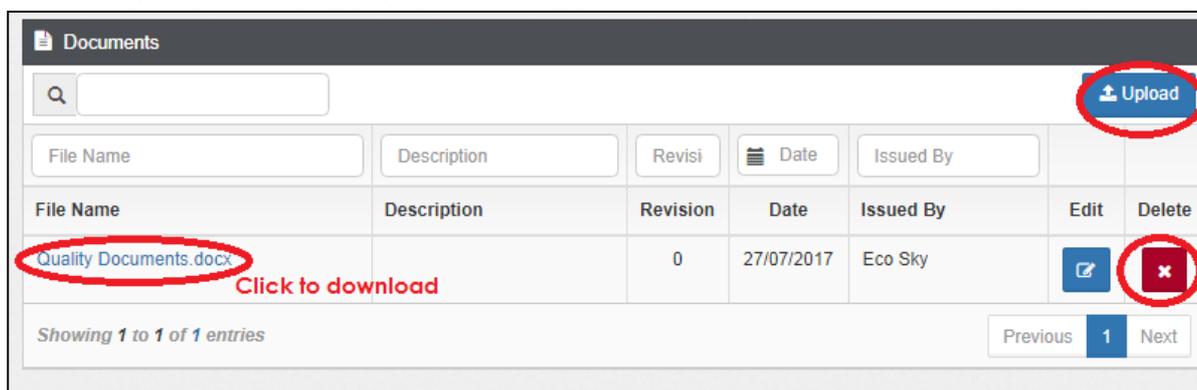


The screenshot shows the project dashboard for "CADANGAN MEMBINA RUMAH TYPE A & TYPE B". The "Documents" menu is highlighted, and its sub-menu is open, showing "Tender Documents" as the selected option. Other menu items include Projects, System M..., Maintena..., Project D..., Users, Tendering, and Forum. The user "Chris Volcano" is logged in, and there is a search bar for projects.

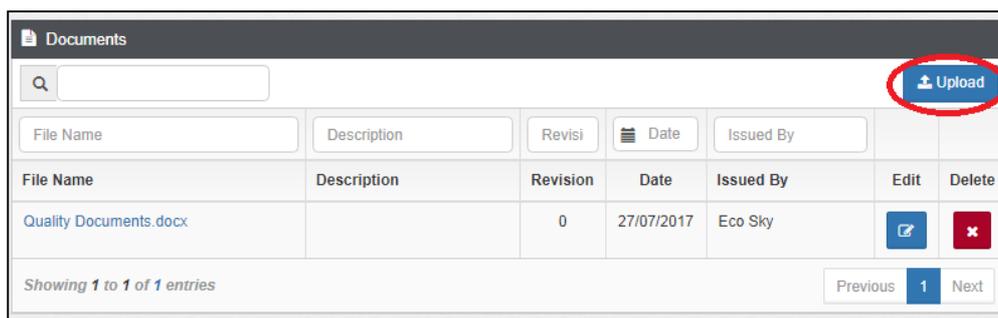
4. You can see default folders “BQ Files” & “Form of Tender”. It is **auto generated**. Click at “**Options**” to “Open” or create a new folder or sub folder.



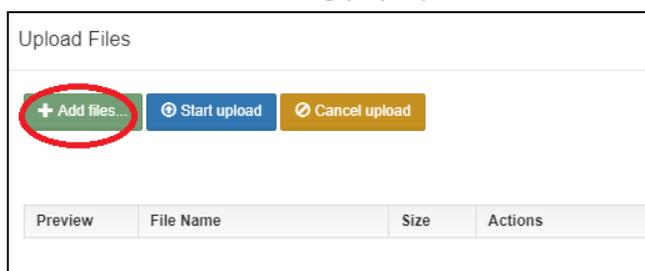
5. When you click “**Open**”, you will see the following screen and the file which you can download. To download, just click at “**File Name**” and save to your desire location or click at “**Upload**” button to upload a new file. You also can “**Delete**” the file.



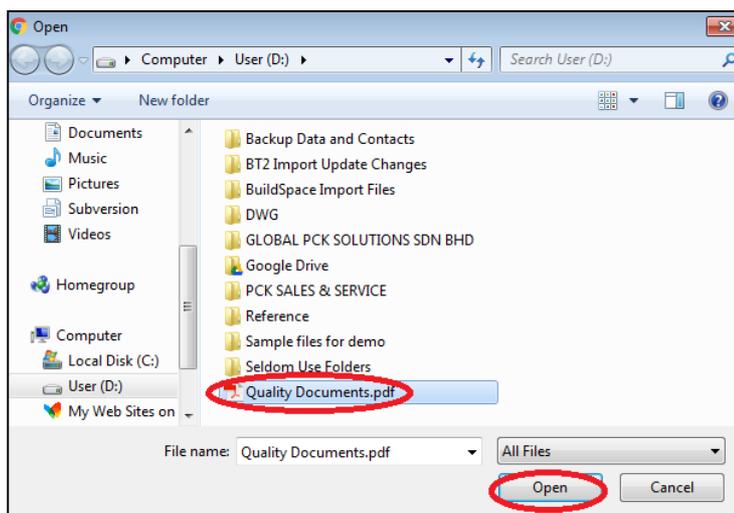
6. Click at **“Upload”** button to upload tender document.



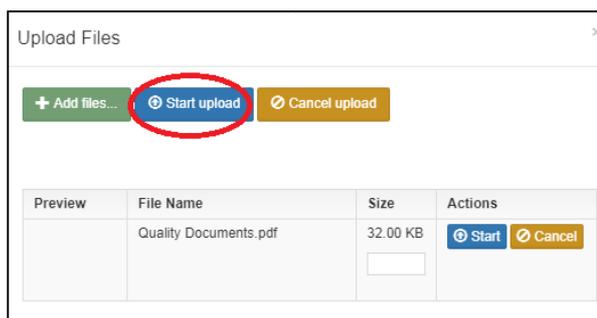
7. You will see the following pop up and click **“Add Files.”**



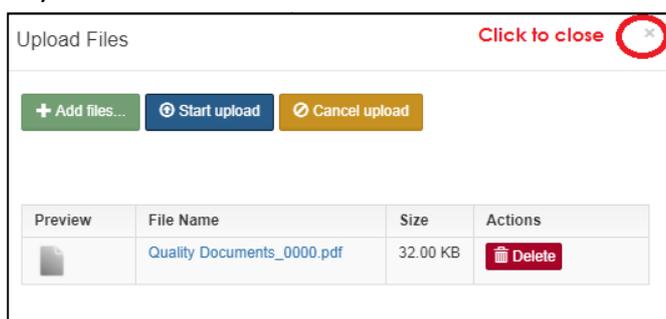
8. Then browse to select the file and click **“Open”**. You can select multiple files.



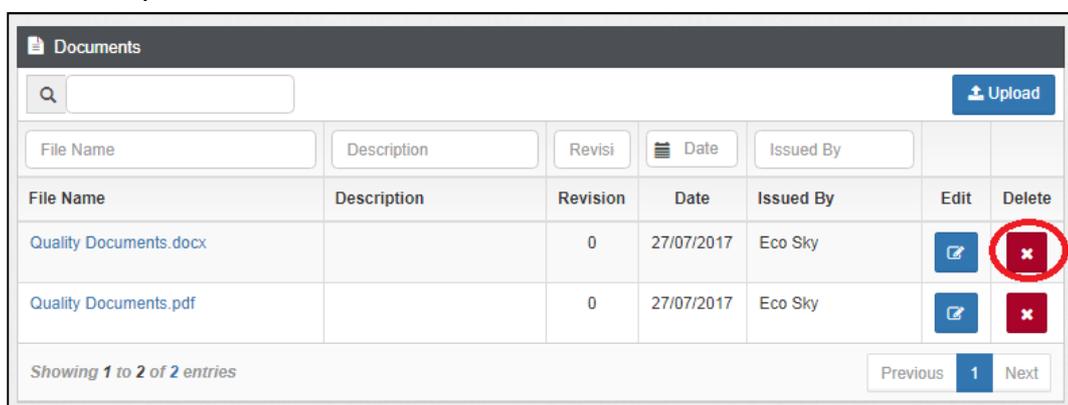
9. Click “Start Upload” button.



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.



11. After that you can “Delete” other file.

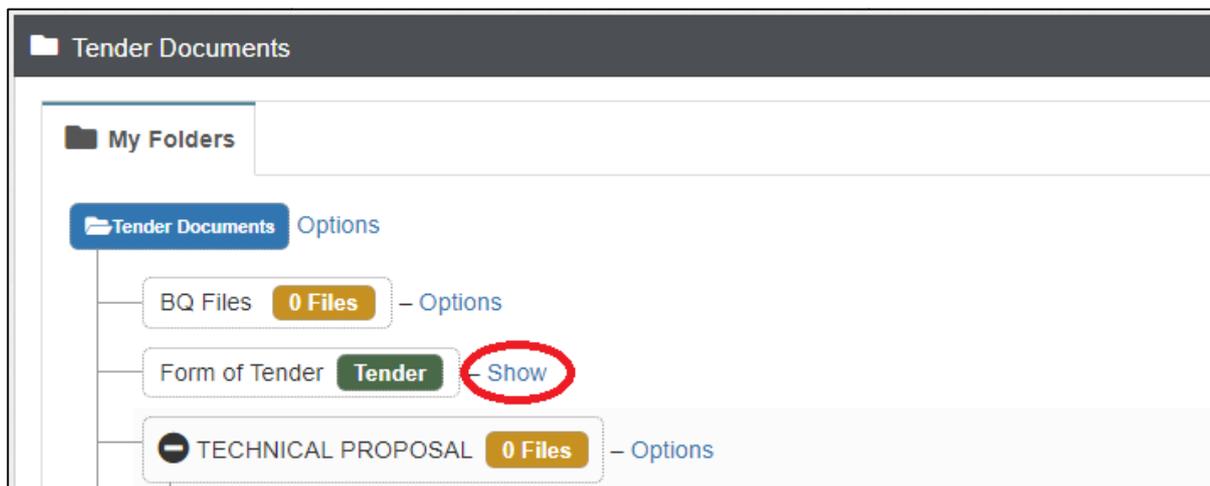


Note: You are advisable to upload PDF file into tender document.

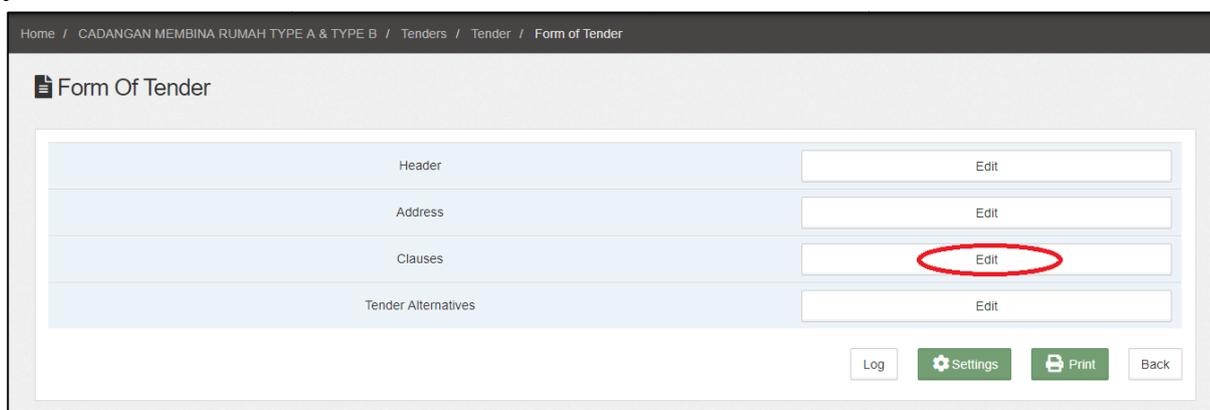
How to edit “Form of Tender” at a project

Note: When the project status is in Calling Tender stage, the “Form of Tender” will not be able to edit again.

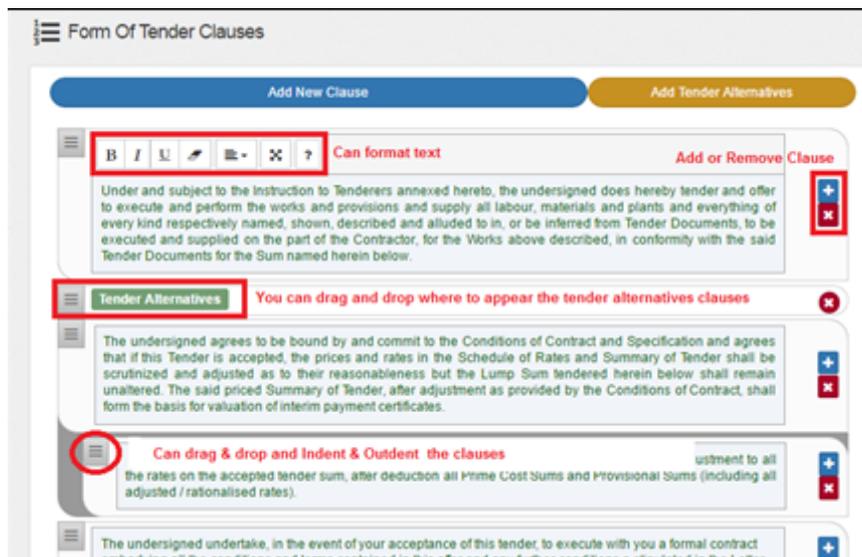
1. Login to eTender system, open a project and click “Documents” and then click “Tender Document”. Then click at “Show” beside the “Form of Tender”.



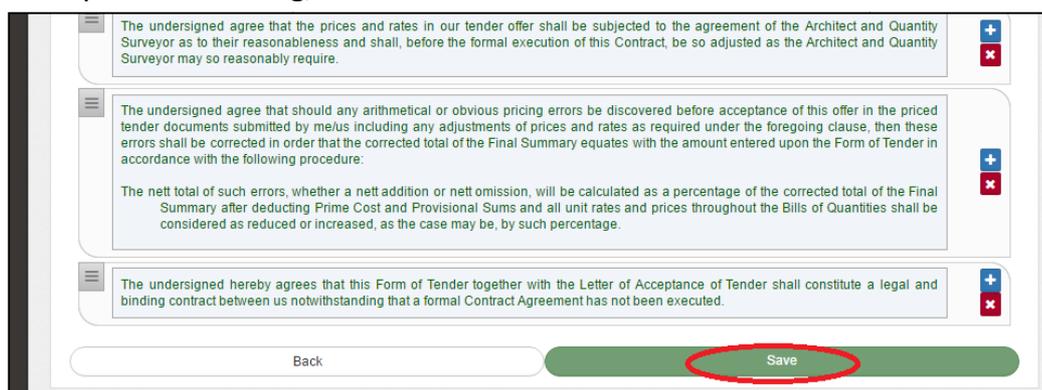
2. Click at “Edit” to edit form of tender. For example, if you want to edit the clauses, just click “Edit” beside the “Clauses” menu.



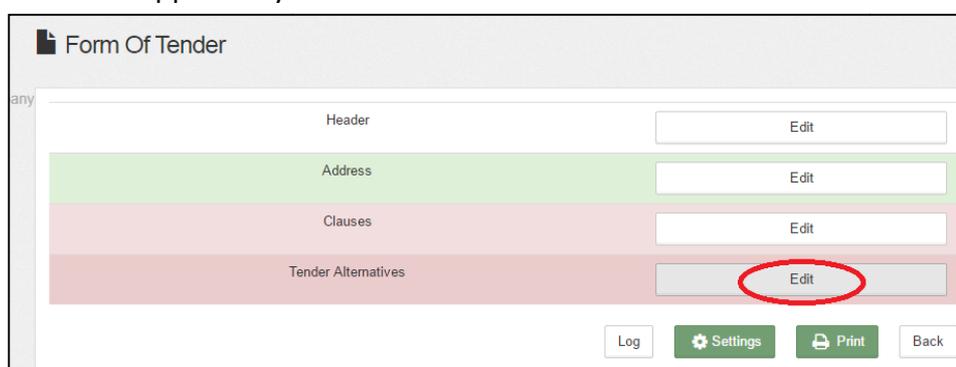
- You can **move/edit/indent/outdent/add/delete** clauses easily. You can choose where to appear the **“Tender Alternatives”** clauses which you can select the list of options of tender alternatives clauses at **“Tender Alternatives”** section.



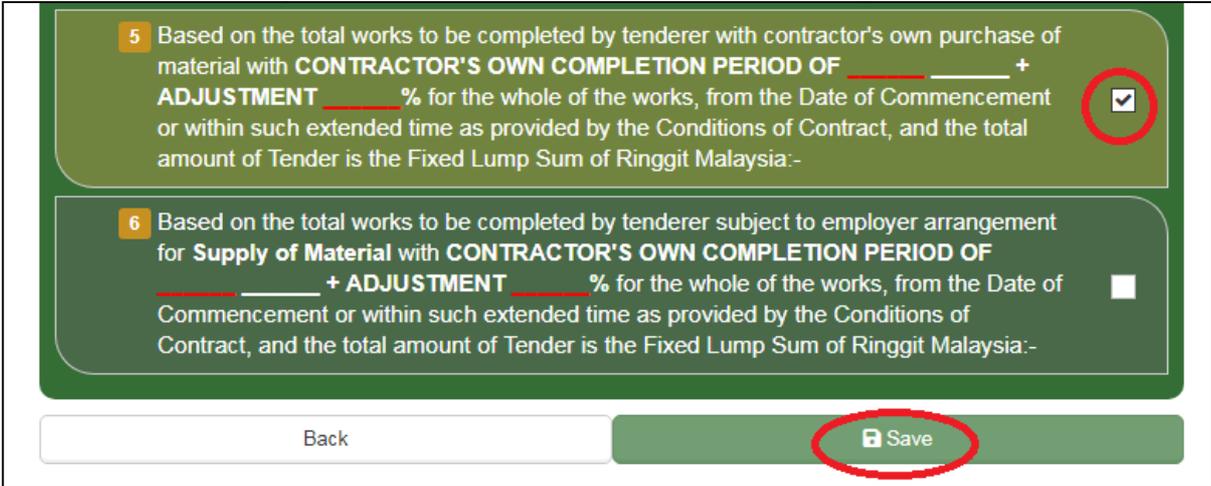
- Once you finish editing, click **“Save”**.



- Click **“Edit”** at **“Tender Alternatives”** section to select which types of alternative you want it to appear at your form of tender.



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.



The screenshot shows a green-themed interface for selecting tender alternatives. It contains two main sections, each with a numbered heading and a checkbox:

- 5** Based on the total works to be completed by tenderer with contractor's own purchase of material with **CONTRACTOR'S OWN COMPLETION PERIOD OF** _____ + **ADJUSTMENT** _____ % for the whole of the works, from the Date of Commencement or within such extended time as provided by the Conditions of Contract, and the total amount of Tender is the Fixed Lump Sum of Ringgit Malaysia:-
- 6** Based on the total works to be completed by tenderer subject to employer arrangement for **Supply of Material** with **CONTRACTOR'S OWN COMPLETION PERIOD OF** _____ + **ADJUSTMENT** _____ % for the whole of the works, from the Date of Commencement or within such extended time as provided by the Conditions of Contract, and the total amount of Tender is the Fixed Lump Sum of Ringgit Malaysia:-

At the bottom, there are two buttons: a white "Back" button and a green "Save" button with a lock icon, which is circled in red.

7. Then you can print preview by click at “Print” button.



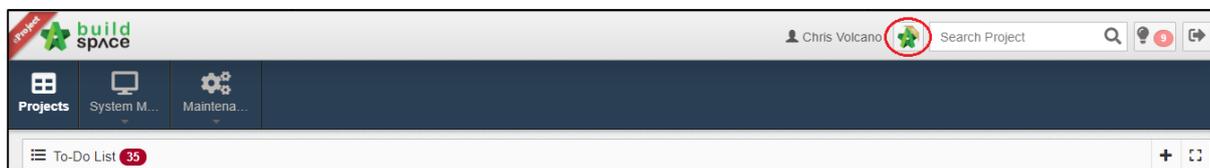
The screenshot shows a main menu interface with four rows, each representing a different section and having an "Edit" button:

- Header (yellow background) - Edit
- Address (white background) - Edit
- Clauses (light blue background) - Edit
- Tender Alternatives (light red background) - Edit

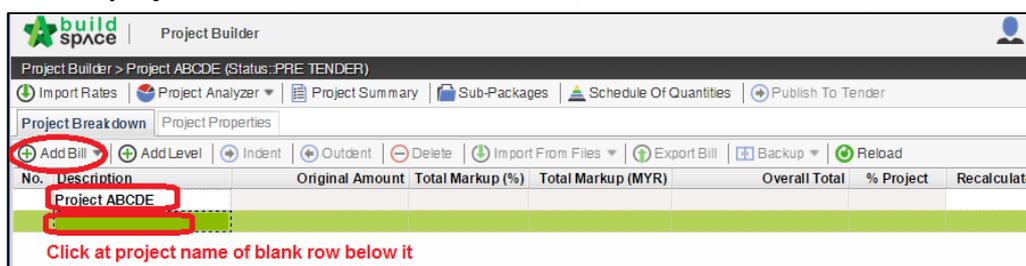
At the bottom, there are five buttons: "Log", "Settings" (with a gear icon), "Print" (with a printer icon and circled in red), and "Back".

How to access to BQ system & Add Bills

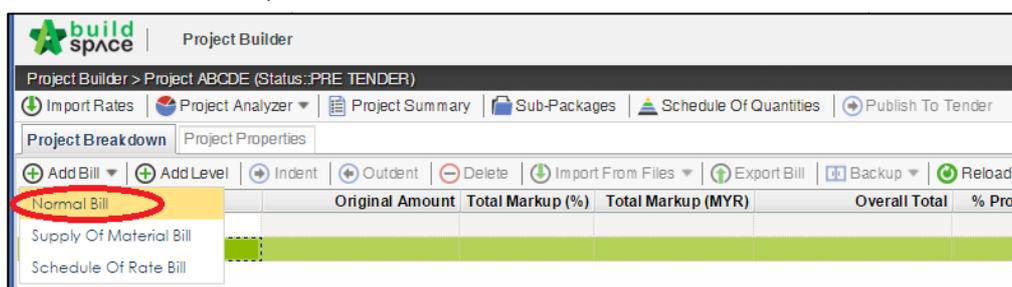
1. **Open a project.** Click on “BuildSpace Pro” logo and your browser will create another tab to open BQ system.



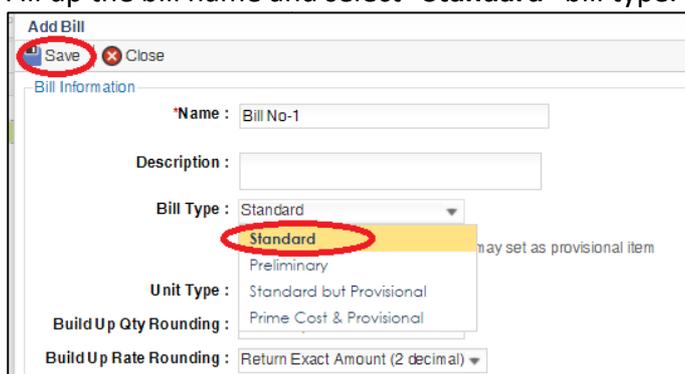
2. **Click at project name or blank row below it, and then click at “Add Bill”.**



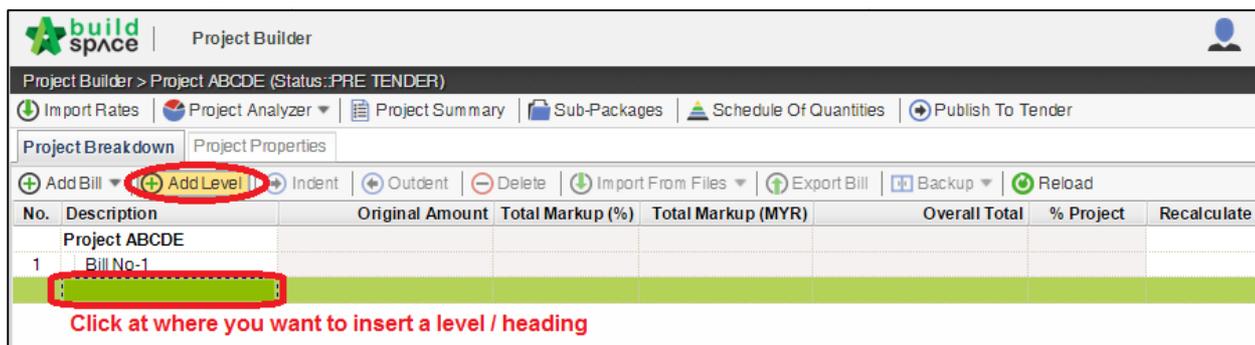
3. **Select “Normal Bill”;**



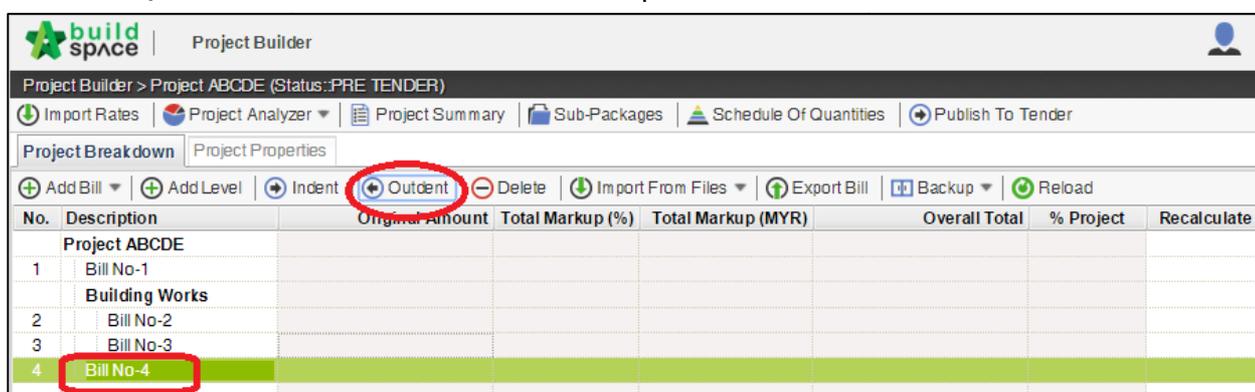
4. **Fill up the bill name and select “Standard” bill type.**



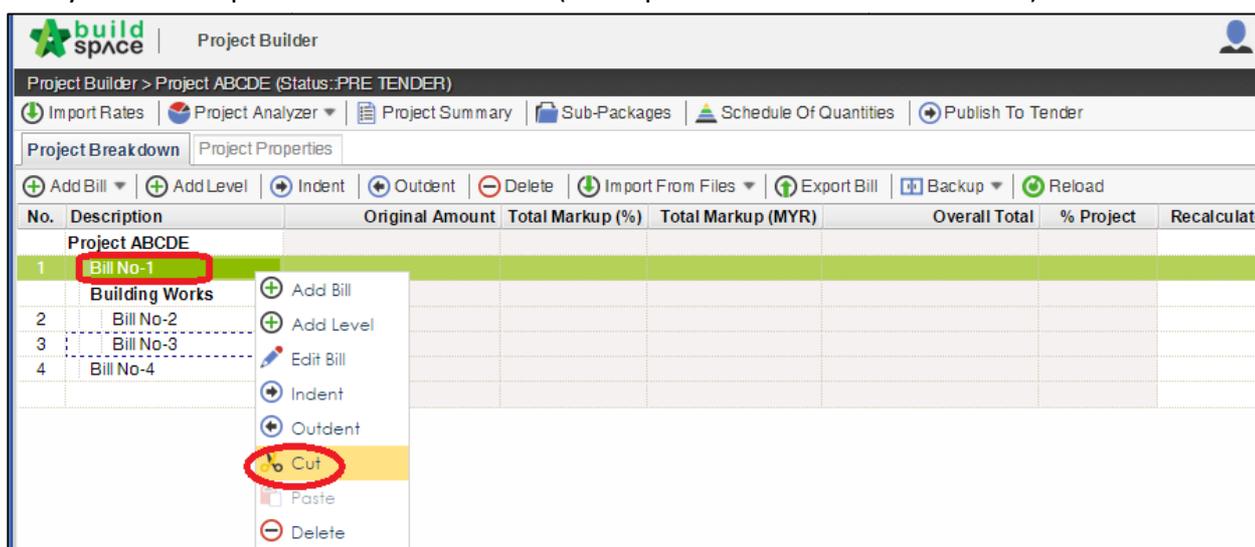
- Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click **“Add Level”**.



- Can indent/outdent bill under the **“Level”** description.

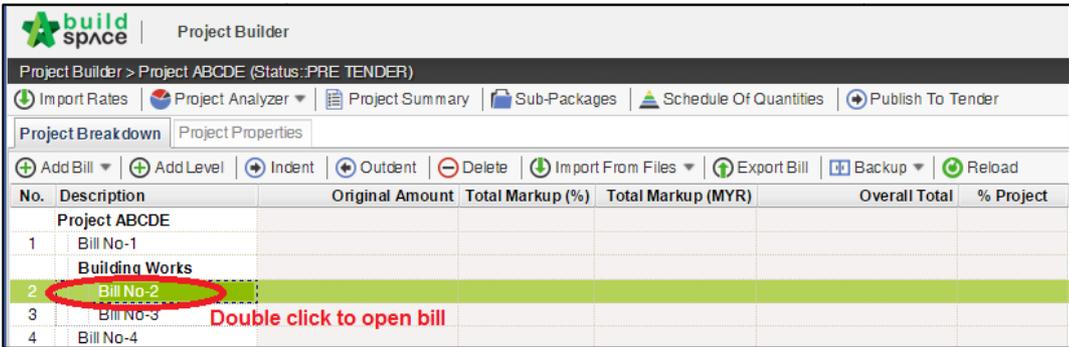


- Can **cut & paste** bill. Right click at a bill and select **“Cut”**. Then right click at the row that you want to paste and select **“Paste”** (it will paste above the selected row).



How to open a bill, key in elements & items

1. Double click at a bill.



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

2. Press “Enter” to key in element name and press “Enter” to save. Click at “Project Breakdown” to open other bills. Double click at element name to go to item level.

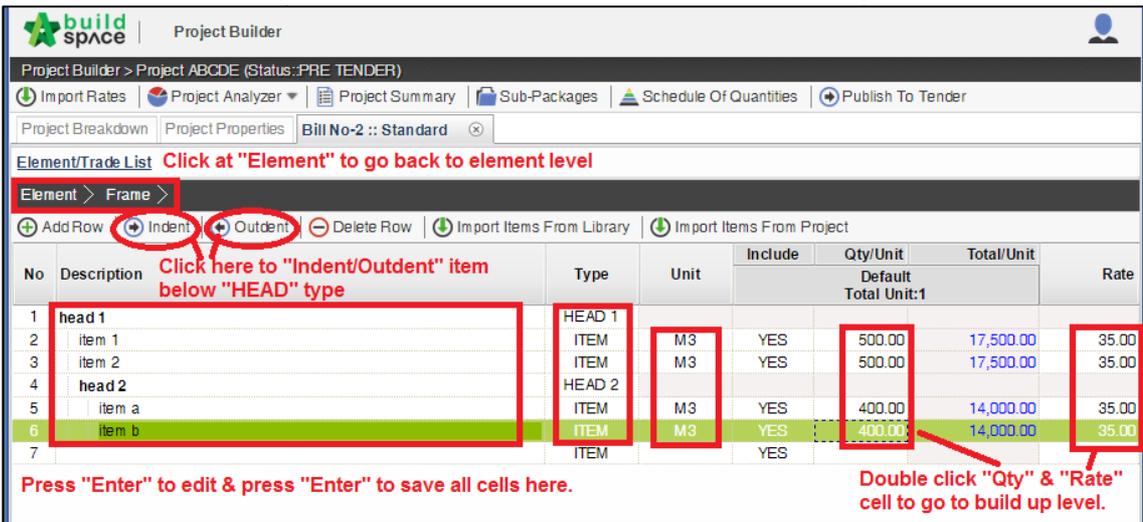
Note: You can use your keyboard's arrow key to move to other cell like Excel.



No	Description	% Job	Cost/m2	Total/Unit
1	Frame			
2	Upper Floor			

3. At item level, press “Enter” at all cells to edit and press “Enter” again to save.

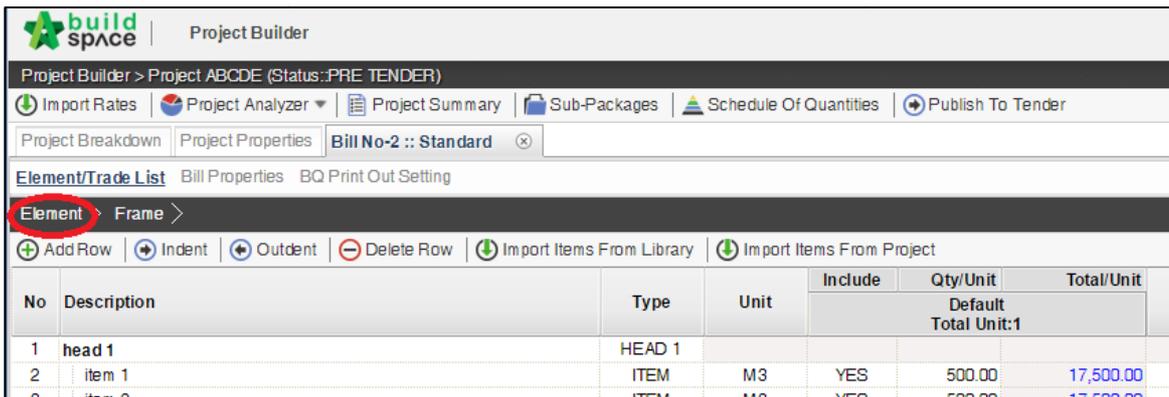
Note: You can use your keyboard's arrow key to move to other cell like Excel.



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

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

- Click at “Element” to go back to element level to print BQ.



Project Builder > Project ABCDE (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

Project Breakdown | Project Properties | Bill No-2 :: Standard

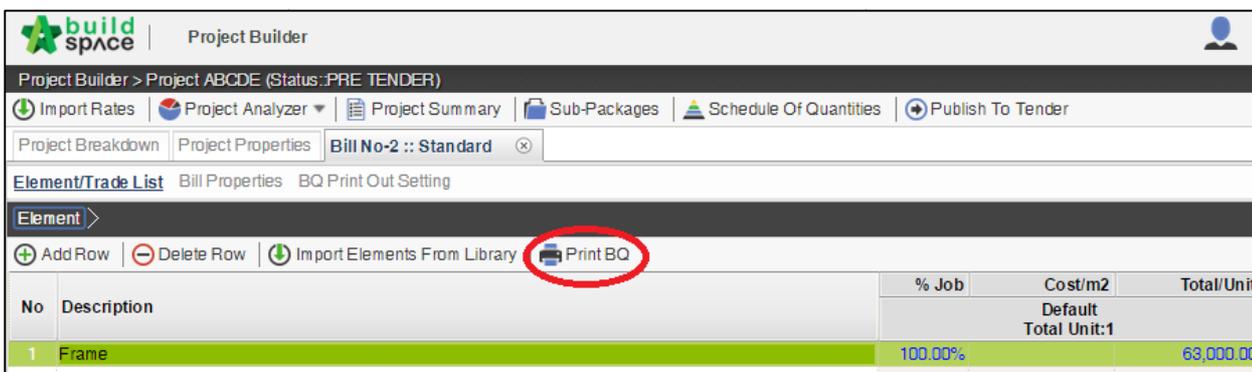
Element/Trade List | Bill Properties | BQ Print Out Setting

Element > Frame >

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

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit
1	head 1	HEAD 1				
2	item 1	ITEM	M3	YES	500.00	17,500.00
3	item 2	ITEM	M3	YES	500.00	17,500.00

- Click at “Print BQ”.



Project Builder > Project ABCDE (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

Project Breakdown | Project Properties | Bill No-2 :: Standard

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

Element >

Add Row | Delete Row | Import Elements From Library | **Print BQ**

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

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



Print BQ

Print All | Close

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

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

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.

	A	B	C	D	E	F	G
4							
5			Delete these rows, no need these headings	Unit	Quantity	Rate	RM
6							
7							
8			Bill No. 3.1				
9			WORK BELOW GROUND FLOOR LEVEL				
10							
11			Excavate oversite, commencing from platform level				
12							
13							
14		A.	Not exceeding 250mm, to reduce level.	m ³	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

	A	B	C	D	E	F	G
1			WORK BELOW GROUND FLOOR LEVEL				
2							
3			Excavate oversite, commencing from platform level				
4							
5							
6		A.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50
7							
8			Excavate, commencing from reduce level.				
9							
10		B.	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188	8.50	1,598.00
11							
12							
13		C.	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554	10.50	5,817.00
14							
15							
16		D.	Maximum depth not exceeding 1.00m deep, for ground beams	m ³	469	8.50	3,986.50
17							
18							
19		E.	Maximum depth not exceeding 1.00m deep, for trenches.	m ³	33	8.50	280.50
20							

- c) Delete **page total** and description with “Cont’d” (because BuildSpace auto generate).

	A	B	C	D	E	F	G
2	43	L.	Excavated materials	m ³	936	3.00	2,808.00
3	44						
4	45		Hardcore, consolidated and blinded to receive				
5	46		concrete				
6	47						
7	48	M.	150mm (consolidated thickness), under floor.	m ³	532	9.50	5,054.00
8	49						
9	50						
10	51				To Collection		33,560.00
11	52		PERPUSTAKAAN				
12	53		08/1409 - UiTM ARAU, PERLIS				
13	54			3.1/1			
14	55						
15	56		Work Below Ground Floor Level (Cont'd)				
16	57						
17	58		Damp proof membrane, well lapped in the joints				
18	59		and sealed with approved pressure sensitive tape,				
19	60		turned up against wall for at least the full thickness				
20	61		of floor (measured nett : allow for laps and turn				
21	62		up)				

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

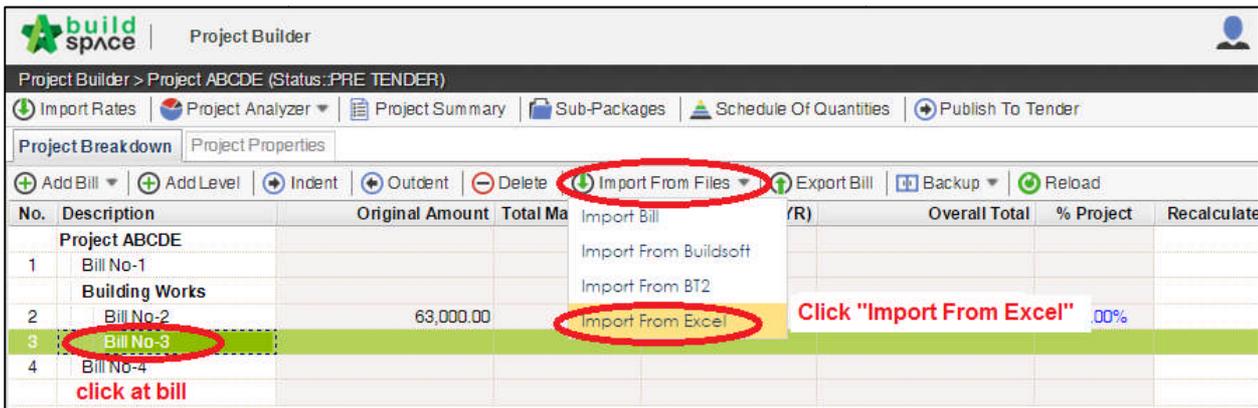
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill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

- 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".

	A	B	C	D	E	F	G
1.40		M.	Reference No. B6 (weight 3.73kg per sq. m), in floors	m ²	314	17.68	5,551.52
1.43		N.	Reference No. A8 (weight 3.95kg per sq. m), in trench bases.	m ²	38	18.80	714.40
1.46		P.	Reference No. B7 (weight 4.53kg per sq. m), in trench wall	m ²	75	21.50	1,612.50

Make sure all sheets' description, unit, qty & rate are located at same column. For example, if description at this sheet is column "C", then make sure other sheet's description column also located at column "C".

- 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".



The screenshot shows the BuildSpace Project Builder interface. The 'Import From Files' dropdown menu is open, and 'Import From Excel' is selected. The table below shows the project breakdown with 'Bill No-3' highlighted.

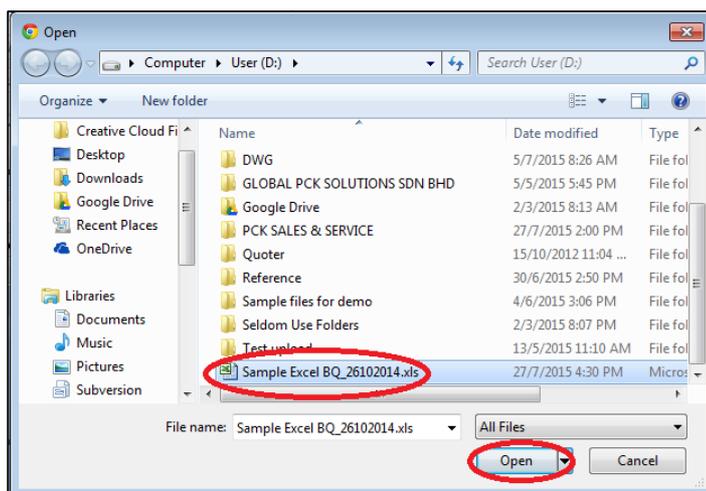
No.	Description	Original Amount	Total Ma	Import Bill	(R)	Overall Total	% Project	Recalculate
Project ABCDE (Status: PRE TENDER)								
1	Bill No-1							
Building Works								
2	Bill No-2	63,000.00						
3	Bill No-3							
4	Bill No-4							

- Click at "Select File".

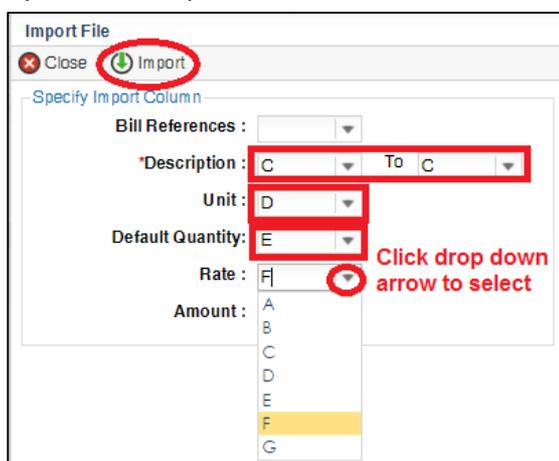


The screenshot shows the 'Import From Excel' dialog box. The 'Select File' button is highlighted with a red circle.

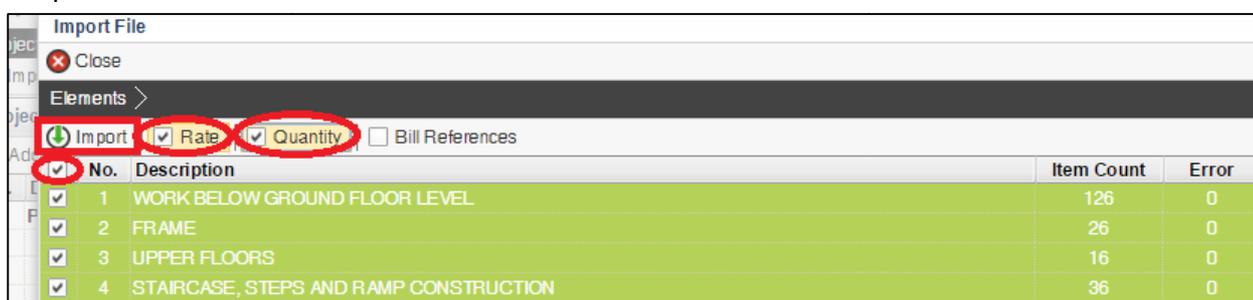
6. Select excel file and click at “Open”.



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”.



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”.



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

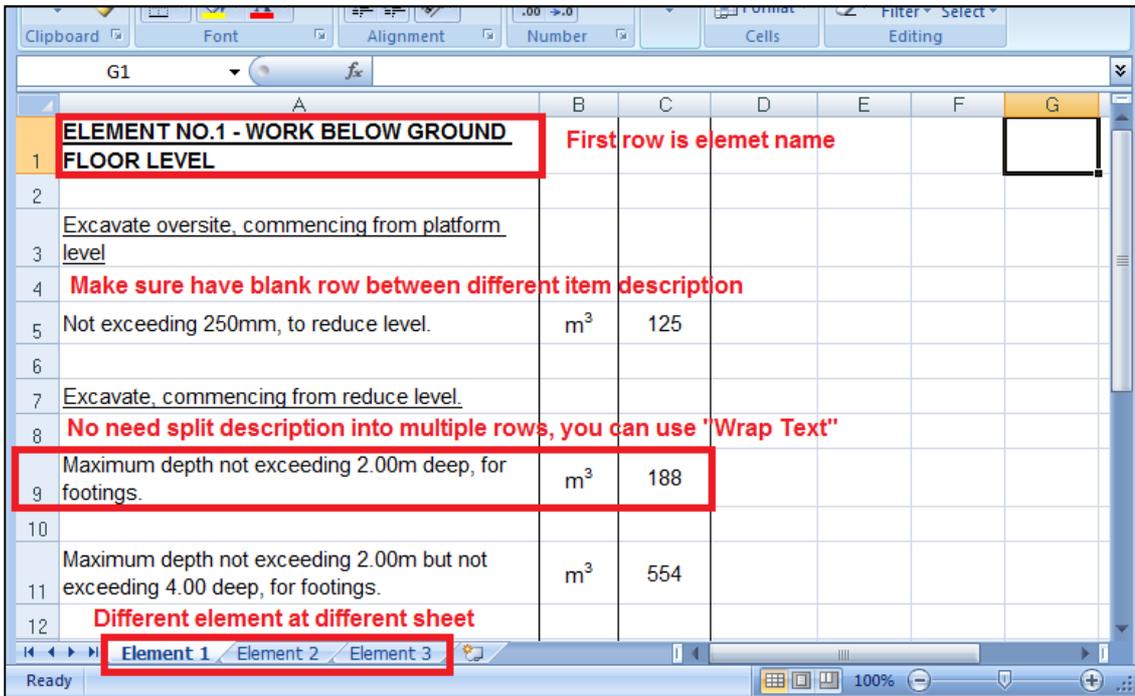
Note: If you want to import from multi columns Excel BQ, please refer to <http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf>

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
 - c) Collection page
 - d) Summary page

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

Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

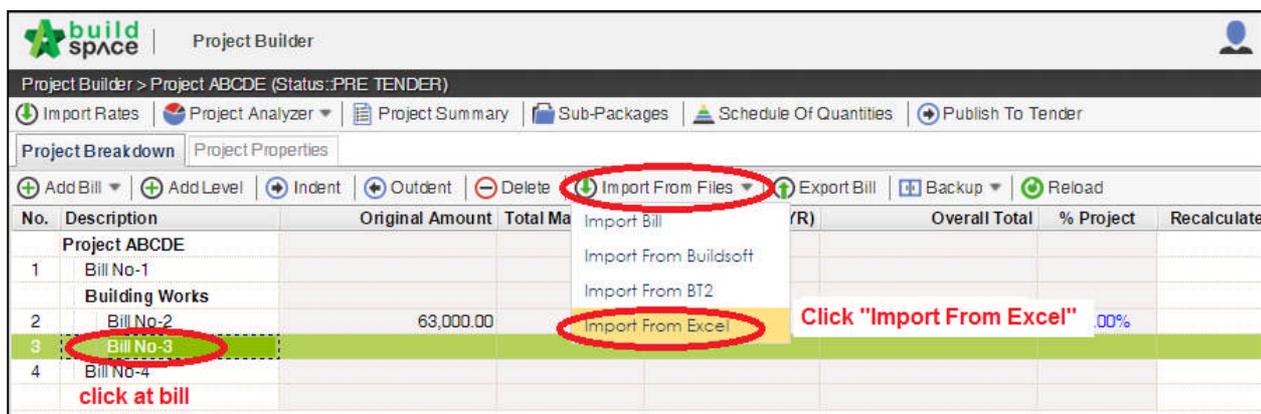
You can prepare in multiple sheets and when it imported will become multiple elements in BuildSpace.



	A	B	C	D	E	F	G
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL						
2							
3	Excavate oversite, commencing from platform level						
4	Make sure have blank row between different item description						
5	Not exceeding 250mm, to reduce level.	m ³	125				
6							
7	Excavate, commencing from reduce level.						
8	No need split description into multiple rows, you can use "Wrap Text"						
9	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188				
10							
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554				
12	Different element at different sheet						

Note: 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.

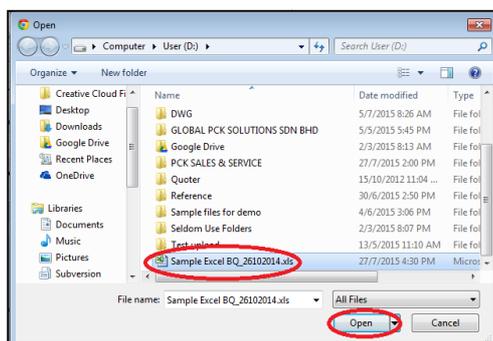
- Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at **“Import From Files”** icon and select **“Import From Excel”**.



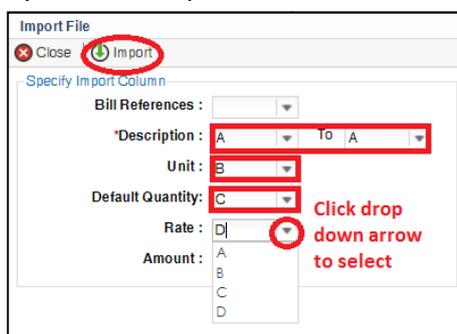
- Click at **“Select File”**.



- Select excel file and click at **“Open”**.



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



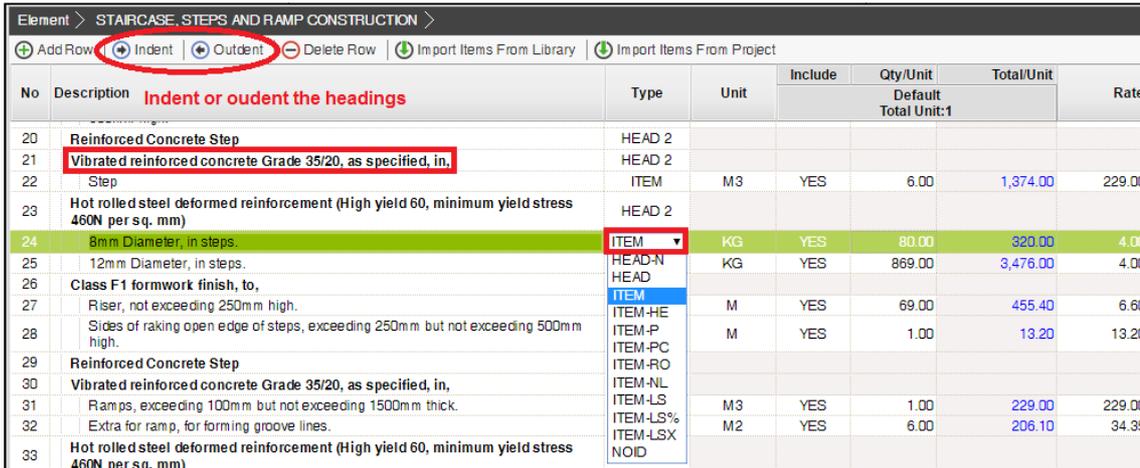
6. Then you can tick which element (**these elements are coming from Excel sheets**) you want to import or tick all and select “Rate” and/or “Quantity” if you want to import with Rate or Quantity. After that click at “Import”.



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

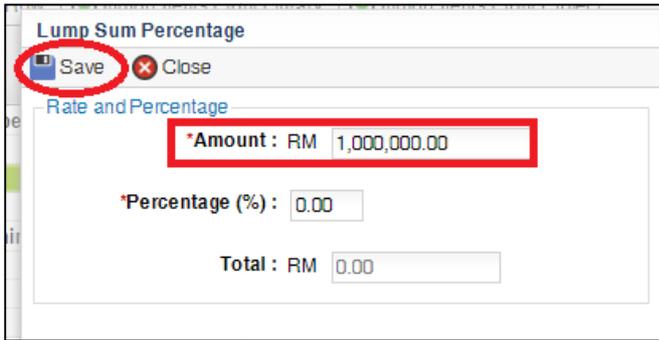
7. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press “Enter” at “Type” cell, then click at **drop down arrow** to select the type and press “Enter” again to save. Besides, you also need to double check the “heading” by **Indent** or **Outdent**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

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

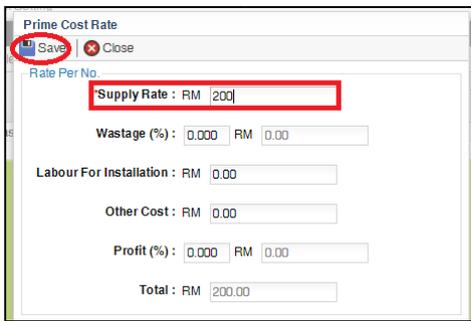


No	Description	Type	Unit	Include	Qty/Unit	Total Unit	Rate
20	Reinforced Concrete Step	HEAD 2					
21	Vibrate reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
22	Step	ITEM	M3	YES	6.00	1,374.00	229.00
23	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2					
24	8mm Diameter, in steps.	ITEM	KG	YES	80.00	320.00	4.00
25	12mm Diameter, in steps.	HEAD-N	KG	YES	869.00	3,476.00	4.00
26	Class F1 formwork finish, to,	HEAD					
27	Riser, not exceeding 250mm high.	ITEM	M	YES	69.00	455.40	6.60
28	Sides of raking open edge of steps, exceeding 250mm but not exceeding 500mm high.	ITEM-HE	M	YES	1.00	13.20	13.20
29	Reinforced Concrete Step	ITEM-P					
30	Vibrate reinforced concrete Grade 35/20, as specified, in,	ITEM-PC					
31	Ramps, exceeding 100mm but not exceeding 1500mm thick.	ITEM-RO					
32	Extra for ramp, for forming groove lines.	ITEM-NL					
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	ITEM-LS	M3	YES	1.00	229.00	229.00
		ITEM-LS%	M2	YES	6.00	206.10	34.35
		ITEM-LSX					
		NOID					

8. The following shows the common item types that you need to change if you have;
- Rate Only item** – change item type to “**ITEM-RO**”
 - Note** – change item type to “**NOID**” (**double click at description cell to type/edit description**)
 - Lump Sum item** – change item type to “**ITEM-LS**” (unless you already put qty as “1”)
 - Provisional SUM or PC SUM item** – change item type to “**ITEM-LSX**” (**Not allow tenderer to price**)
 - Profit & Attendance item** – change item type to “**ITEM-LS%**”, then **double click** at “**Rate**” cell to key in your amount and click “**Save**”. (**Allow tenderer to fill up % only**)



- f) **Prime Cost Rate item** – change item type to **“ITEM-PC”**, then **double click** at **“Rate”** cell to key in your **supply rate** and click **“Save”**. (*Allow tenderer to fill up the rest except “Supply Rate”*)



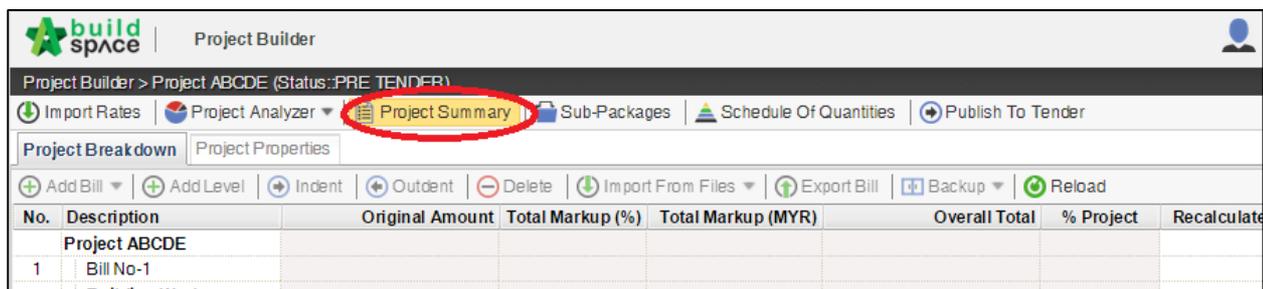
- g) **Allow for any other item** to be keyed in by the tenderer – change item type to **“ITEM-NL”**
- h) **For other item types, please visit**
<http://forum.buildspace.my/viewtopic.php?f=17&t=32>
- i) **Other tutorials** <http://forum.buildspace.my/viewforum.php?f=17>

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

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

How to print project/tender summary

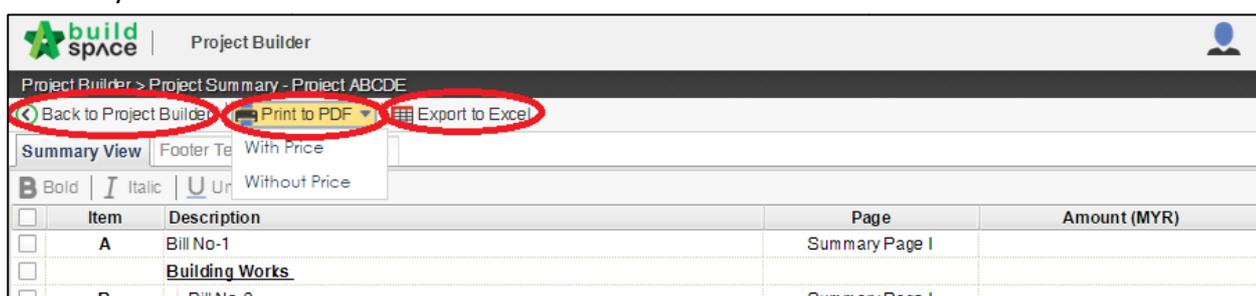
1. Click at “Project Summary”.



2. Can tick at check box to format the font type and **press enter** at the cell at “Item” column to key in numbering or any text like “A, B, C”. Then **press enter** again to finish editing.



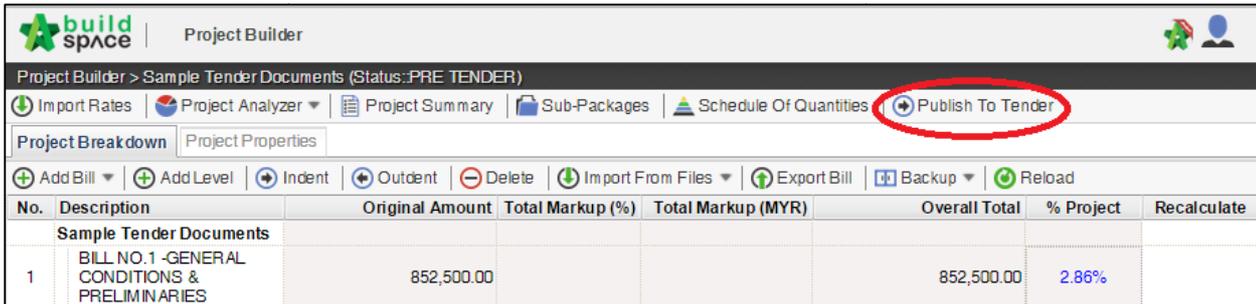
3. Click on “Back to Project Builder” to go back to your project. Click “Print to PDF” to printout your tender summary or click “Export to Excel” to export your tender summary to Microsoft Excel.



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.



Project Builder > Sample Tender Documents (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | **Publish To Tender**

Project Breakdown | Project Properties

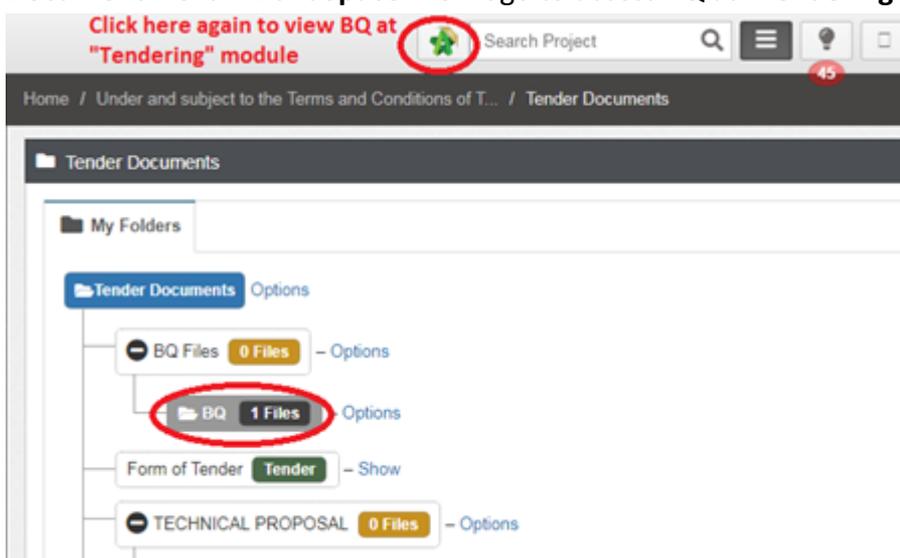
Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Reload

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Sample Tender Documents							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00	2.86%	

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.

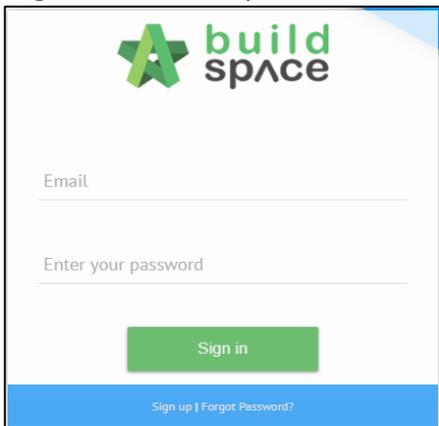


How to prepare “Calling Tender” form

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



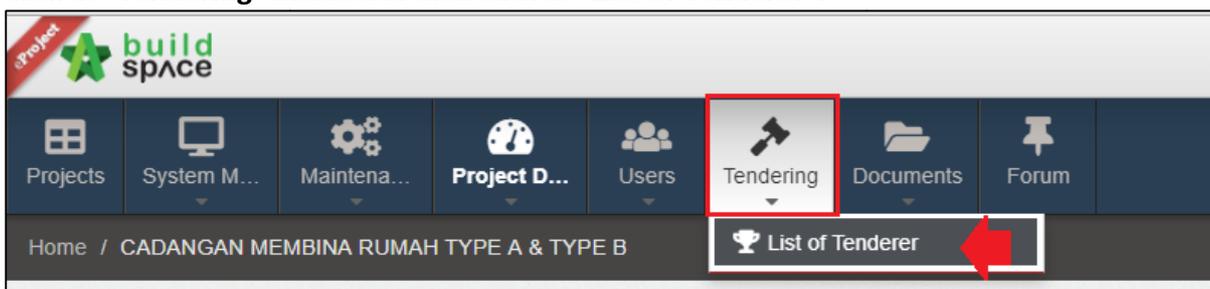
The login form features the Build Space logo at the top left. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is centered below the password field. At the bottom, there is a blue bar with the text "Sign up | Forgot Password?"

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	Design

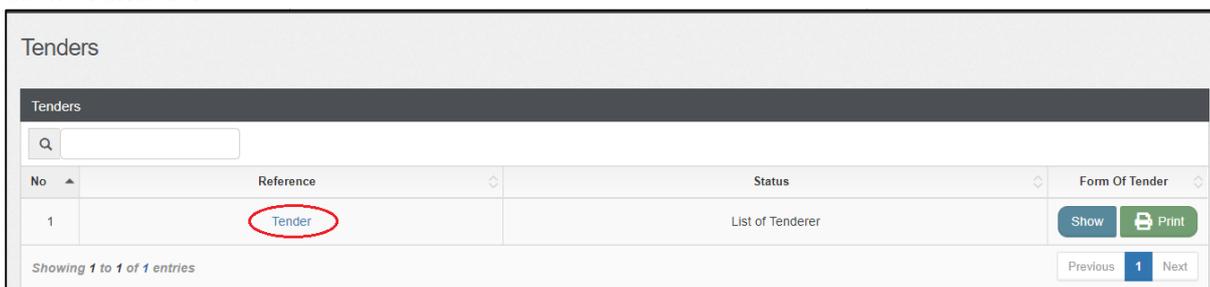
Additional details for the selected project: 19-Feb-2019, Malaysia, Putrajaya, Standard. Buttons for "Open Project" and "Sub Packages [0]" are visible next to the project name.

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



The navigation menu includes icons for Projects, System M..., Maintena..., Project D..., Users, Tendering, Documents, and Forum. The "Tendering" menu is highlighted with a red box. Below it, the breadcrumb "Home / CADANGAN MEMBINA RUMAH TYPE A & TYPE B" is shown, with a "List of Tenderer" link also highlighted by a red box and arrow.

11. Click “Tender”.

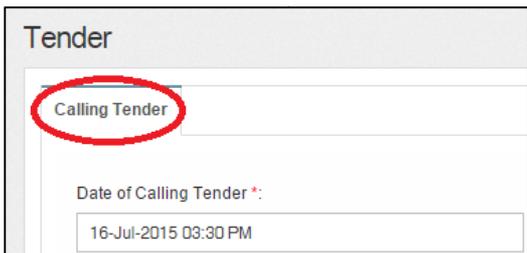


The "Tenders" section shows a search bar and a table with the following data:

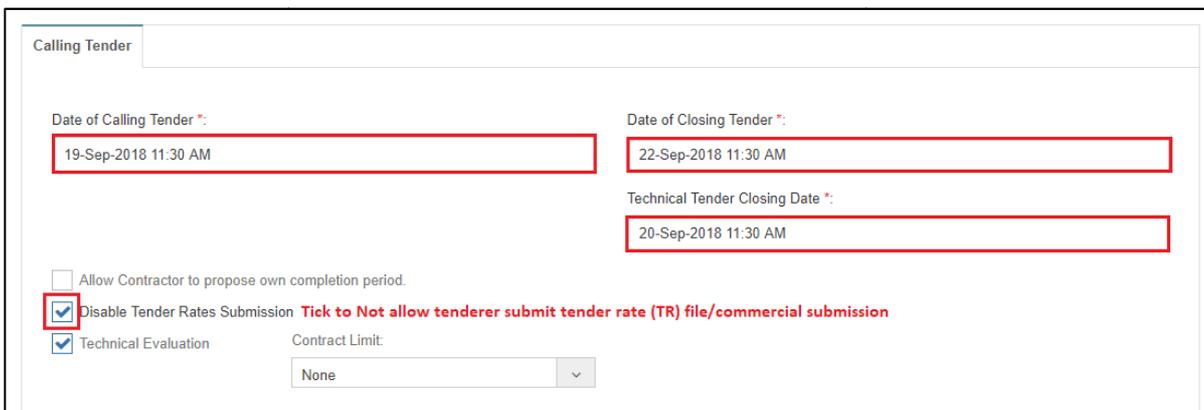
No.	Reference	Status	Form Of Tender
1	Tender	List of Tenderer	Show Print

The word "Tender" in the Reference column is circled in red. The table indicates "Showing 1 to 1 of 1 entries" and includes navigation buttons for Previous, 1, and Next.

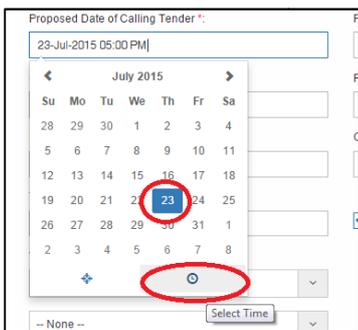
12. Click at **“Calling Tender”** tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).



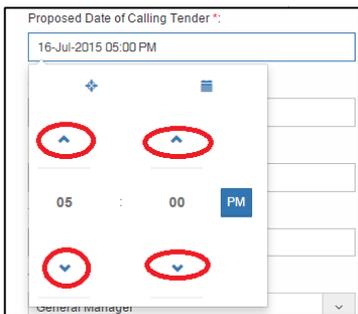
13. Consultant can amend the date and time for **“Calling Tender, Closed Tender & Technical tender closing”** and can **tick disable tender rate submission** (If required) only.



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.

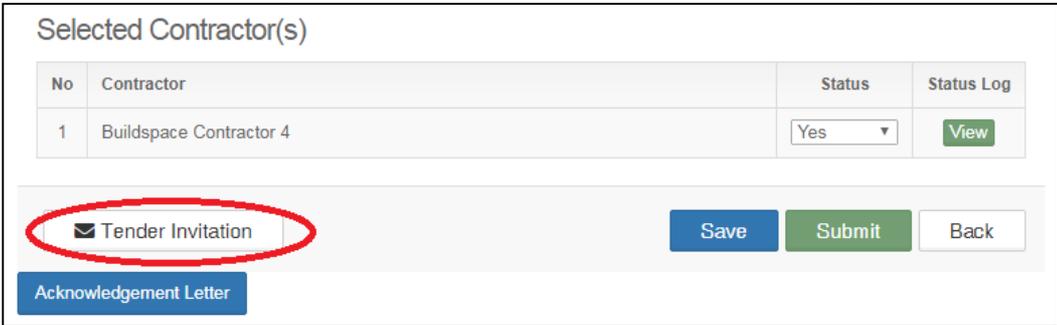


14. Select verifier (If required)

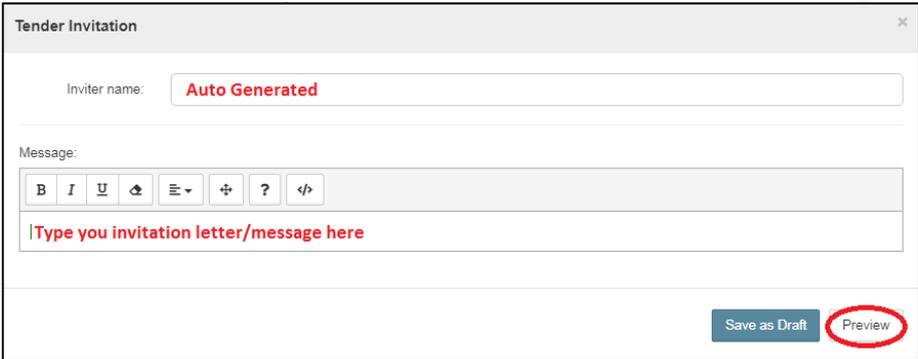
How to prepare Tender Invitation

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

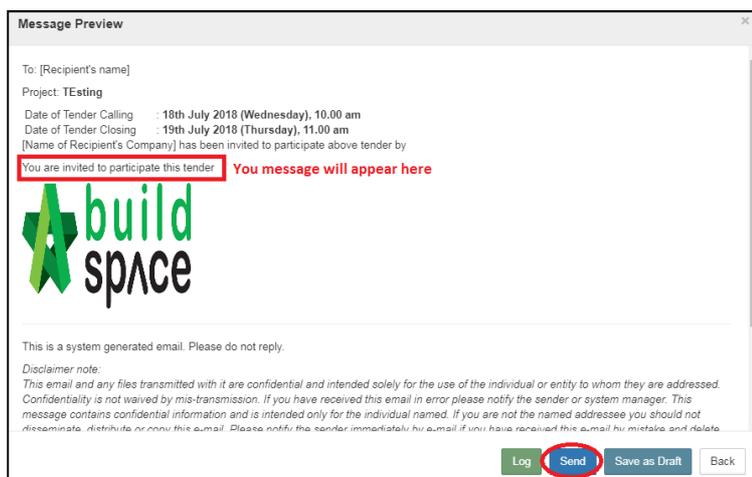
15. You can click “Send Tender Invitation” to send out tender invitation to the tenderers.



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.



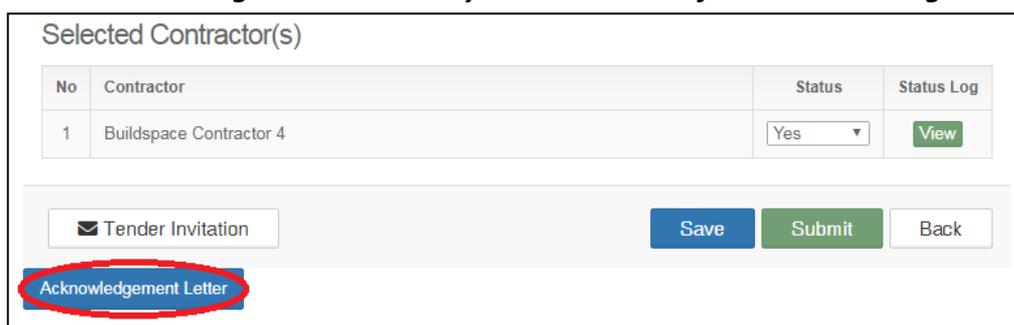
17. You can see the preview of message and click “Send” to send to all individual tenderer.



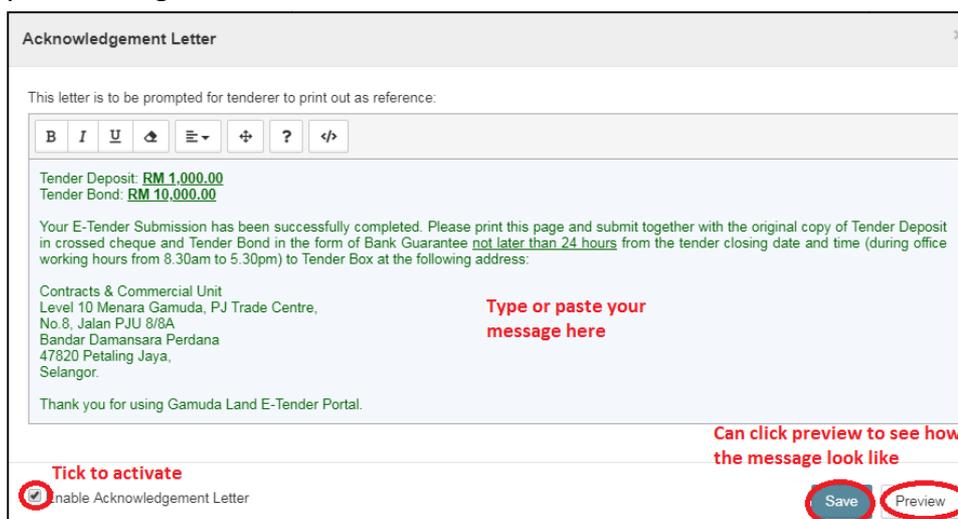
How to prepare Acknowledgment Letter

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.



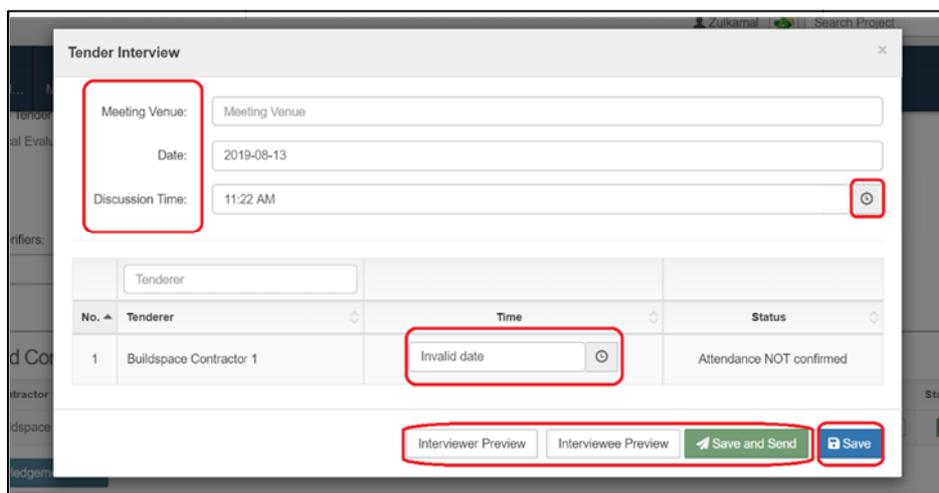
19. Can see the following screen. “Tick” to Enable Acknowledgement Letter. Then type your message and click “Save”.



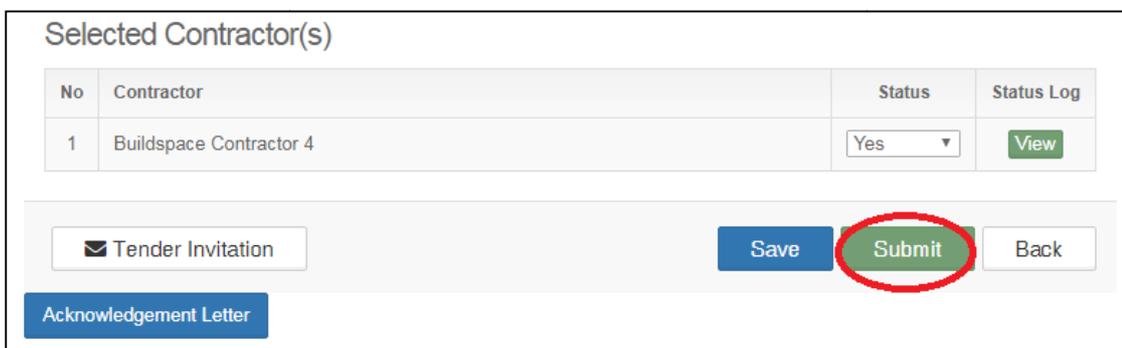
20. To set up a “Tender Clarification Meeting” click on “Tender Interview”



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.



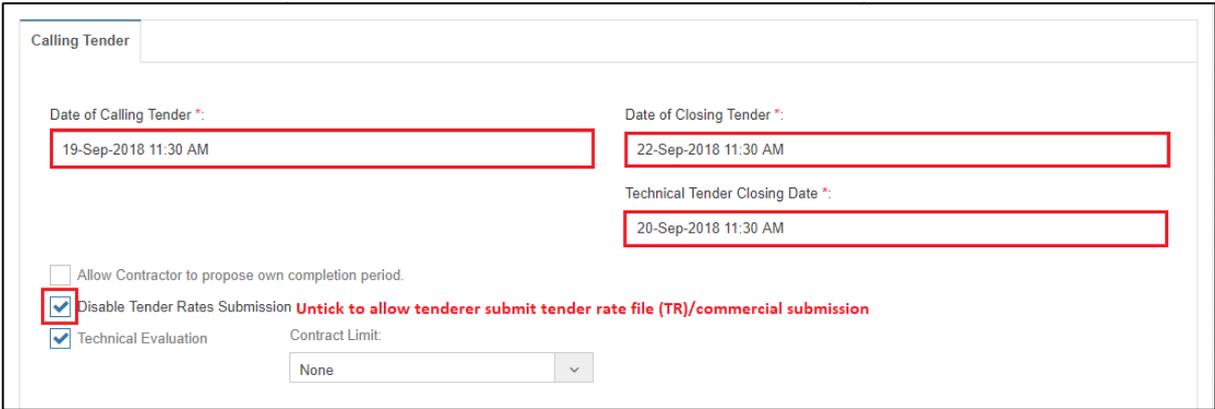
22. You can “Save” the form or “Submit” form for verifier to verify the form.



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).



Calling Tender

Date of Calling Tender *: 19-Sep-2018 11:30 AM

Date of Closing Tender *: 22-Sep-2018 11:30 AM

Technical Tender Closing Date *: 20-Sep-2018 11:30 AM

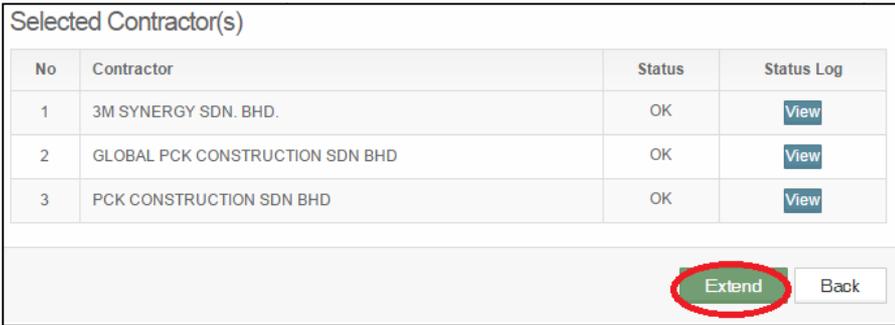
Allow Contractor to propose own completion period.

Disable Tender Rates Submission **Untick to allow tenderer submit tender rate file (TR)/commercial submission**

Technical Evaluation

Contract Limit: None

24. Then click “**Extend**”.



Selected Contractor(s)

No	Contractor	Status	Status Log
1	3M SYNERGY SDN. BHD.	OK	View
2	GLOBAL PCK CONSTRUCTION SDN BHD	OK	View
3	PCK CONSTRUCTION SDN BHD	OK	View

[Extend](#) [Back](#)

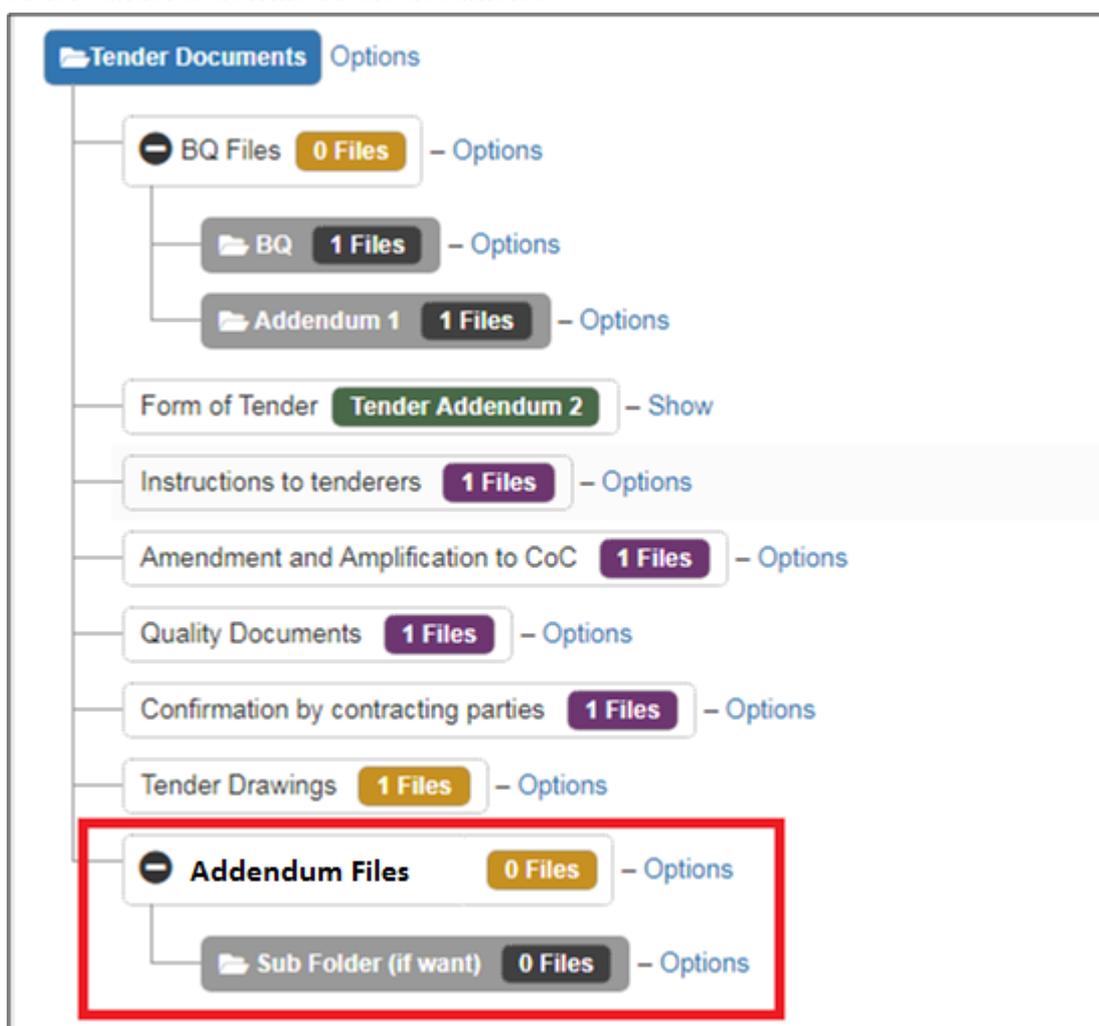
Note: System will notify contractor through email automatically.

Tender Addendum

How to issue addendum tender documents

1. 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.

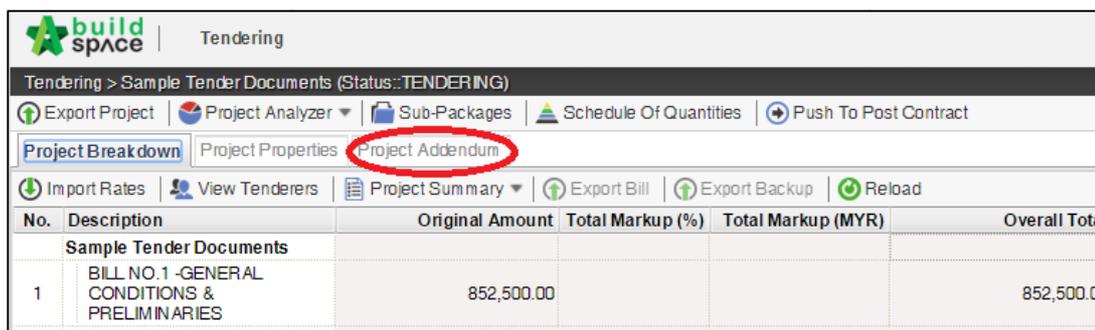
Note: Purpose consultant create new folder for addendum tender document for easier tenderer download the document.



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

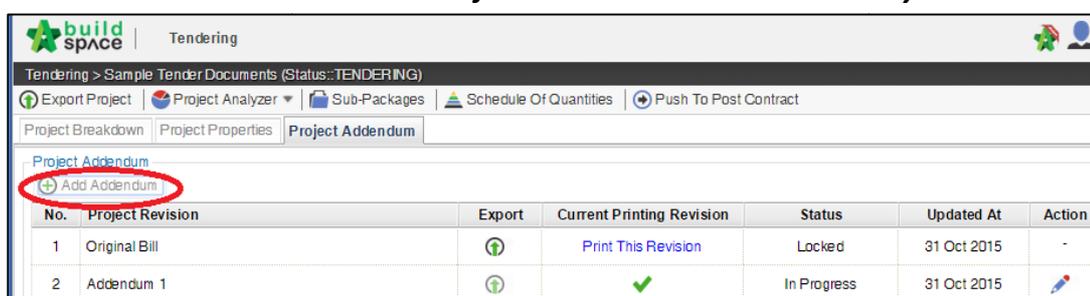
How to issue / add addendum item at BQ

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



2. Click “Add Addendum” to create addendum.

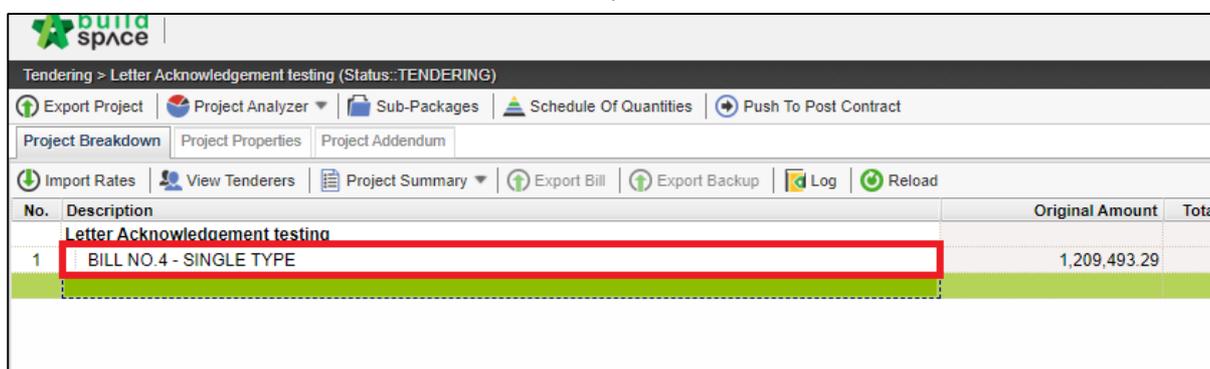
Note: New addendum will be add after the latest addendum already locked.



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



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



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

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

No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Hot rolled steel reinforcement (High Yield 60, minimum yield stress 250N per sq. mm)
6	10mm Diameter,
7	10mm Diameter,
8	6mm Diameter, in
9	10mm Diameter,
10	6mm Diameter, in
11	Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)

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

Element > Bill No. B.4/2 - FRAME >

Add Row | Indent | Outdent | Delete Row

No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Hot rolled steel reinforcement (High Yield 60, minimum yield stress 250N per sq. mm)
6	10mm Diameter, in column.
7	10mm Diameter, in column.
8	6mm Diameter, in column.
9	10mm Diameter, in column.
10	6mm Diameter, in column.
11	Hot rolled steel deformed reinforcement (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

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit
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	YES	17.00	4,114.00
5	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1				
6	10mm Diameter, in columns (stirrups).	ITEM	kg	YES	57.00	188.10
7	10mm Diameter, in floor beam (link).	ITEM	kg	YES	1,497.00	4,940.10
8	6mm Diameter, in floor beam (link).	ITEM	kg	YES	57.00	188.10
9	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 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	10mm Diameter, in floor beam (link).
9	6mm Diameter, in floor beam (link).
10	10mm Diameter, in roof beam (link).
11	6mm Diameter, in roof beam (link).
12	Hot rolled steel deformed reinforcement (Mild steel, 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.

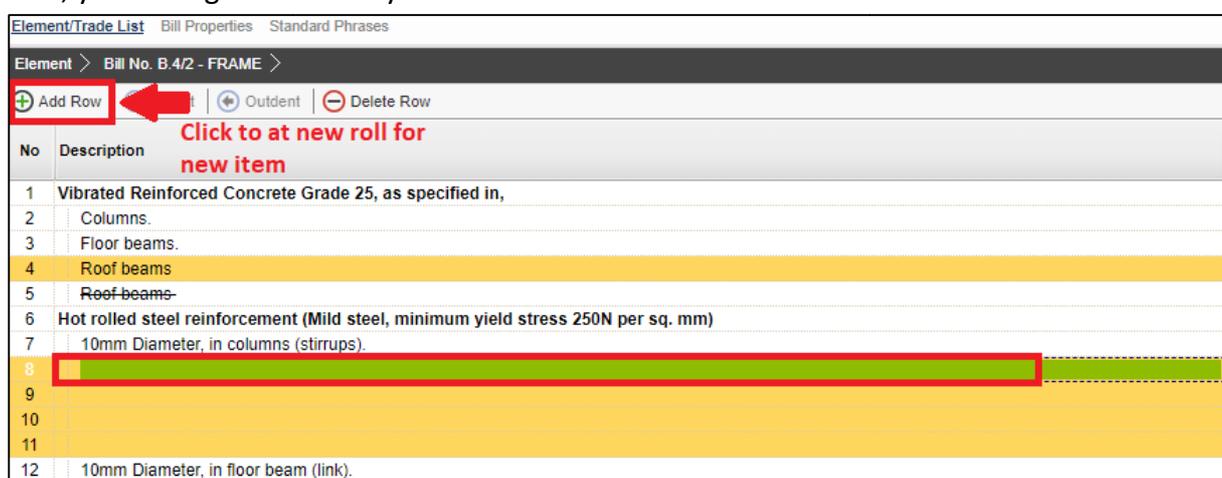
Element/Trade List Bill Properties Standard Phrases

Element > Bill No. B.4/2 - FRAME >

+ Add Row ← Outdent - Delete Row

Click to at new roll for new item

No	Description
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.

buildspace Tendering

Tendering > Sample Tender Documents (Status::TENDERING)

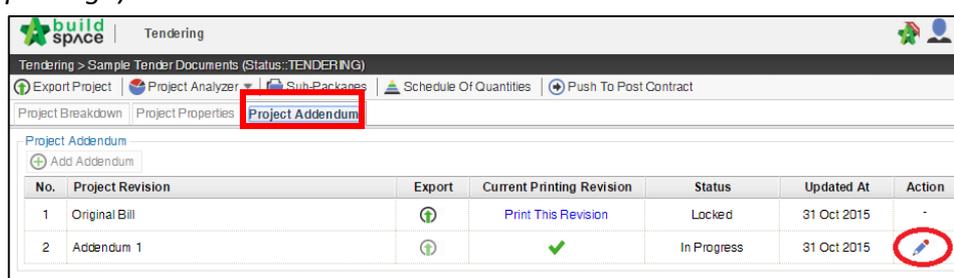
Export Project Project Analyzer Sub Packages Schedule Of Quantities Push To Post Contract

Project Breakdown Project Properties **Project Addendum**

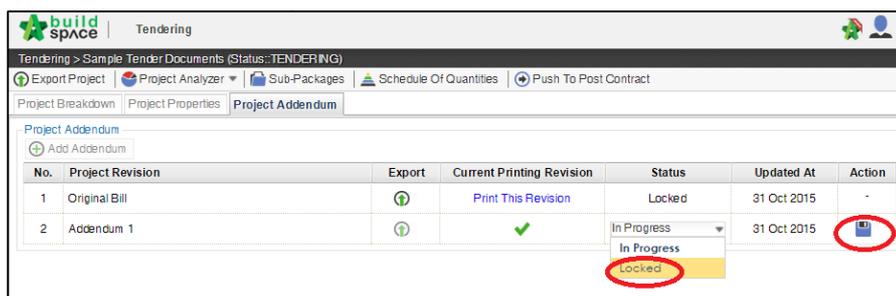
Project Addendum

+ Add Addendum

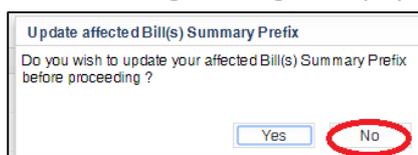
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	📄	Print This Revision	Locked	31 Oct 2015	🔒
2	Addendum 1	📄	✓	In Progress	31 Oct 2015	✎



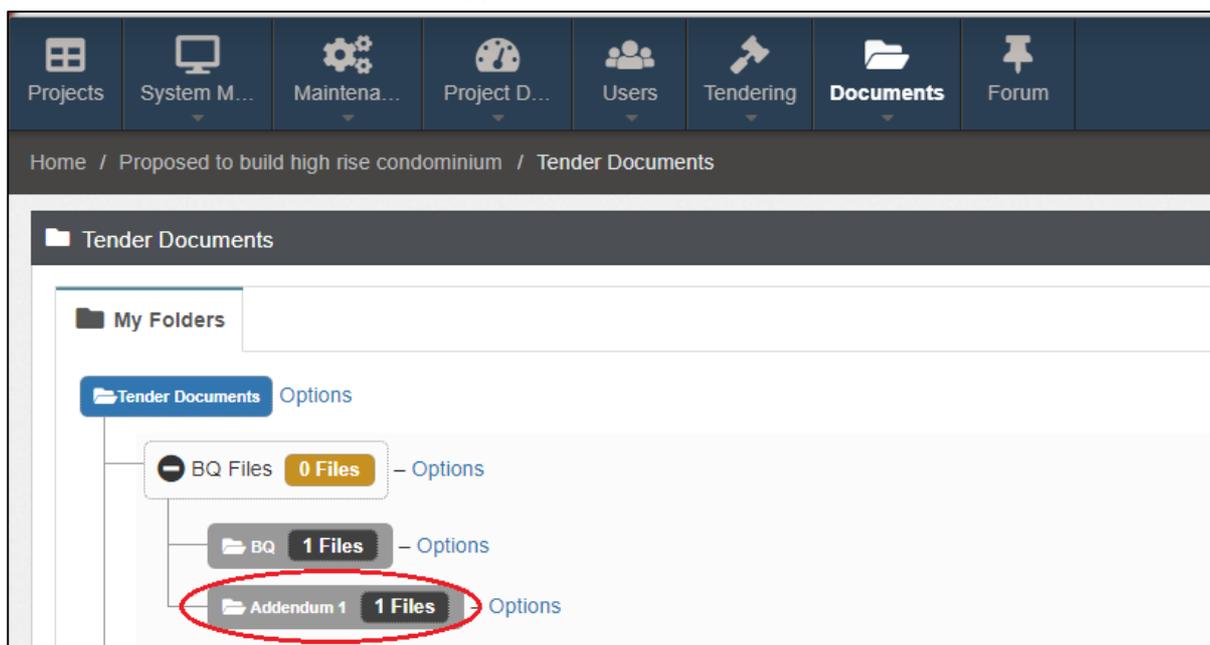
11. Select “**Locked**” and click “**Save**”. *Please make sure don't unlock it again.*



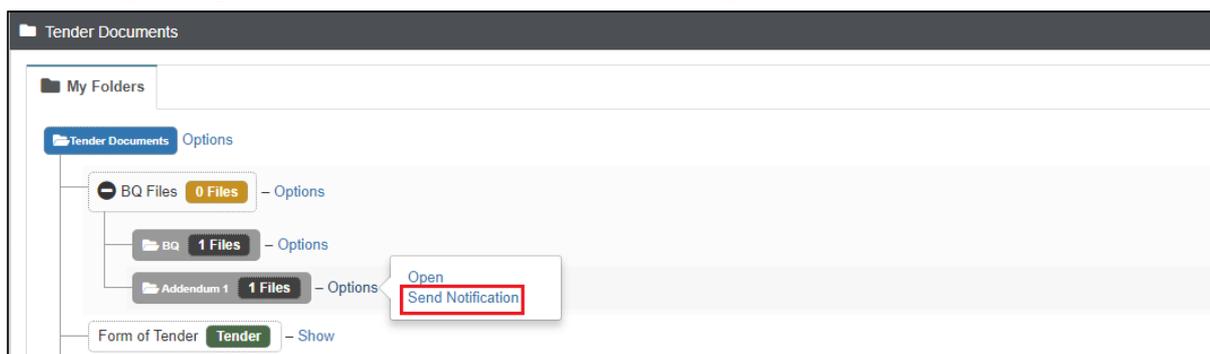
12. The following message will pop up, click “**No**” if you had edited the summary page.



13. Then the addendum file will **auto appear** at the “**Tender Documents**”.



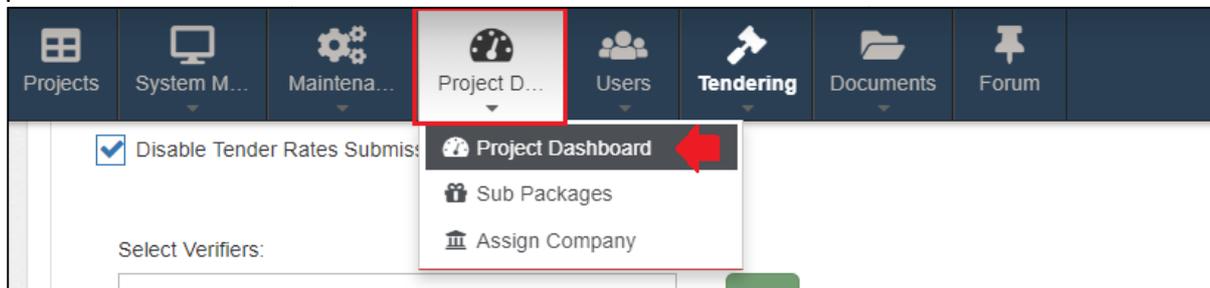
14. Consultant can click **send notification** to notify tenderer when **have addendum at BQ** during calling tender or after push BQ to tender stage.



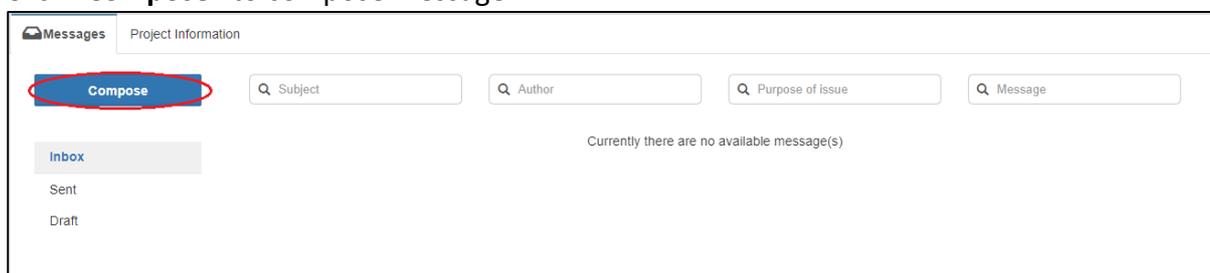
Note: The function of “Project Addendum” also used for capture different version of rates submission by the tenderer. Means if the client required tenderer to re-submit their price, you need to create addendum as well even though there’s no changes on BQ, in order to capture the different version of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

How to compose message to project team member

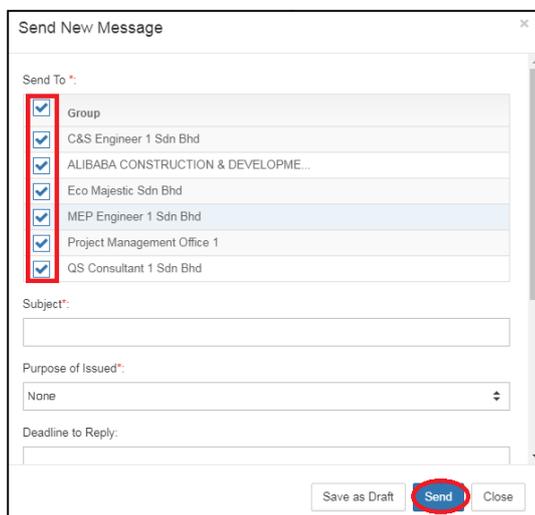
1. Click **“Project D”** and then click **“Project Dashboard”** to compose a message to other parties.



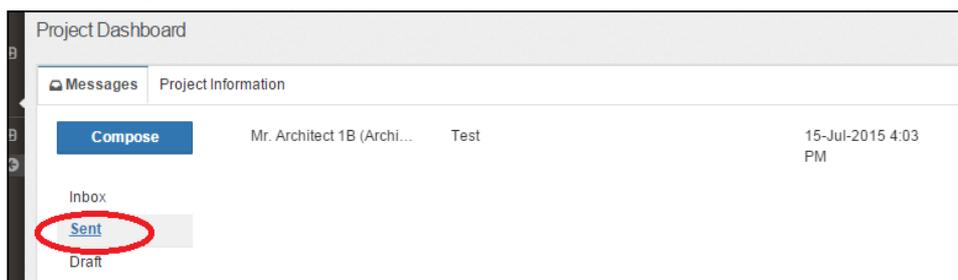
2. Click **“Compose”** to compose message



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”**.



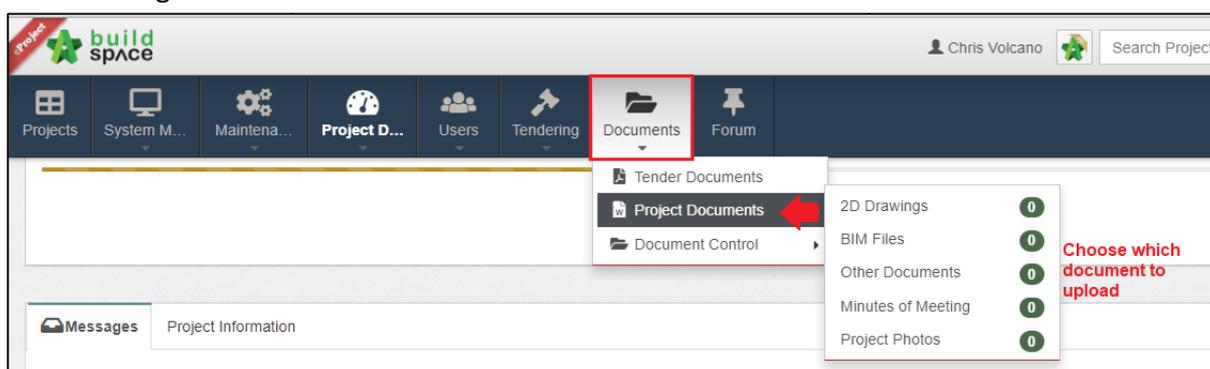
- The message will keep at your **“Sent”** menu.



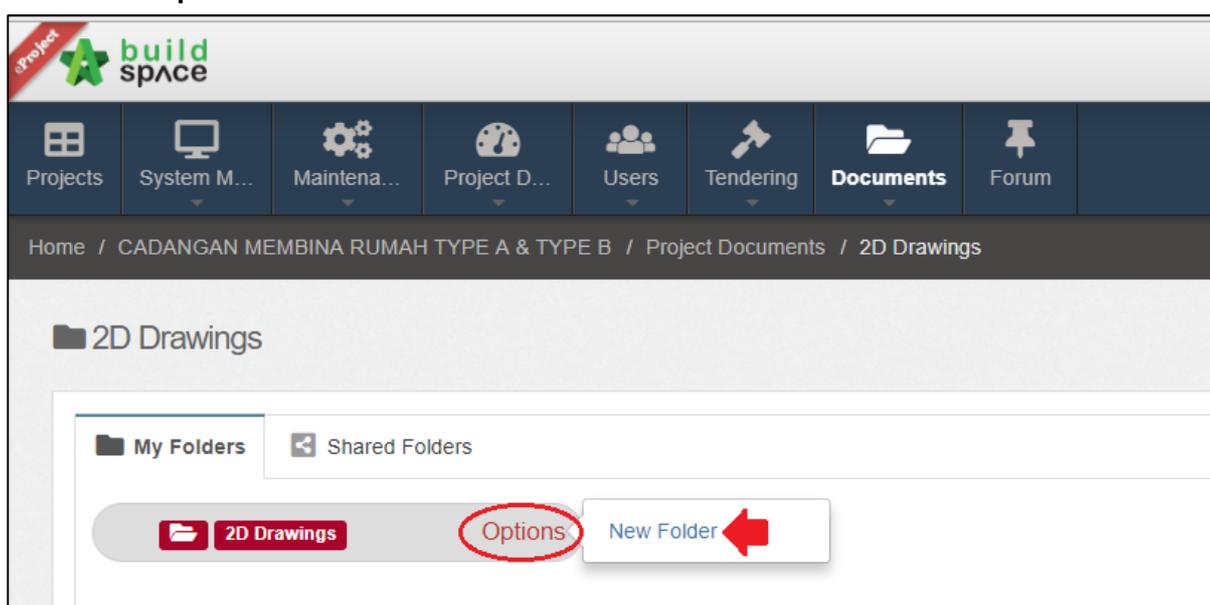
- The receiver will receive the message at their **“Inbox”** and they can open it and reply the message if they want.

How to upload & share documents/drawings

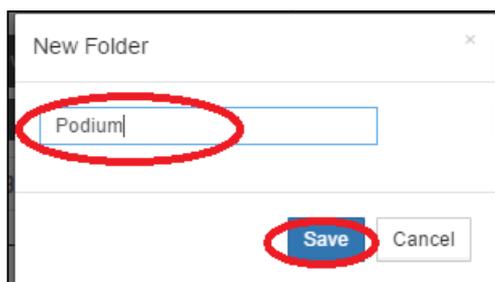
- Click at **“Document”** and click **“Project Documents”** select any sub menus such as **“2D Drawings”**.



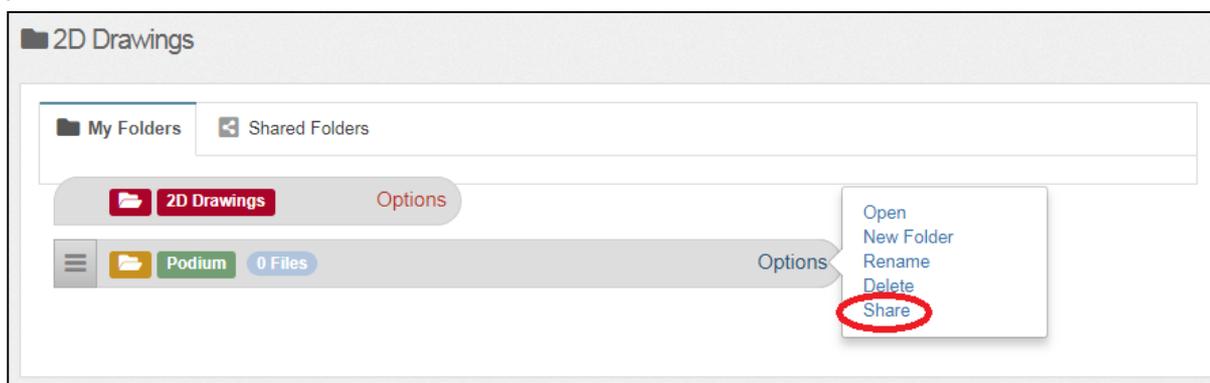
- Then click **“Options”** and select **“New Folder”** to create a new folder.



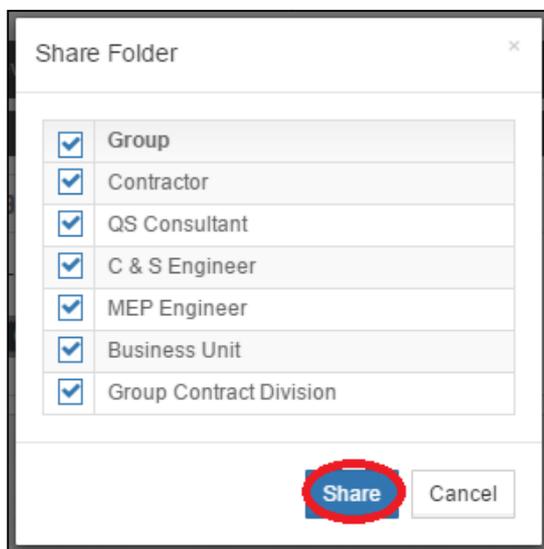
3. Type in new folder name and click “Save”.



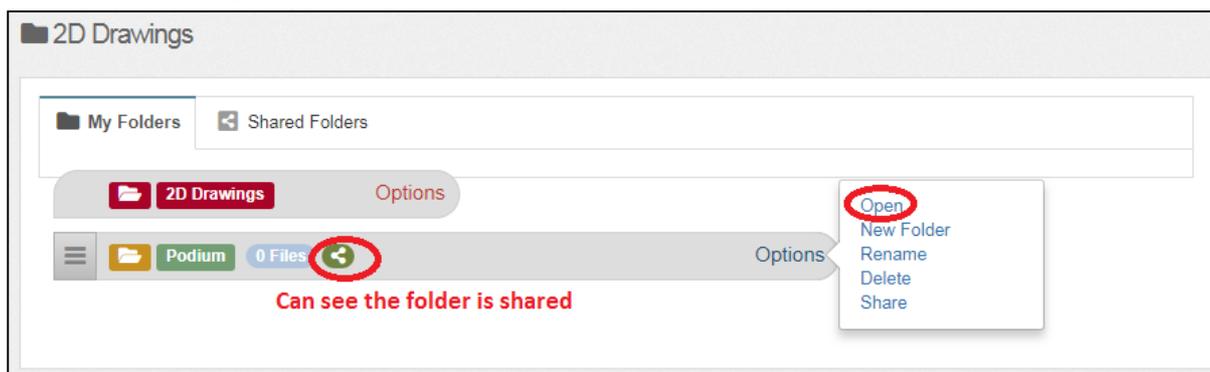
4. Click “Options” again to create sub folder if want or click “Share” to share to other parties.



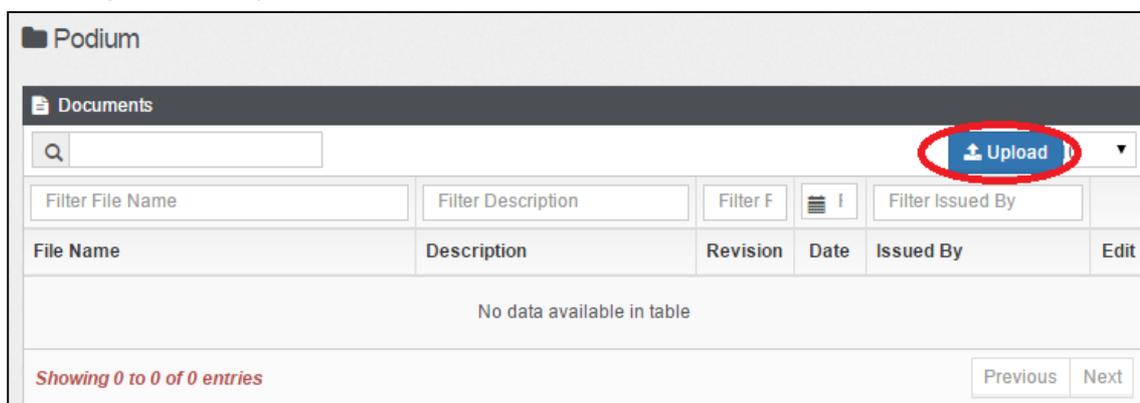
5. Tick on which parties you want to share with and click “Share”.



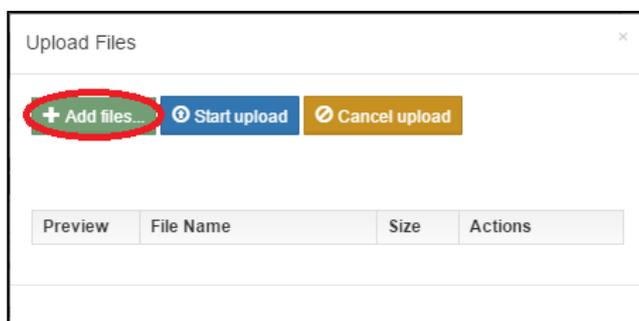
- Click “Options” again and select “Open” to access folder.



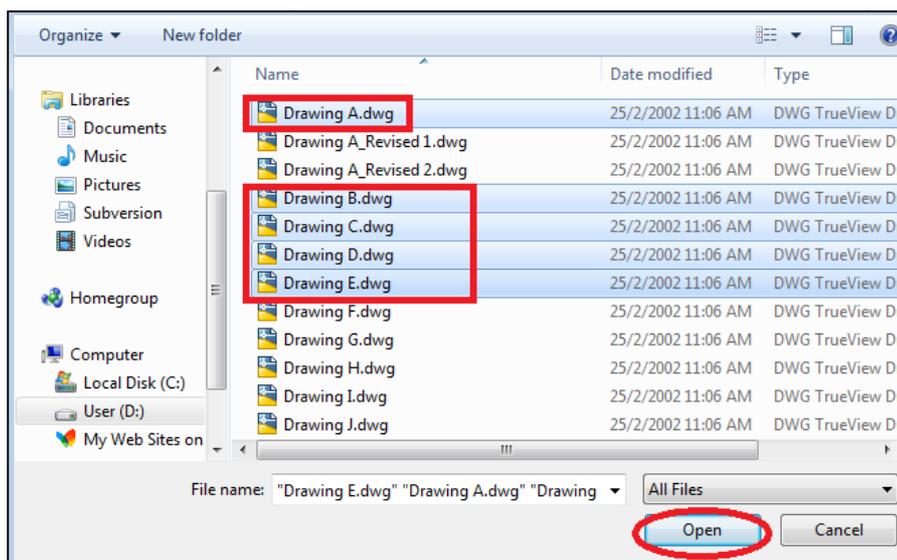
- Click “Upload” to upload files.



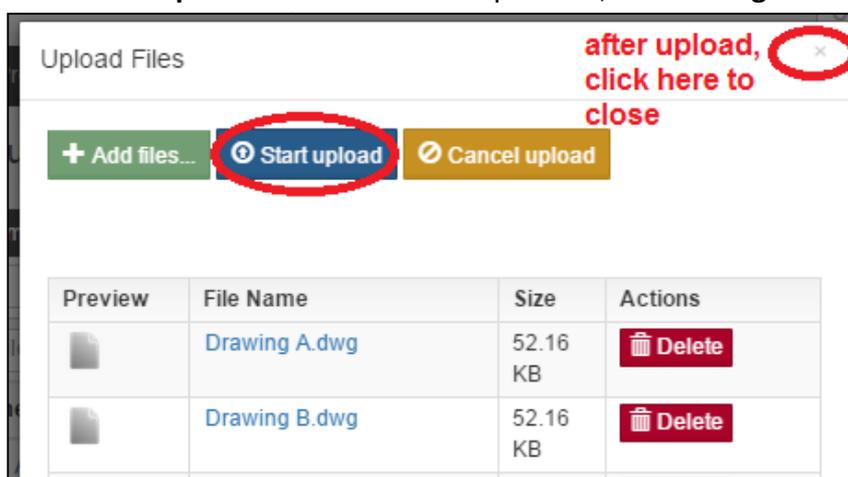
- Click “Add Files” to browse and select files that you want to upload.



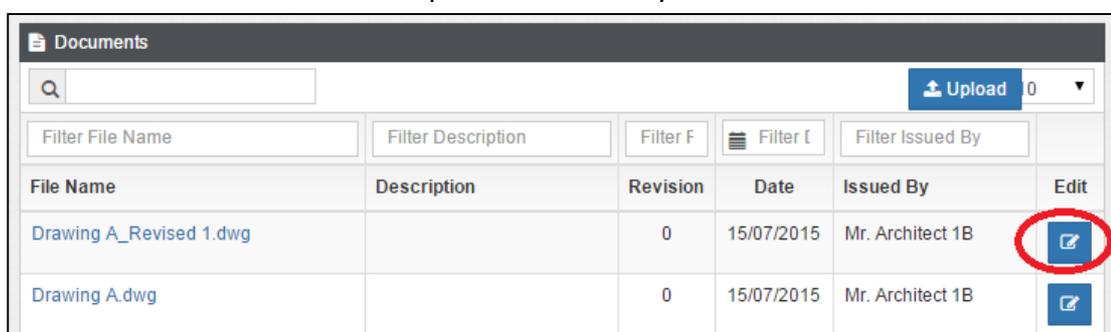
9. Can multi select files and click “Open”



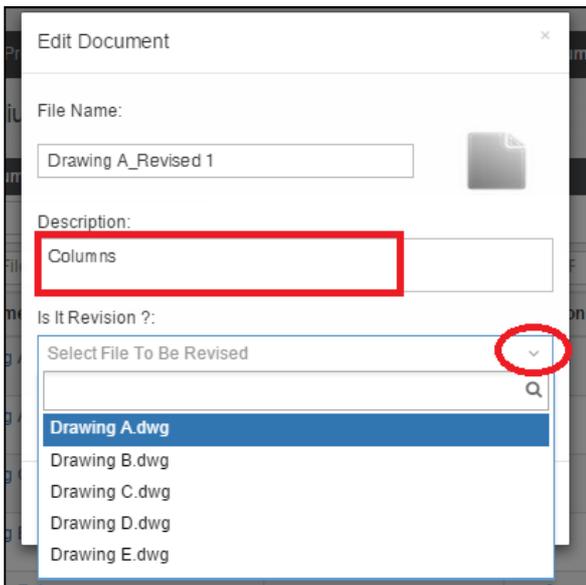
10. Click “Start upload” and after finish uploaded, click “x” sign to return.



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



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**”.



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

File Name	Description	Revision	Date	Issued By	Edit
Drawing A_Revised 1.dwg	Columns	1	15/07/2015	Mr. Architect 1B	
Drawing C.dwg		0	15/07/2015	Mr. Architect 1B	

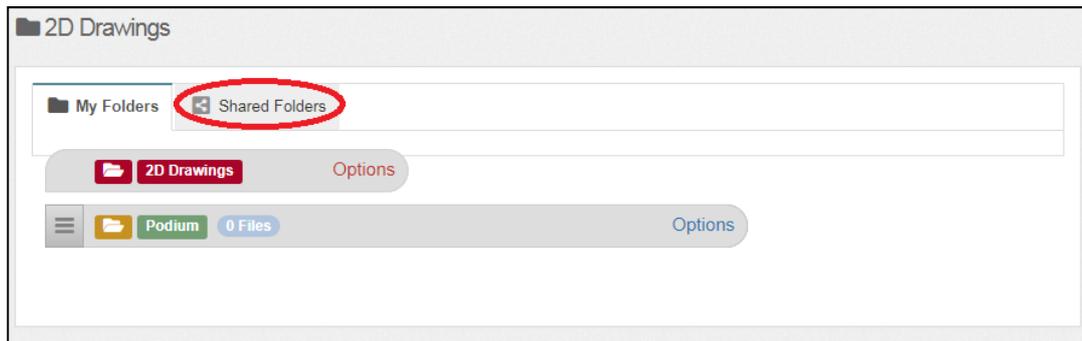
14. **Click on number** of revision to view all revision’s files.

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

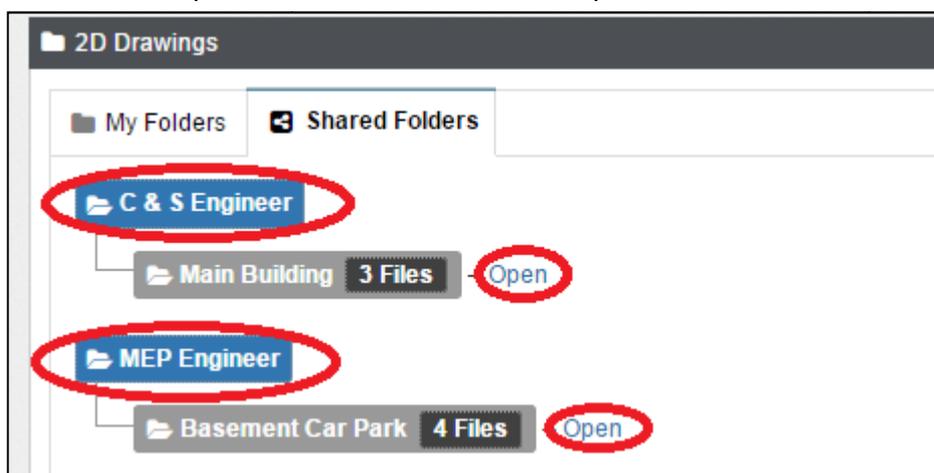
Showing 1 to 2 of 2 entries

Previous **1** Next

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



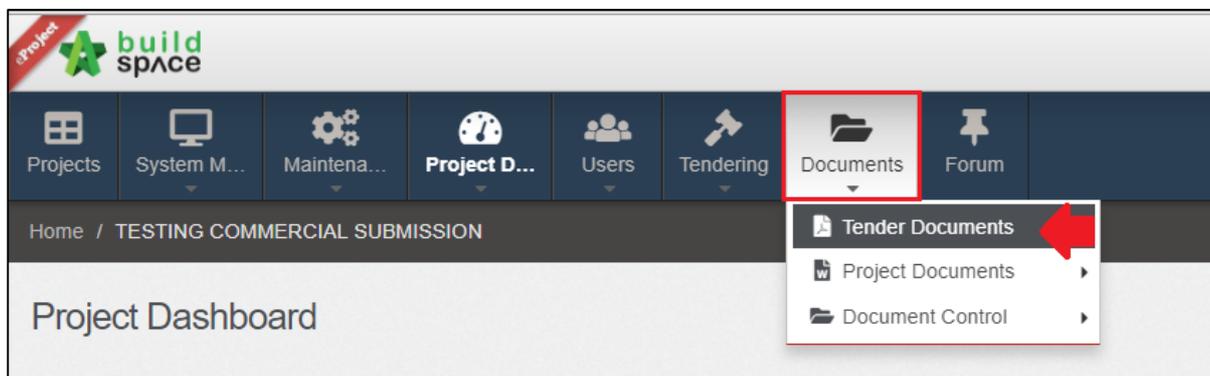
16. Can see other parties' shared files and click open to see & download the files.



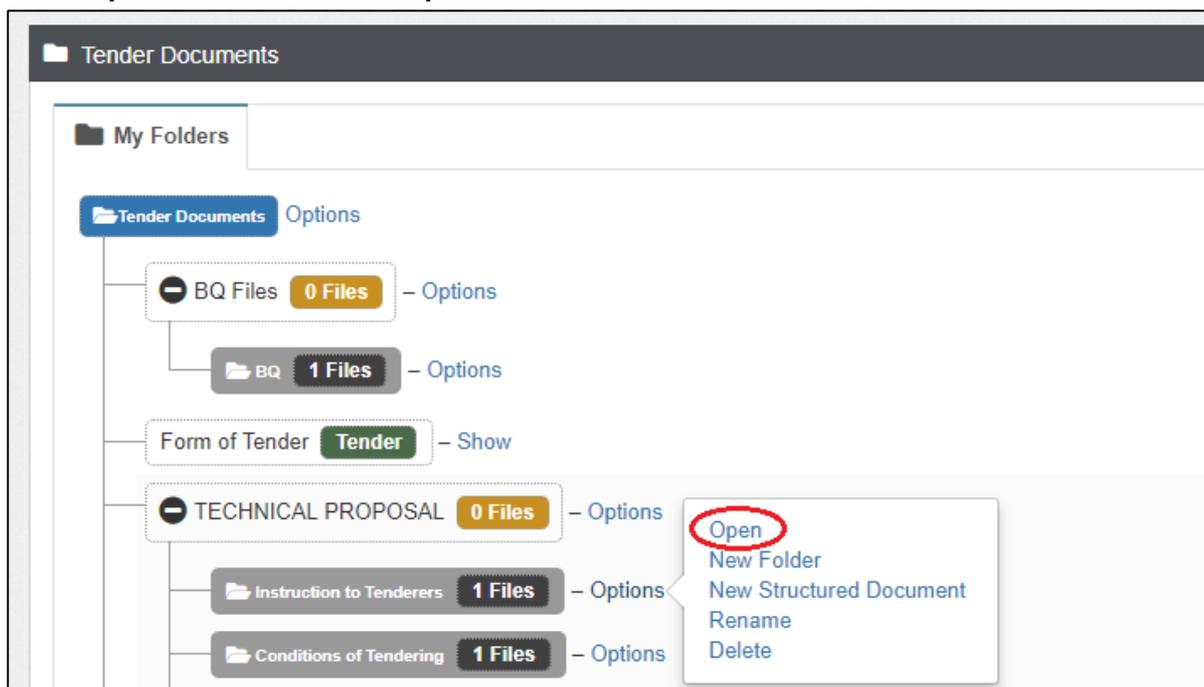
Log For Tender Document

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”



- Click the **log icon** to check the all contractor downloaded activities.

Instruction to Tenderers

Documents

🔍 Upload

File Name	Description	Revis	Date	Issued By	Log	Edit	Delete
Backup-Fencing_Prelim.ebq		0	23/10/2018	Heng Chin Guan			

Showing 1 to 1 of 1 entries

Previous 1 Next

- Can see the **company's name, user's name and the latest downloaded.**

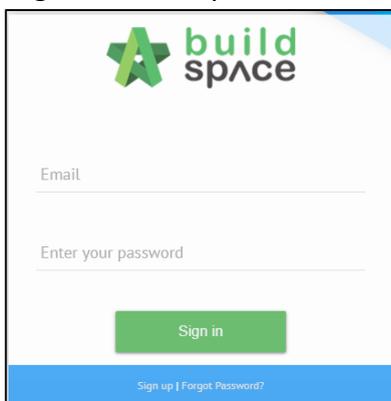
Download Logs ✕

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

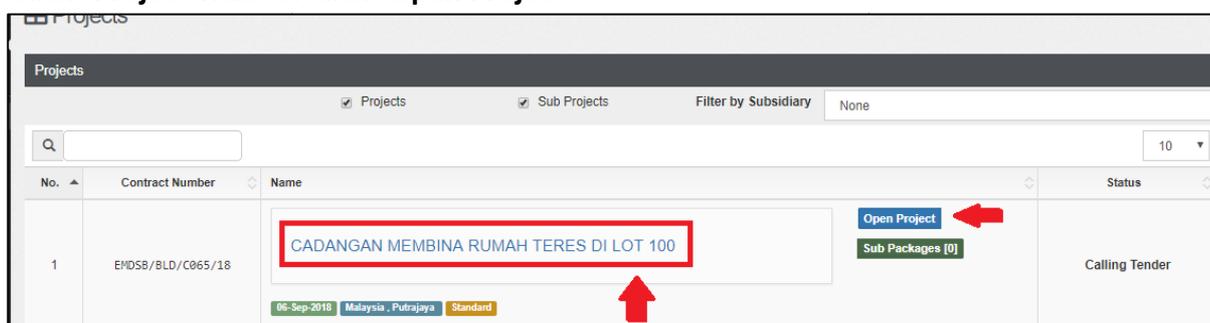
How to reply message from tenderer

1. Login eTender system with **username and password**



The image shows the login page of the Build Space eTender system. It features the Build Space logo at the top left. Below the logo, there are two input fields: one for 'Email' and one for 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Project Title”** or click **“Open Project”**

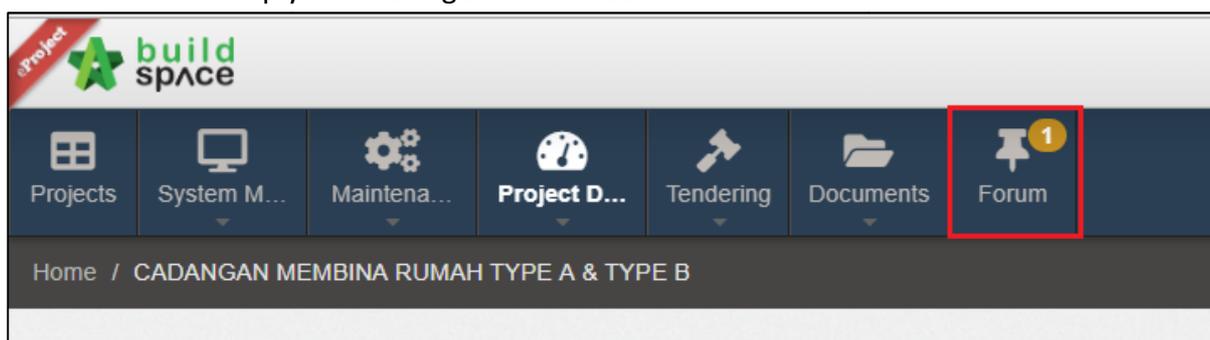


The image shows a screenshot of the 'Projects' table in the eTender system. The table has columns for 'No.', 'Contract Number', 'Name', and 'Status'. The first row contains the following data:

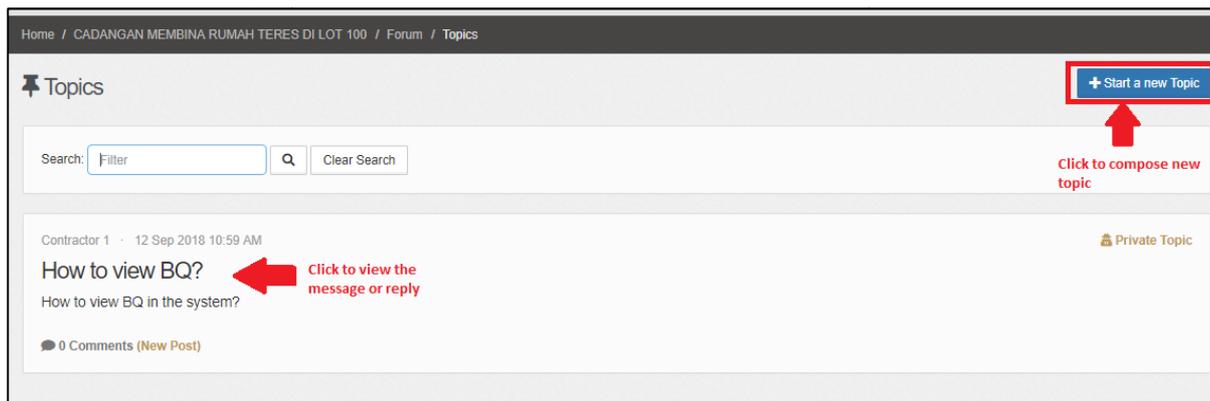
No.	Contract Number	Name	Status
1	EMDSB/BLD/C065/18	CADANGAN MEMBINA RUMAH TERES DI LOT 100	Calling Tender

Red arrows point to the 'Name' cell and the 'Open Project' button. The 'Open Project' button is located to the right of the project name. Below the project name, there are additional details: '06-Sep-2018', 'Malaysia - Putrajaya', and 'Standard'. A 'Sub Packages [0]' button is also visible below the project name.

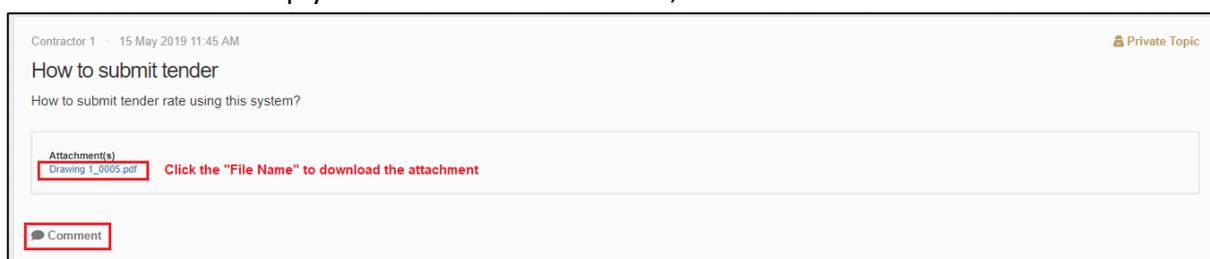
3. Click at **Forum** to reply the message and can see the notification



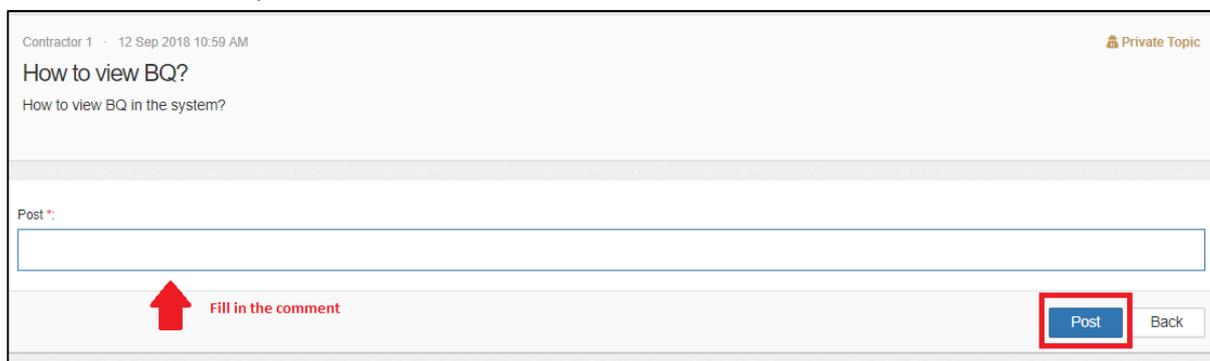
- To view the message and reply, click at the **Topic**.



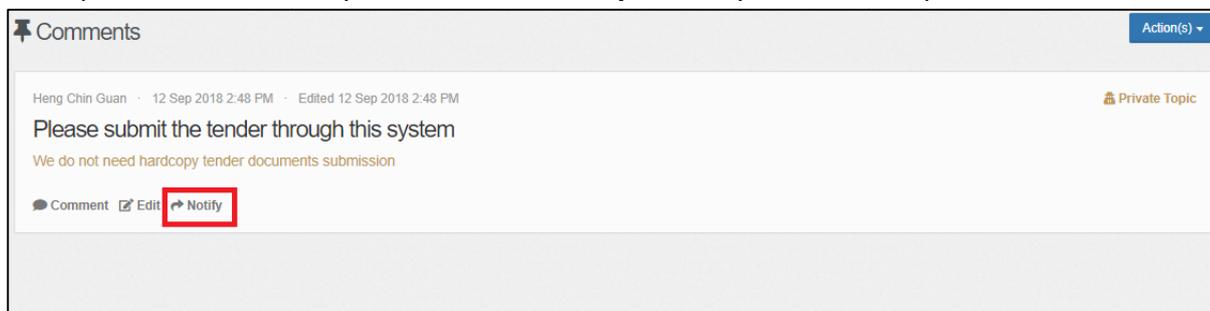
- Click **Comments** to reply. To download attachment, click **File Name**



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



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



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

Send Notifications 

No. ▲	Name	Email	Company	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
3	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	<input type="checkbox"/>



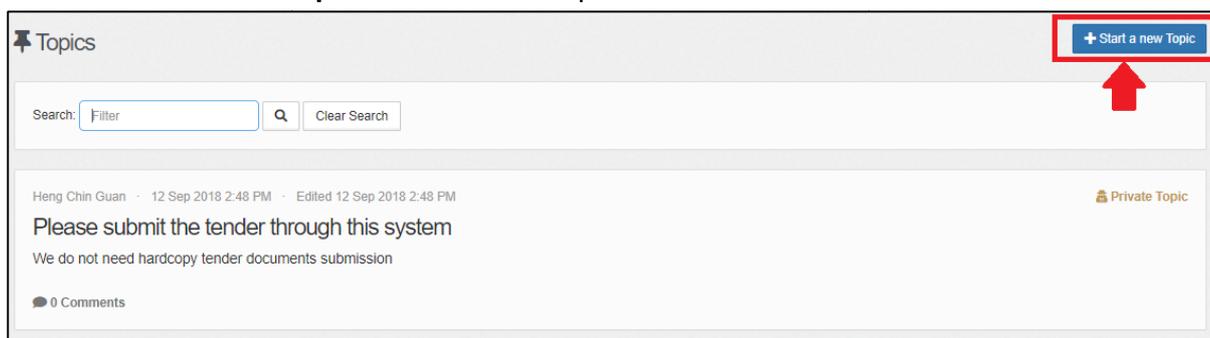
9. Then the selected parties will receive an email notification.

How to compose message to tenderer

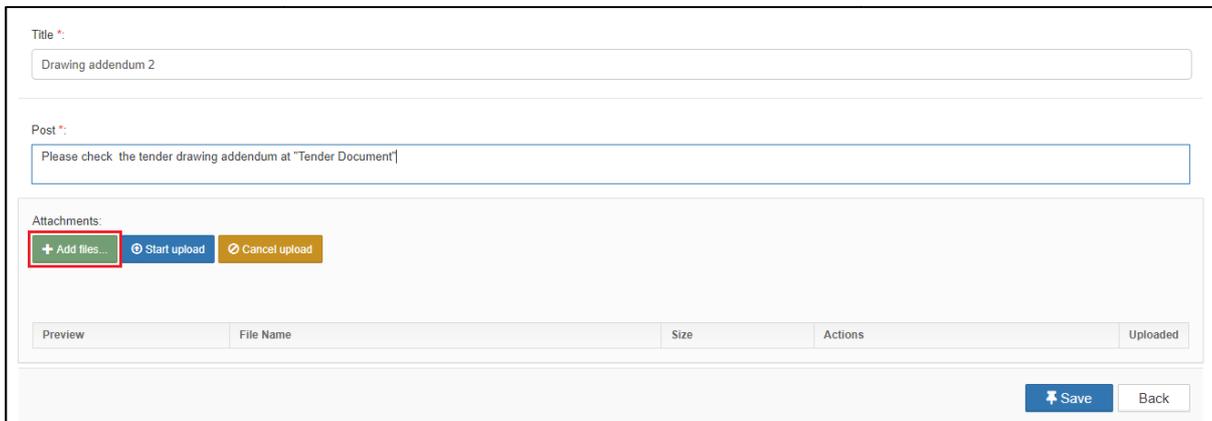
1. Click **Forum**



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

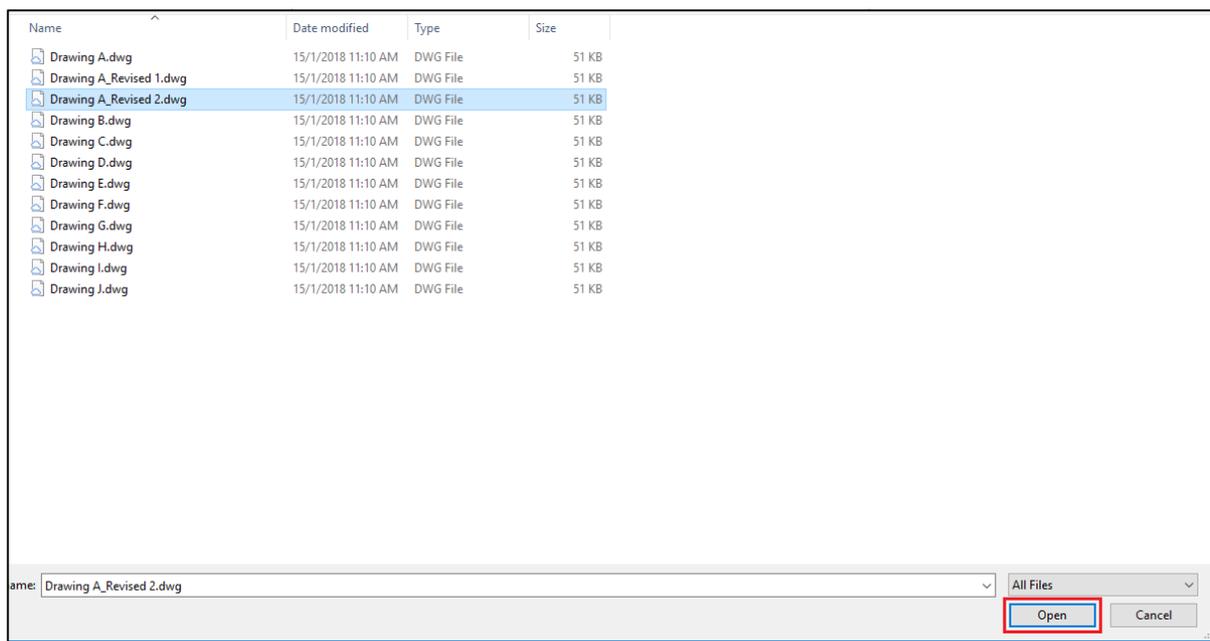


3. Fill in the Title & Post. To upload attachment, click "Add Files".

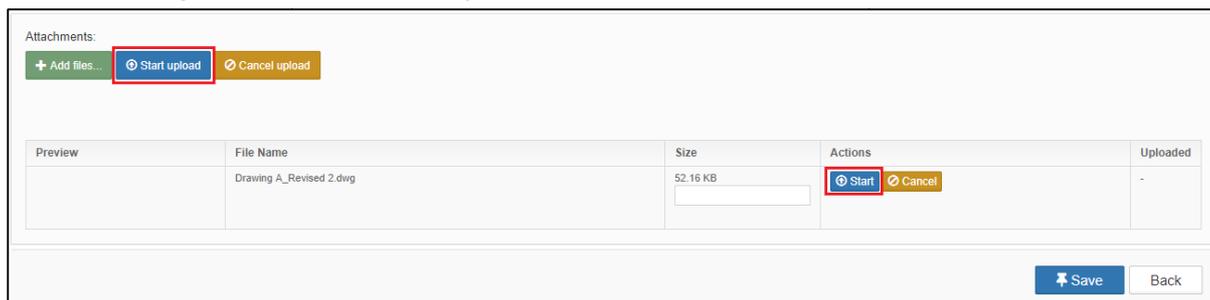


The screenshot shows the form for creating a new forum post. The 'Title' field contains 'Drawing addendum 2'. The 'Post' field contains 'Please check the tender drawing addendum at "Tender Document"'. The 'Attachments' section has three buttons: '+ Add files...' (highlighted with a red box), 'Start upload', and 'Cancel upload'. Below the attachments section is a table with columns: Preview, File Name, Size, Actions, and Uploaded. At the bottom right, there are 'Save' and 'Back' buttons.

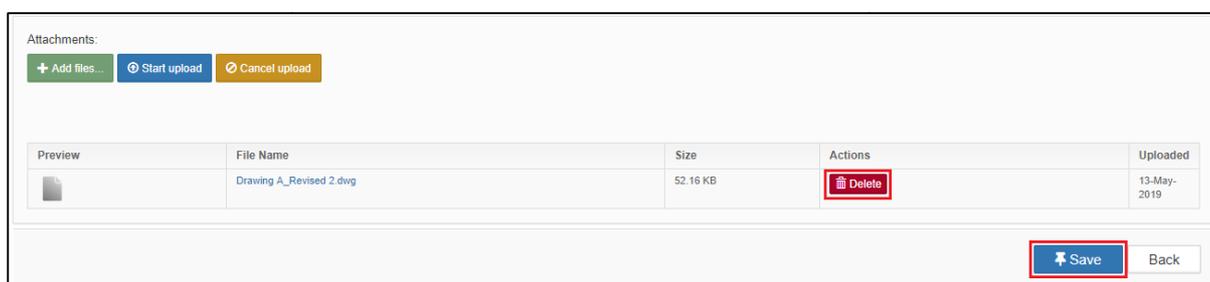
4. Click which file and click **“Open”**



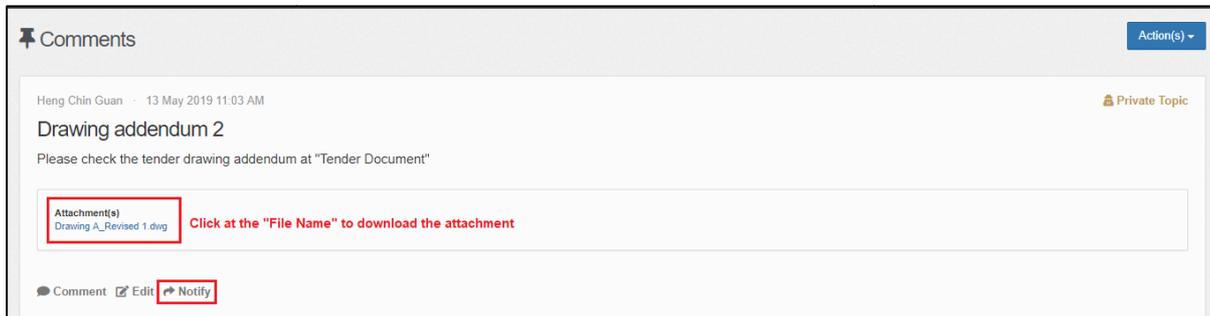
5. Click **“Start Upload”** or **“Start”** to upload the file



6. The file already uploaded and click **“Save”**. To remove the file, click **“Delete”**



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



Comments Action(s) ▾

Heng Chin Guan · 13 May 2019 11:03 AM Private Topic

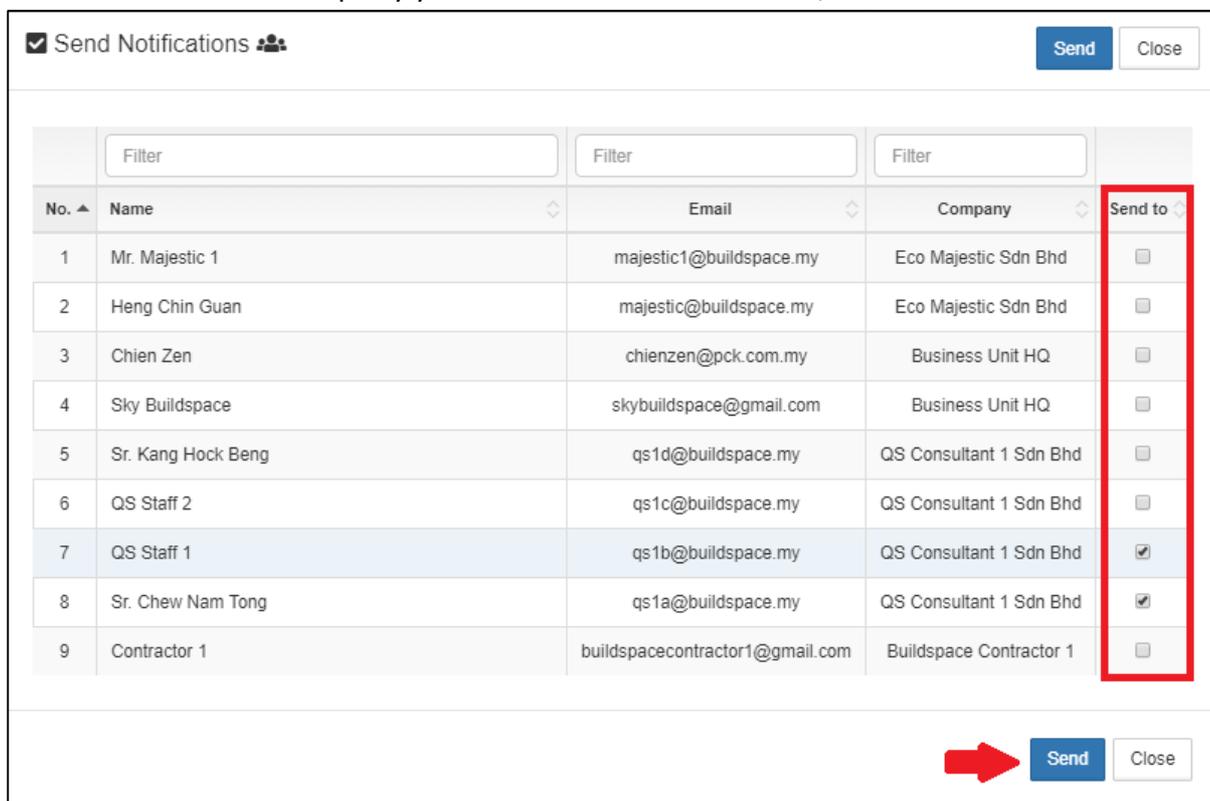
Drawing addendum 2

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

Comment Edit Notify

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



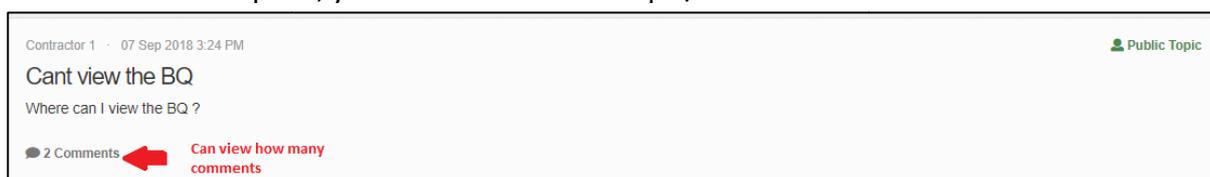
Send Notifications Send Close

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

➔ Send Close

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

10. if the contractor replied, you can click into the Topic/ Comments.



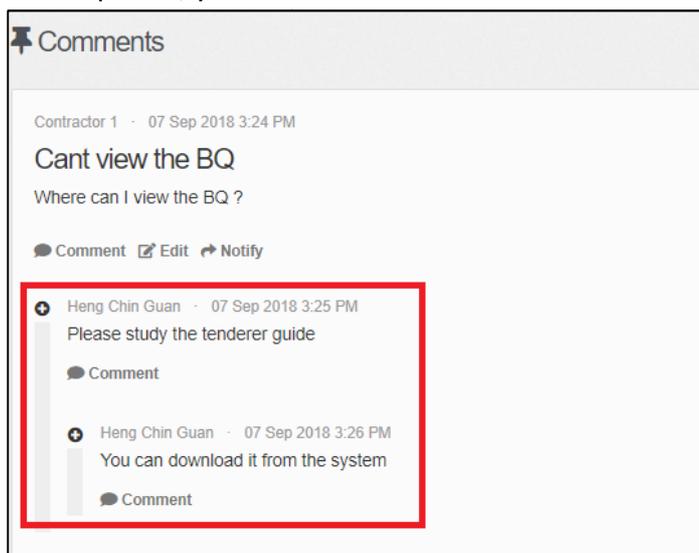
Contractor 1 · 07 Sep 2018 3:24 PM Public Topic

Cant view the BQ

Where can I view the BQ ?

2 Comments ➔ Can view how many comments

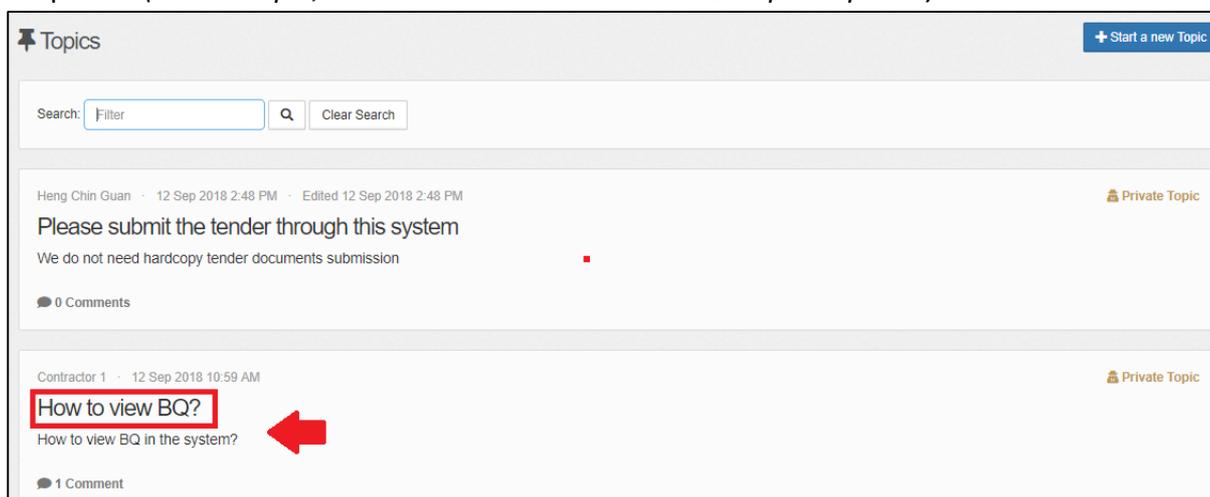
11. Once opened, you will be able to see the comment and the sender name.



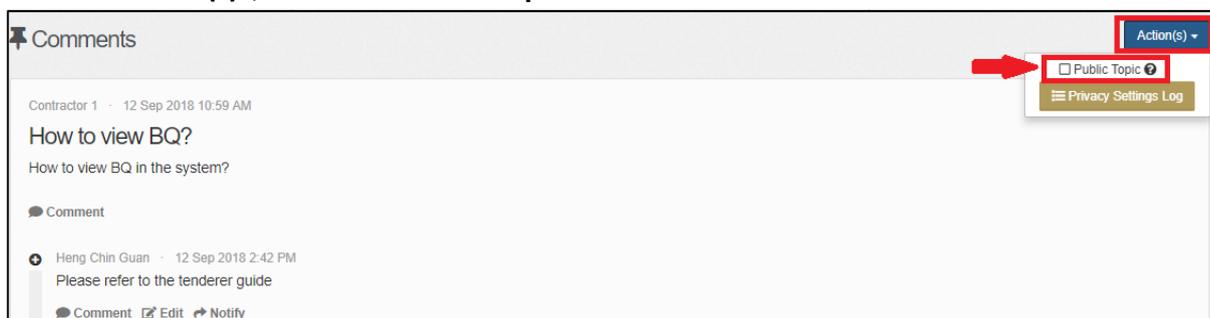
How to set a Topic to public

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. (*But tenderers will not display their company name*)

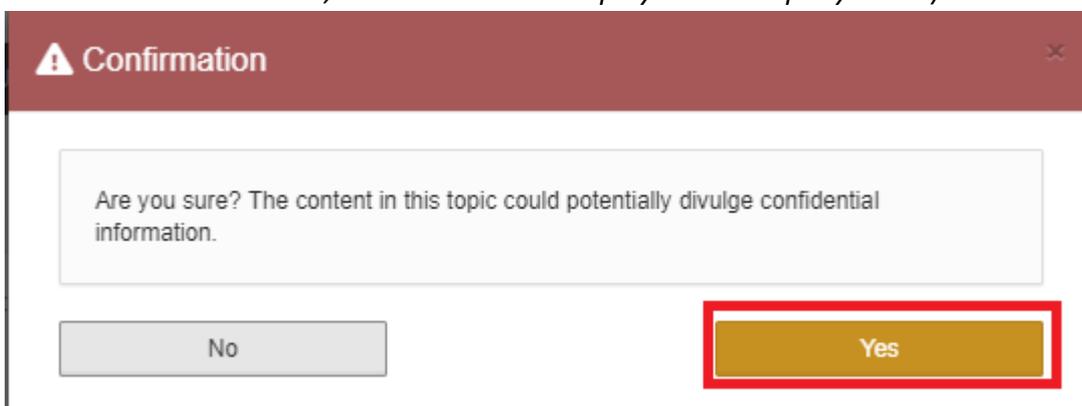
1. To set the topic to public, go to “Forum”, then select a topic that you want to open for public. (*For example, I want to set “How to view BQ” topic to public*)



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



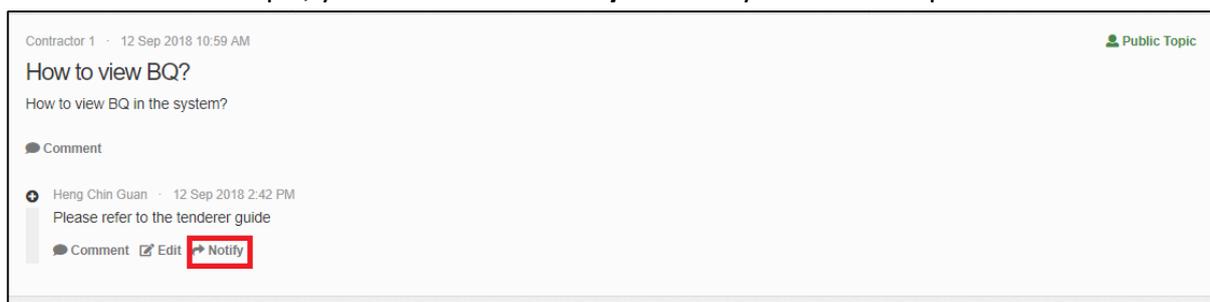
3. Once ticked, click **Yes** to proceed. (*Note: Once clicked Yes, the topic will be display to other tenderer. However, tenderer will not display their company name*)



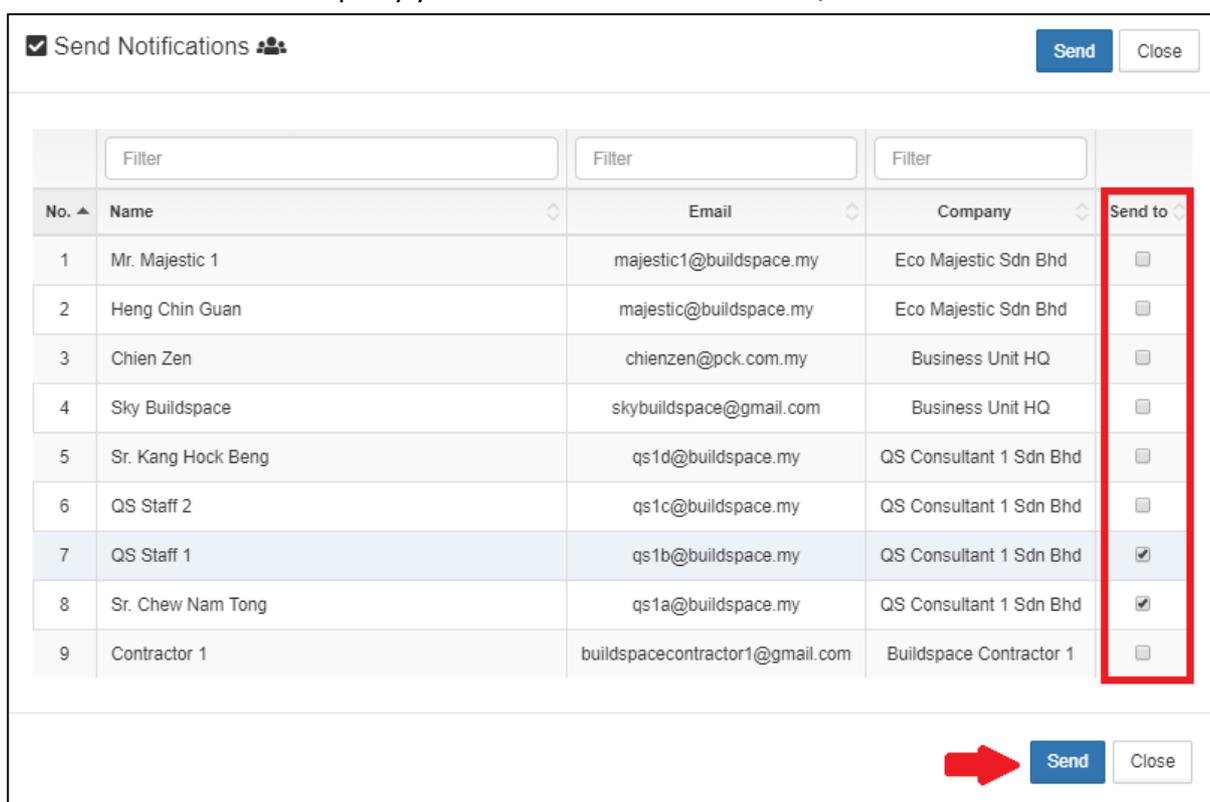
4. Now the topic will set to Public.



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



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



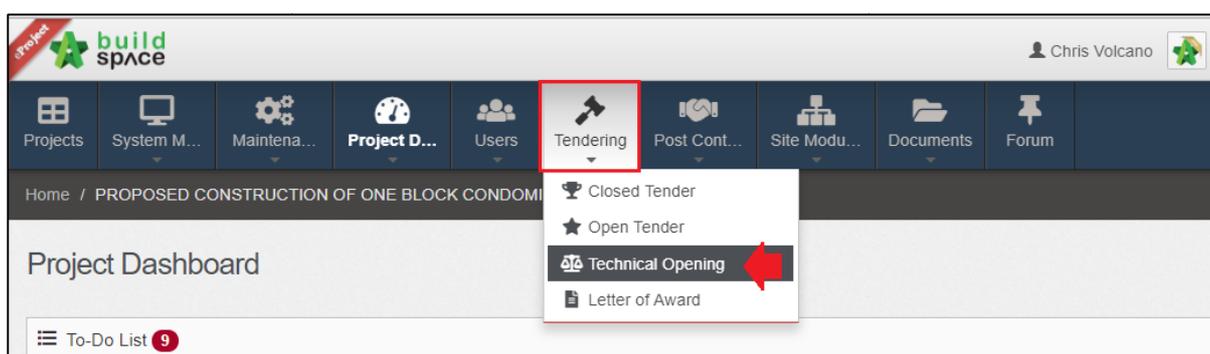
7. Then the selected parties will receive an email notification.

How To Open Technical Evaluation Report

1. Click **“Project Title”** or **“Open Project”**



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



3. Click **“Tender”**

Technical Evaluation

Tenders

Technical opening already opened Status

No	Reference	No. of Completed Tenders	Closing Date	Verifier	Status
1	Tender	1	14-Feb-2019 10:30 AM	View Log	Opened

Showing 1 to 1 of 1 entries

Previous 1 Next

4. Click at **“Attachments”** icon to view all attached documents by tenderer.

Technical Evaluation Results

Tenderers

No	Tenderer	Score	Remarks	Attachments
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	0.00		
2	GLOBAL PCK CONSTRUCTION SDN BHD	0.00		
3	PCK CONSTRUCTION SDN BHD	0.00		

Showing 1 to 3 of 3 entries

Previous 1 Next

[Report](#)

- 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_NO.....ebq
2	Organisation Chart	✓	Backup-BILL_NO.....ebq
3	Site Logistic Layout Plan		Backup-BILL_NO.....ebq
4	Storm Water Management Plan		Backup-BILL_NO.....ebq
5	House Keeping Plan		Backup-BILL_NO.....ebq
6	Quality Management System		Backup-BILL_NO.....ebq
7	Supervisory Site Staff		Backup-BILL_NO.....ebq
8	List of Sub-Contractors and Suppliers		Backup-BILL_NO.....ebq
9	Sub-Contractor's Particulars		Backup-BILL_NO.....ebq

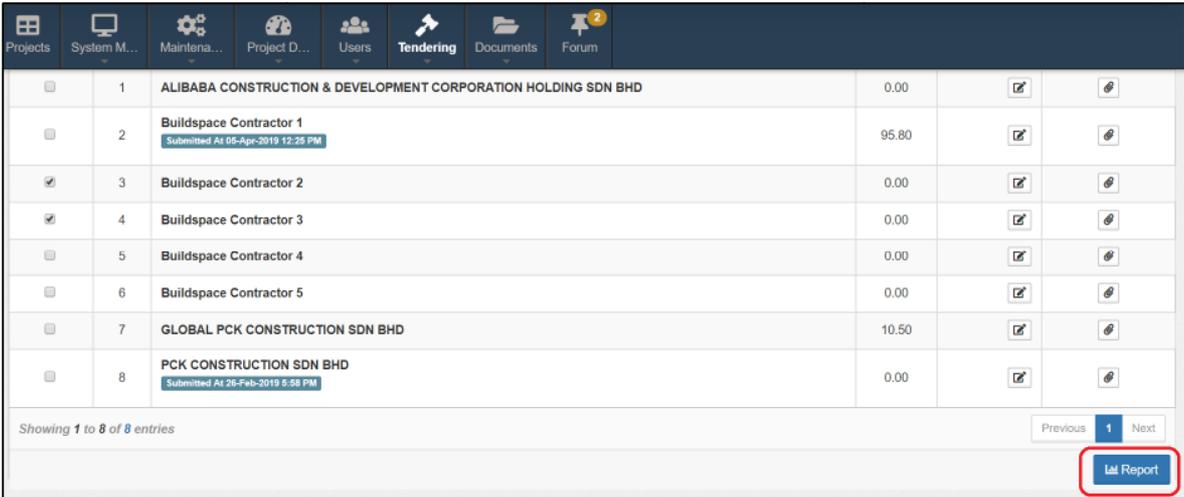
- To view the “technical evaluation form” you can click on any of the tenderers from the list & you can overwrite the scoring and add remarks.

✓ Technical Evaluation Form
(Buildspace Contractor 1)

Technical Capability ✓

- Project Organisation Chart** ✓
 - Project Director** ✓
 - Experience ≥ 10 years **Remarks** 1!@2#\$\$%^&*(),.?/";
 - 5 years ≤ Experience < 10 years
 - Less than 5 years relevant working experience
 - Project Manager** ✓
 - Experience ≥ 10 years **Remarks** =3453![dfdd]{dd}#<>-----
 - 5 years ≤ Experience < 10 years
 - Less than 5 years relevant working experience

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



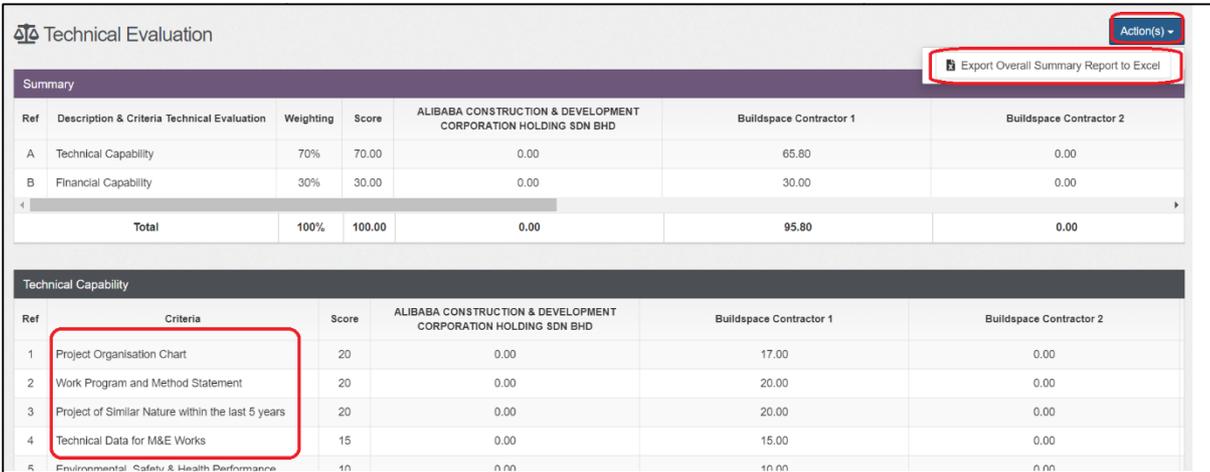
Projects	System M...	Maintena...	Project D...	Users	Tendering	Documents	Forum	
<input type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD				0.00		
<input type="checkbox"/>	2	Buildspace Contractor 1 <small>Submitted At 05-Apr-2019 12:25 PM</small>				95.80		
<input checked="" type="checkbox"/>	3	Buildspace Contractor 2				0.00		
<input checked="" type="checkbox"/>	4	Buildspace Contractor 3				0.00		
<input type="checkbox"/>	5	Buildspace Contractor 4				0.00		
<input type="checkbox"/>	6	Buildspace Contractor 5				0.00		
<input type="checkbox"/>	7	GLOBAL PCK CONSTRUCTION SDN BHD				10.50		
<input type="checkbox"/>	8	PCK CONSTRUCTION SDN BHD <small>Submitted At 26-Feb-2019 9:58 PM</small>				0.00		

Showing 1 to 8 of 8 entries

Previous 1 Next

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.



Technical Evaluation

Action(s) ▾

Export Overall Summary Report to Excel

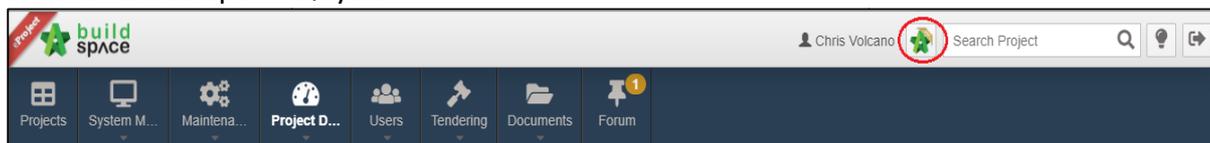
Ref	Description & Criteria Technical Evaluation	Weighting	Score	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2
A	Technical Capability	70%	70.00	0.00	65.80	0.00
B	Financial Capability	30%	30.00	0.00	30.00	0.00
Total		100%	100.00	0.00	95.80	0.00

Ref	Criteria	Score	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 years	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

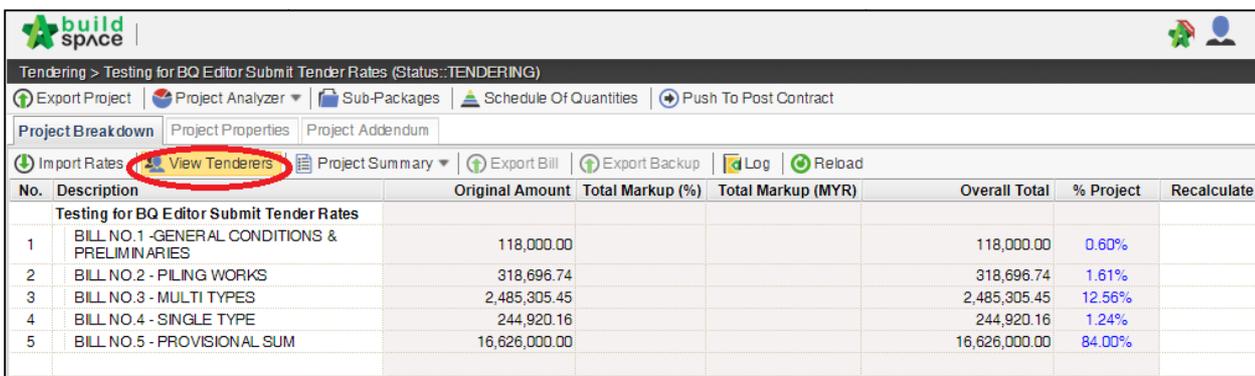
How to Print Tender Comparison Reports Once Tender is Opened

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.



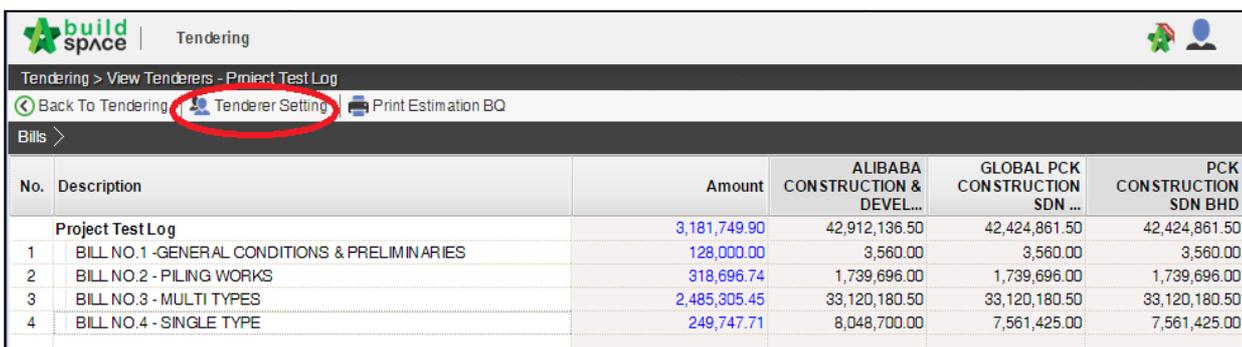
2. Click at “View Tenderer” to view all tenderer’s price comparison.



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 hid “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.



No.	Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
Project Test Log					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	3,181,749.90	42,912,136.50	42,424,861.50	42,424,861.50
2	BILL NO.2 - PILING WORKS	128,000.00	3,560.00	3,560.00	3,560.00
3	BILL NO.3 - MULTI TYPES	318,696.74	1,739,696.00	1,739,696.00	1,739,696.00
4	BILL NO.4 - SINGLE TYPE	2,485,305.45	33,120,180.50	33,120,180.50	33,120,180.50
		249,747.71	8,048,700.00	7,561,425.00	7,561,425.00

- Select the tenderer that you want to see their revisions price and click at “Log” button.

Assign Contractors :: Project Test Log

Close Add New Contractor

Select Contractor

Contractor:

Save

Remove Import Contractor's Rate Export Contractor's Rate **Log** Refresh Print Contractor's Rate Sort

Click here

Show	No.	Name	Original Total	Adjusted Total	Action
			Diff: 0.00		
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	42,912,136.50		Select
<input checked="" type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input checked="" type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input type="checkbox"/>	4				

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

Tenderer Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI...

Close Original Bill **Addendum 1** Addendum 2 **Select revision that you want to compare** **Current revision**

Bills >

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 means 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 Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI...

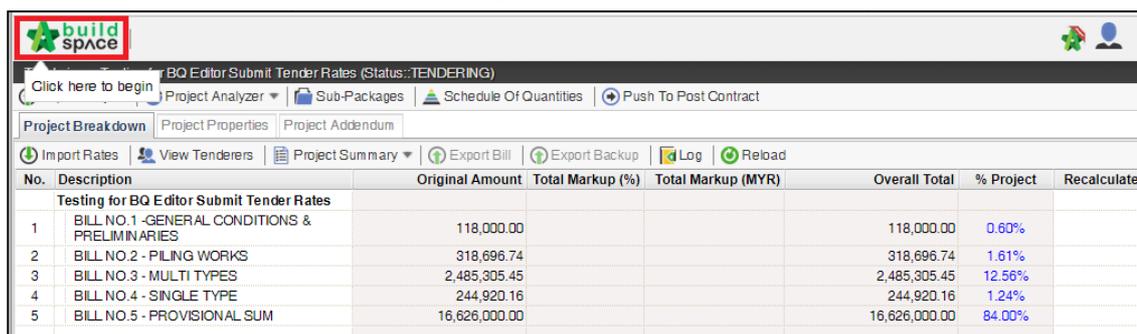
Close Original Bill Addendum 1 Addendum 2

Bills > BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES > BILL NO. 1 -GENERAL CONDITIONS & PRELIMINARIES >

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).					
	PROJECT PARTICULARS					
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	10.00	10.00	10.00	10.00
1/1 C	1.1.3 Location of Site	LS	10.00	10.00	10.00	10.00

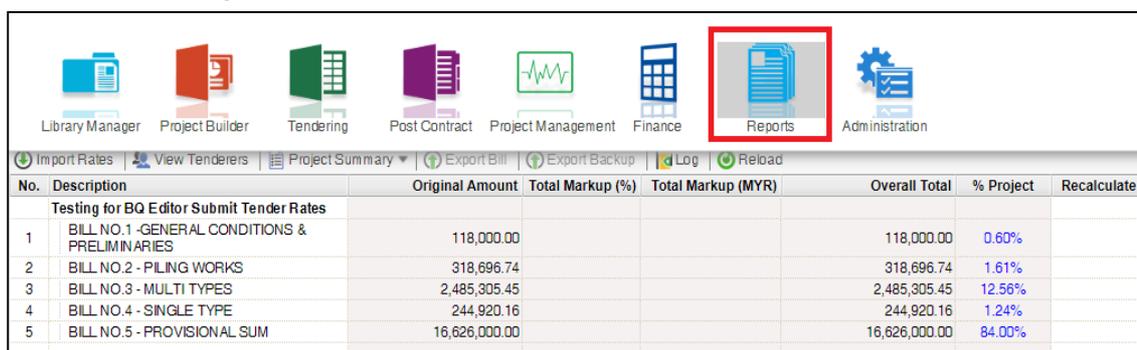
Can see the different

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



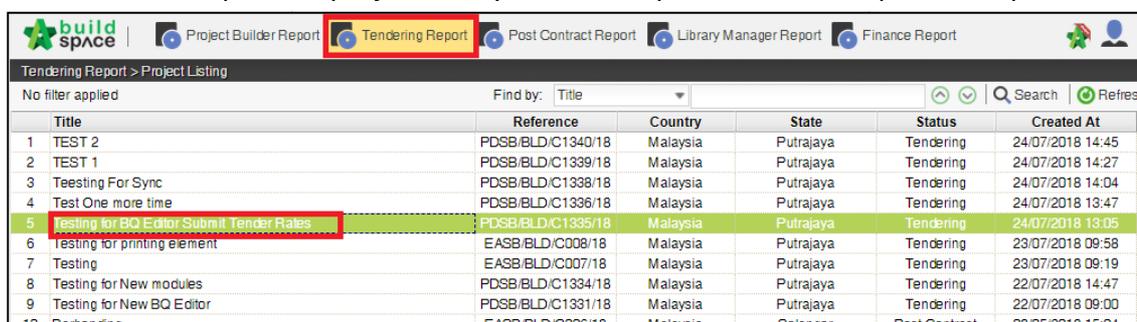
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - 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.



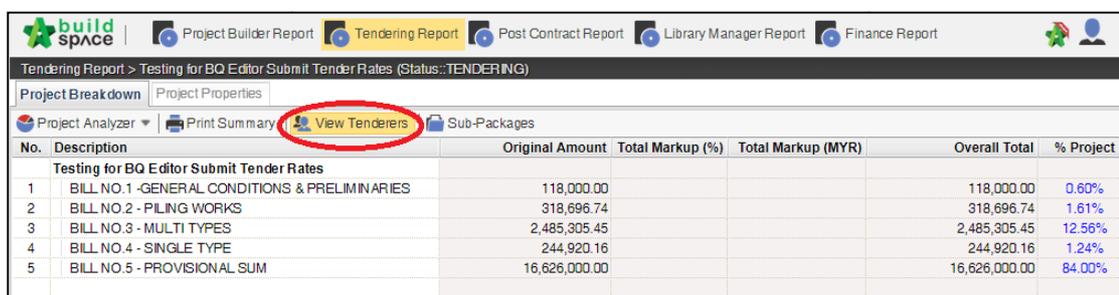
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - 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.



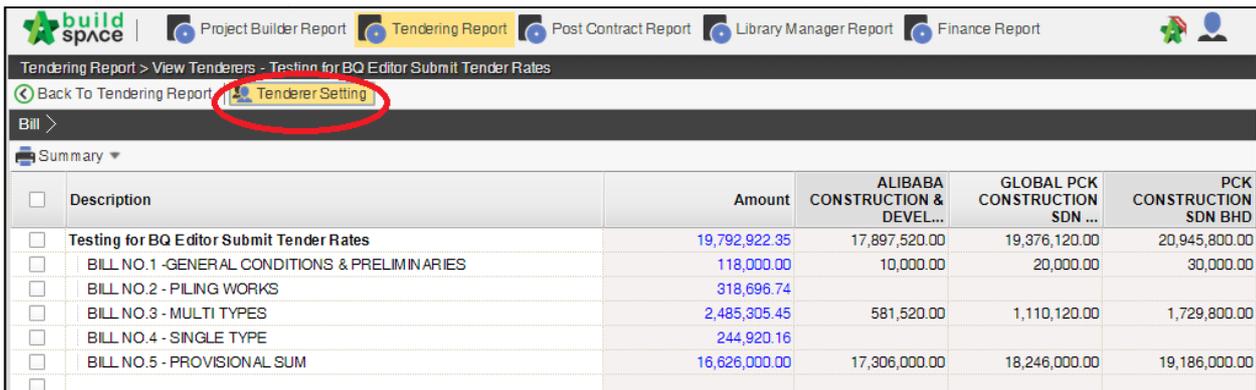
Title	Reference	Country	State	Status	Created At
1 TEST 2	PDSB/BLD/C1340/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:45
2 TEST 1	PDSB/BLD/C1339/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:27
3 Teesting For Sync	PDSB/BLD/C1338/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:04
4 Test One more time	PDSB/BLD/C1336/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:47
5 Testing for BQ Editor Submit Tender Rates	PDSB/BLD/C1335/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:05
6 Testing 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 Bar tending	EASB/BLD/C006/18	Malaysia	Selangor	Post Contract	08/05/2018 15:04

10. Click at **“View Tenderer”**.



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.



Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates

Back To Tendering Report | **Tenderer Setting**

Bill >

Summary ▾

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”.

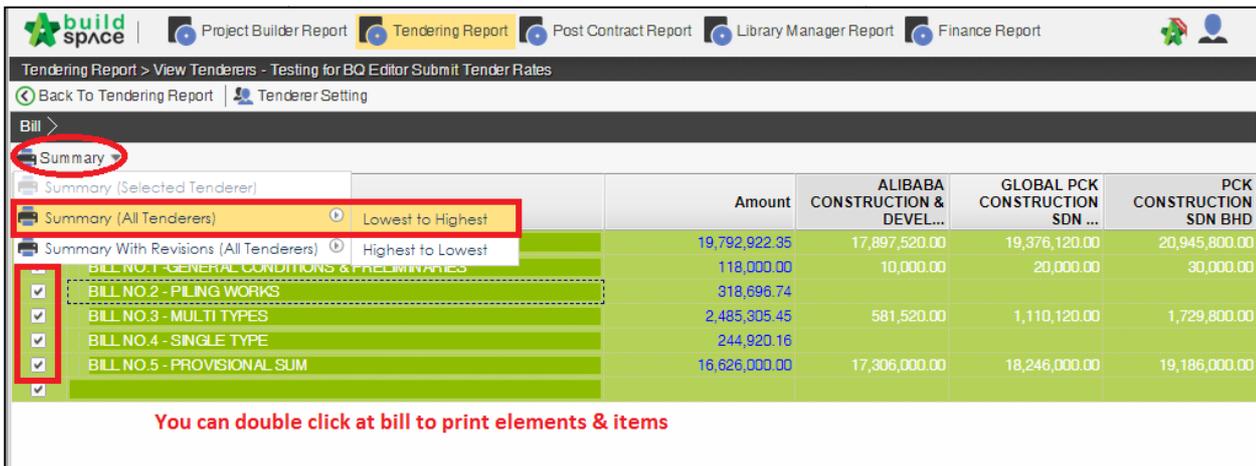


Assign Contractors :: Testing for BQ Editor Submit Tender Rates

Close

No.	Name	Original Total	Adjusted Total
		Diff: 0.00	
<input checked="" type="checkbox"/>	1 ALBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	17,897,520.00	
<input type="checkbox"/>	2 GLOBAL PCK CONSTRUCTION SDN BHD	19,376,120.00	
<input type="checkbox"/>	3 PCK CONSTRUCTION SDN BHD	20,945,800.00	
<input type="checkbox"/>	4		

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.



Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates

Back To Tendering Report | Tenderer Setting

Bill >

Summary ▾

Summary (Selected Tenderer)

Summary (All Tenderers) | Lowest to Highest

Summary With Revisions (All Tenderers) | Highest to Lowest

Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
<input checked="" type="checkbox"/> BILL NO.2 - PILING WORKS	318,696.74			
<input checked="" type="checkbox"/> BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
<input checked="" type="checkbox"/> BILL NO.4 - SINGLE TYPE	244,920.16			
<input checked="" type="checkbox"/> BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

You can double click at bill to print elements & items

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

Summary (All Tenderers) (Lowest to Highest)					
Print 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)	
Print Export To Excel Close	
Print Page Title	
*Print Page Title:	Summary (All Tenderers) (Lowest to Highest)
*Description Type:	<input checked="" type="radio"/> Full Description <input type="radio"/> One Line Description
*Price Display Format:	<input checked="" type="radio"/> 1,000.00 <input type="radio"/> 1,000,00
*Print Without Cents:	<input type="checkbox"/>

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

 Project Builder Report Tendering Report Post Contract Report Library Manager Report Finance Report						
Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates						
Back To Tendering Report Tenderer Setting						
Bill > BILL NO.2 - PILING WORKS >						
Summary Item Rate Item Total Item Rate & Total						
<input checked="" type="checkbox"/>	No	Description	Grand Total	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input checked="" type="checkbox"/>	1	Bill No. B.1/2 - PRECAST REINFORCED CONCRETE PILING - DEWAN	174,029.96			
<input checked="" type="checkbox"/>	2	Bill No. B.1/6 - PRECAST REINFORCED CONCRETE PILING - PUSAT KOMUNITI	144,666.78			
<input checked="" type="checkbox"/>	3					

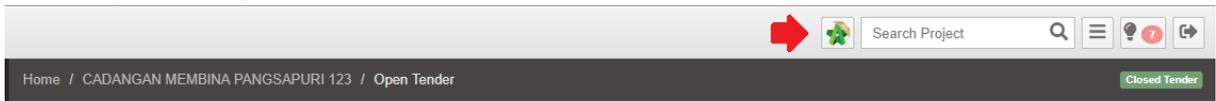
How To Prepare Rate Rationalization

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)

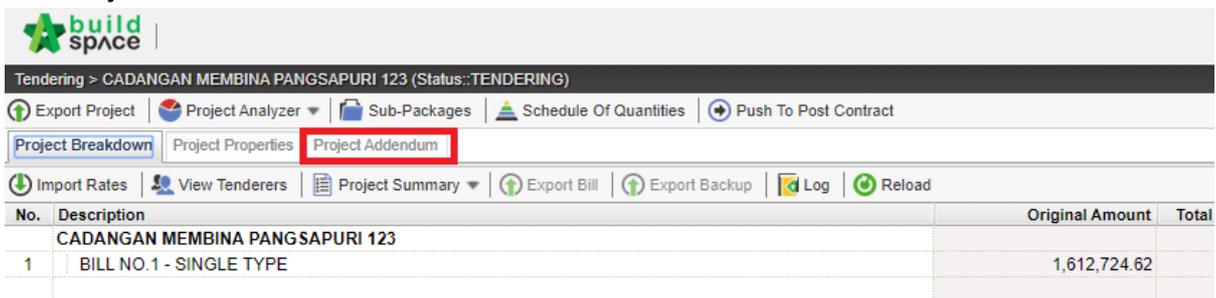
1. Click Project Title or Open Project



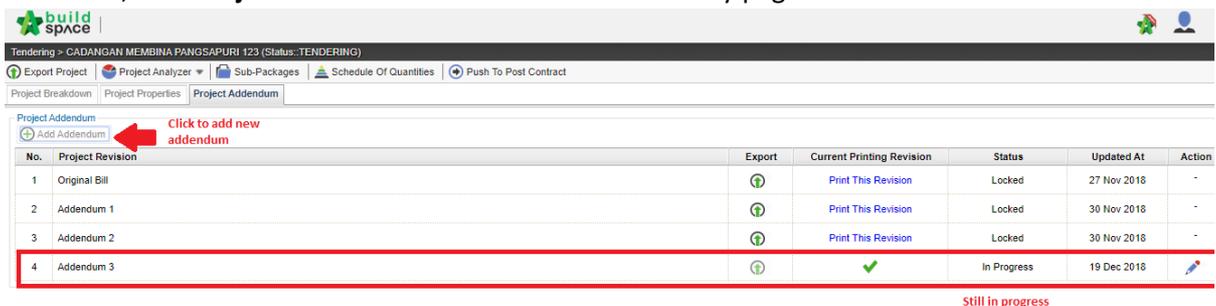
2. Click to open Buildspace Pro



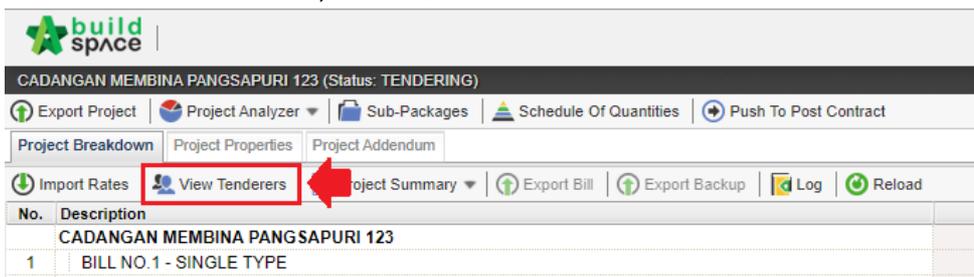
3. Click Project Addendum



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.



5. To do rates rationalization, Click **View Tenderers**

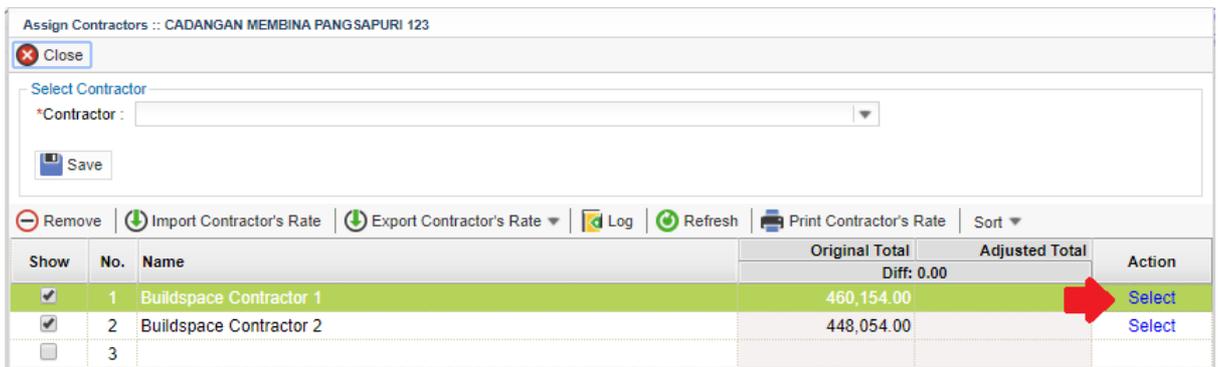


6. Click **Tenderer Setting**



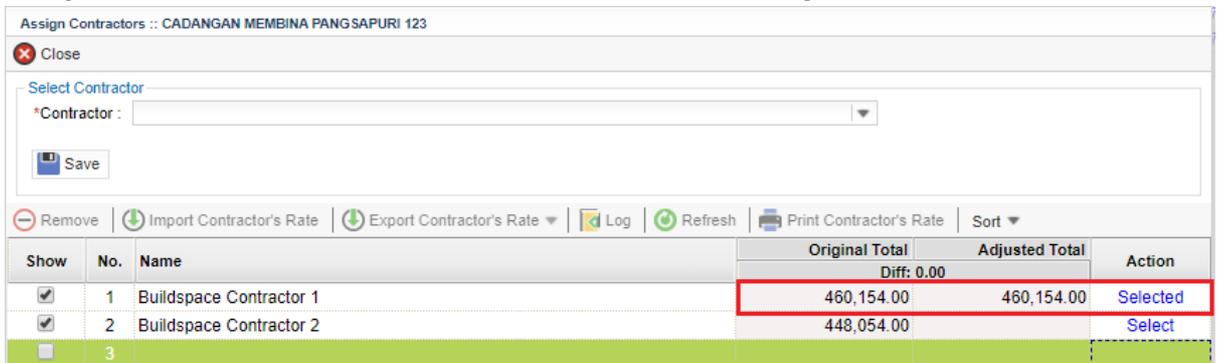
No.	Description
CADANGAN MEMBINA PANGSAPURI 123	
1	BILL NO.1 - SINGLE TYPE

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



Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00		Select
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	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.



Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00	460,154.00	Selected
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	3				

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



No.	Description	Amount	Buildspace Contractor 1	Buildspace 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**

No.	Description	Amount	Buildspace Contractor 1	Buildspace Contractor 2
CADANGAN MEMBINA PANGSAPURI 123				
1	BILL NO.1 - SINGLE TYPE	1,619,103.37	460,154.00	448,054.00

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

No	Description	Grand Total	Buildspace Contractor 1	Buildspace Contractor 2
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	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)

No	Bill Ref	Description	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	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 by 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			
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			

Type	Unit	Grand Total Qty	Rate	Grand Total	Rate	Grand Total	Rate	Grand Total
HEAD 1								
ITEM	m2	29.00	350.00	10,150.00	190.00	5,510.00	195.00	5,855.00
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
HEAD 1					Rate by 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
ITEM	m2	478.00	295.00	141,010.00	320.00	152,960.00	330.00	157,740.00

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

Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Buildspace Contractor 1		Buildspace Contractor 2	
								Rate	Grand Total	Rate	Grand Total
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
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

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

Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Buildspace Contractor 1		Buildspace Contractor 2	
								Rate	Grand Total	Rate	Grand Total
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
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**

No.	Description
	CADANGAN MEMBINA PANGSAPURI 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)

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

No.	Description	Total Cost
1	Concrete	471,828.00
2	Formwork	34,031.72
3	Barbanding Work	25,485.86
4		

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

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	253.00		146.00	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

No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 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		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 > Bill No. B.4/3 - UPPER FLOORS							
7	Vibrated reinforced concrete Grade 25, as specified, in,							
8	100mm Thick floors	m2	10.00	253.00	2,530.00	Rate by Consultant	Rate by Tenderer	330.00
9	150mm Thick floors	m2	54.00	253.00	13,662.00		300.00	330.00
10								

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

System auto filter which user need the same rate during Consultant prepare PTE and used "Import Rate"

Press "Enter" to type and press "Enter" to save

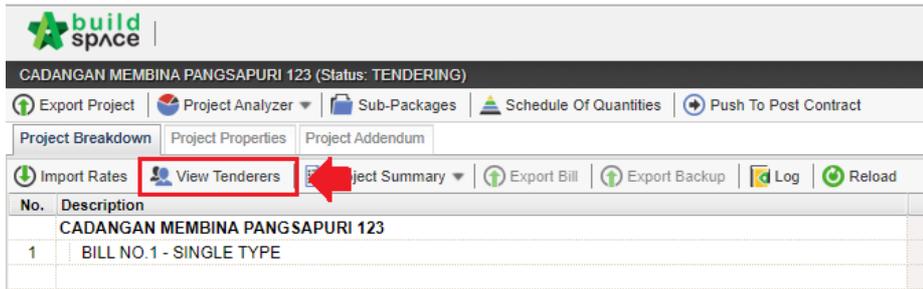
No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns	m3	41.00	253.00	10,373.00		195.00000	300.00
4	Floor beams	m3	24.00	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 > Bill No. B.4/3 - UPPER FLOORS							
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

To go front page

No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 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 > Bill No. B.4/3 - UPPER FLOORS							
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								

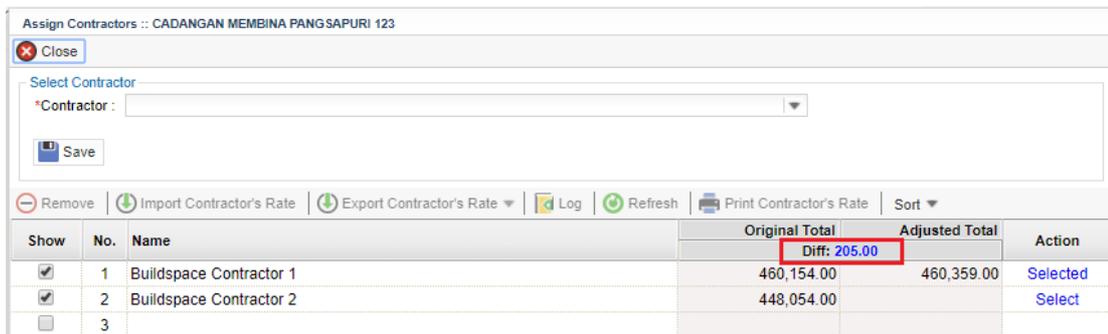
23. Click **View Tenderer**



24. Click **Tenderer Setting**

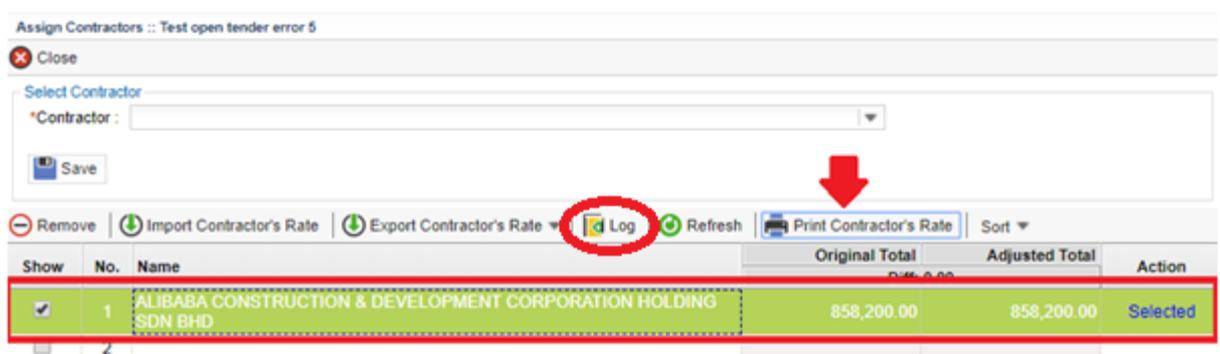


25. From here you can view the difference between **Original Total** and **Adjusted (Rationalized) Total**.



❖ **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.



Publish BQ to Post Contract

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

Assign Contractors :: Project for High Rise Building Phase 1A

Close

Select Contractor

*Contractor :

Save

Remove Import Contractor's Rate Export Contractor's Rate Log Refresh Print Contractor's Rate Sort

Show	No.	Name	Original Total	Adjusted Total	Action
			Diff: 0.00		
<input checked="" type="checkbox"/>	1	Sample Alibaba Contractor	28,568,302.00	28,568,302.00	Selected
<input type="checkbox"/>	2	Sample Global PCK Contractor	33,935,560.00		Select

2. Click **Back to Tendering**.

 |

Tendering > View Tenderers - Project for High Rise Building Phase 1A

Back To Tendering Tenderer Setting Print Estimation BQ

Bills >

No.	Description
Project for High Rise Building Phase 1A	
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - TYPE A
3	BILL NO.3 - TYPE B

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

 |

Project for High Rise Building Phase 1A (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 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	

- 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)**

Check Publish Requirement

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	✓

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

Post Contract

Project Information

Project : Project for High Rise Building Phase 5A

*Contractor : Buildspace Contractor 1

Contract Info

*Type :

*CI No. :

Contract Sum : MYR 19,593,340.00

AAAA/BLD/C120/19/CI001

*Contract Period From :

*Contract Period To :

*Trade :

Works :

Works 2 :

Creditor Code :

Remarks :

Retention

*Retention Sum : %

Maximum Retention Sum : %

Include VO :

Include Material On Site :

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