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## Create Template Technical Evaluation (only by Selected User)

Note: Please ask your IT department to assign user to access this module.

1. Login to eTender system with Username and Passwords

	space
Email	
Enter y	our password
	Sign in
	Sign up   Forgot Password?

2. Click at "Maintenance" menu, select "Templates" and "Technical Evaluation". Then click at "Add" button to create a new template.

build space				۵.	Heng Chin Guan 🙀	Search Project	Q 🥊 🕜 🖙
Projects System M	Maintena						
Home / Technical Evalua	📮 Templates	Technical Evaluation					
	f My Company	Form Of Tender					
E Sets	🗮 Manage Users	Tender Documents					+ Add
	& Subsidiaries	Master Cost Data 10					
Sets		Letter of Award					
No 🔺		Name	c	Work Category	0	Contract Limit	Attachments O
1 Building (23	456789654)			Building	23456789654		

3. Select which "Work Category" and click at "Set New Contract Limit" to set this technical evaluation's contract limit or can put sub work category.

Create A New Set	×
Work Category: PILING	Contract Limit: None v
	Set New Contract Limit Save



4. If clicked **"Set Existing Contract Limit"**, key in the new contract limit or can type any name for this technical evaluation such as standard, play equipment or others and click **"Save**".

Create A New Set		×
Work Category:		New Contract Limit:
PILING	~	Standard
		Set Existing Contract Limit Save

5. After open new created technical evaluation set, click **"+Add"** to add new criteria. The maximum is "1" at this level.

Home / Technical Ev	aluation Sets / Technical Evaluation	
Technical I	Evaluation (Aspects)	+ Add
Civil (Standard)		[ Weighting : 0.00 / 1.00 ]
No 🔺	Name	Weighting
	No data available in table	

6. Let say I put "Financial Capability" to cover 0.7 score from total of 1.

Add	×	¢
Name: Financial Capabitlity		)
Value: 0.7		
0.7		
	Save	

7. Then I put the rest of 0.3 score on **"Technical Capability"**. Click at "Technical Capability" to input the main criteria for technical capability.

<b>Z</b> Te	echnical Evaluation (Aspects)		+ Add
Civil (	Standard)	ſ	Weightinç : 1.00 / <b>1.00</b>
No 🔺	Name		Weighting
1	Financial Capabitlity	0 🗆 Update 🗙	0.7
2	Technical Capability	🕕 🗆 Update 🗙	0.3



8. Here the maximum score is 100 and click "Add" to add criteria

Technical Evaluation (Criteria)		+ Add		
Civil (Standard) / Techn	iical Capability	[	Score : 0.00 / 100.0	0]
No 🔺	Name	\$	Score	\$
	No data available in table			

9. After created criteria, click at criteria to add "Items". Let say "**Project Organisation Chart**" is allocated 10 score from total of 100.

✓ Te	echnical Evaluation (Criteria)		+ Add
Buildi	ing (10000000) / Technical Capability	[ Score	100.00 / 100.00 ]
No 🔺	Name		Score
1	Project Organisation Chart	9 🗆 Update 🗙	20
2	Work Program and Method Statement	1 🗆 Update 🗙	20
3	Project of Similar Nature within the last 5 years	3 🗆 Update 🗙	20
4	Technical Data for M&E Works	10 🗆 Update 🗙	15
5	Environmental, Safety & Health Performance	3 🗆 Update 🗙	10
6	Company Strength	4 🗆 Update 🗙	5
7	Current Project Performance	2 🗆 Update 🗙	5
8	Key Management Personel	3 🗆 Update 🗙	3
9	Registration & Certification	4 🗆 Update 🗙	2

10. You can see maximum 20 score and click "Add" to add items (sub criteria).

Technical Eval	uation (Items)	+ Add
Civil (Standard) / Technica	al Capability / Project Organisation Chart	Score : 0.00 / 20.00 ]
No 🔺	Name	Score 🔷
	No data available in table	



11. After created items (sub criteria), click at item to add "Options". Let say "**Project Director**" is allocated 3 score from total of 20.

<b>T</b> e	echnical Evaluation (Items)		+ Add
Buildi	ng (10000000) / Technical Capability / Project Organisation Chart	1	Score 20.00 / 20.00
No 🔺	Name		Score 🗘
1 🔇	Project Director	3 🗆 Update 🗙	3
2	Project Manager	3 🗉 Update 🗙	3
3	Construction Manager	3 🗆 Update 🗙	2
4	Quantity Surveyor	3 🗉 Update 🗙	2
5	QA/QC Officer	3 🗆 Update 🗙	2
6	Architectural Manager/Coordinator	3 🗉 Update 🗙	2
7	Civil & Structure Engineer	3 🗆 Update 🗙	2
8	Mechanical Manager/Coordinator	3 🗉 Update 🗙	2
9	Electrical Manager/Coordinator	3 🗆 Update 🗙	2

12. You can see maximum 3 score for each "Options" and click "Add" to add options.

Technical Evalu	ation (Options)	+ Add
Civil (Standard) / Technical	I Capability / Project Organisation Chart / Project Director	[Max : <b>3.00</b> ]
No 🔺	Name	Score 🗘
	No data available in table	

13. You can see the all options can't exceed 3 score. Repeat the above steps to create more criteria, sub criteria & options. Click **"Technical Evaluation Sets**" to go back to list of technical evaluation sets.

Н	Home (Technical Evaluation Sets) / Technical Evaluation					
Technical Evaluation (Options)						
	Building (10000000) / Technical Capability / Project Organisation Chart / Project Director					
	No 🔺	Name		Score		
	1	Experience ≥ 10 years	0 🗆 Update 🗙	3		
	2	5 years ≤ Experience < 10 years	0 🗆 Update 🗙	2		
	3	Less than 5 years relevant working experience	0 🗆 Update 🗙	$\mathbf{V}$		



14. Click at "Attachments" to set a list of attachments need to be submitted by the tenderer during calling tender.

Home	/ Technical Evaluation Sets			
<b>D</b> s	ets			+ Add
Sets				
No 📥	Name 🗘	Work Category	Contract Limit 🗘	Attachments 🗘
1	Building (1000000)	Building	1000000	
2	Building	Building	-	
3	Landscape	Landscape	-	

15. Click "Add" to add attachment name.

Home / Technical Evaluation / Civil (Standard) / Attachments	
Attachments	+ Add
Attachments	
No A Name	Mandatory
No data available in table	

16. Type the attachment name and set whether it's "**Mandatory**" or not, then click "Save".

Add New List Item	×
Name : Company registration certificate	Mandatory
	Save

17. After created, it will look like below;

C At	tachments		+ Add
Attac	nments		
No 🔺	Name		Mandatory 🗘
1	Check Name / Address / Telephone No. / Contact Person	🛛 Update 🧻	~
2	Copy of PKK and CIDB registration & other Professional licence	🛛 Update 🧻	
3	Copy of Forms 24, Forms 49, Form 9 & Form of Annual Return of a Company having a share Capital - please submit copies of Form 24 from initial shares t	🛛 Update 📋	
4	List of Professional & Sub-professional staff including their relevant experience, date employed, academic qualification and value of major project ha	🛛 Update 📋	
5	List of Material Suppliers - value of materials supplied & credit term - please submit a	🛛 Update 🧻	
6	Base Outline Tender Programme	🛛 Update 🧻	
7	Organisation Chart	🛛 Update 🧻	~



18. Once you already finalized with "Technical Evaluation Template" it will show the list. To delete you can click on the "Bin Icon"

No 🔺	Name	$\rightarrow$	Work Category	Contract Limit	Attachments
1	Building Works		Building Works	None	
2	Building (TEST)		OTHER	2000000 (Two million)	
3	Building (TEST)		Building	TEST	
4	PILING (23456789654)		PILING	23456789654	
5	Building (1000000)		Building	1000000	
6	Building		Building	None	
7	Building (RM10000000)		Building	RM10000000	
8	Building (RM 100,000,000.00)		Building	RM 100,000,000.00	
9	Building (RM TESTING)		Building	RM TESTING	

- 19. Let say you want to prepare another "**Technical Evaluation Template**" using the same criteria information but different "**work category**" & "**contract limit**" click the icon to copy the template.
- 20. Then select which "Work Category" & "Contract Limit" from the list or to set up a new contract limit click "Set New Contract Limit" and key the new amount.

				💄 Zul	kamal 🚯 Search Project	
	Create A New Set				×	
M	Template:					
luatior	Building Works					
	Work Category:		Contract Limit:			
	OTHER	~	1000000		~	
	(	)	$\square$			
				Set Nev	v Contract Limit Save	
orks	_			inding tronto		
EST)			1	OTHER	2000000 (Two million)	
TOTA				Desilation	TEOT	

Note: You need to do this whenever you had created a new work category. Create Template Tender Documents (only by Selected User)

Note: Super Admin can assign user to access this module.

 Login to eTender system. Click at "Maintenance" menu, select "Templates" and "Tender Documents". Then click at "Tender Documents 1" or click "Add Template" to create a new template.



build sp/ce				💄 Heng Chin Guan	*	Search Project	Q	90	) (+
Projects System M	Maintena								
Home / Tender Documer	Templates	Technical Evaluation     Form Of Tender							
Tender Doci		Tender Documents					+	Add Ter	mplate
Tender Document Fold	& Subsidiaries lers Template	Master Cost Data					_		
٩								10	Ŧ

2. Click at "Options" and select "New Folder" to create a folder.

Tender Document Folders Template 2	
Template For:	Save
Tender Documents Options New Folder	
BQ Files Default folder	
Form of Tender	

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

New Folder	×
New Folder Type folder name	
Save	ncel



4. Click at created folder's "**Options**" and select "**New Folder**" to create a sub folder.

Tender Document Folders Template 2	_
Template For:	Save
Tender Documents Options	
Form of Tender  Main folder  OFiles  Options	Open New Folder New Structured Document Rename Delete

5. Click "Options" again and select "Open" to access folder.

Tender Documents Options		
BQ Files		
Form of Tender		
Main folder OFiles	Options	Open New Folder
sub folder 0 Files	Options	New Folder New Structured Docu Rename Delete

6. Click "**Upload**" to upload files (you can upload standard tender document file which will be used for each tender project, if not just leave it blank).

Podium					
Documents					Ţ
Q       Filter File Name	Filter Description	Filter F	i I	Lupload Filter Issued By	
File Name	Description	Revision	Date	Issued By	Edit
	No data available in	table			
Showing 0 to 0 of 0 entries				Previous	Next



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

Upload Files		×
+ Add files 🛛 🕄 Star	t upload O Cancel uplo	ad
Preview File Name	e Size	Actions

8. Can multi select files and click "Open"

Organize 🔻 New f	old	er			= - 1 0		
	*	Na	ime	Date modified	Туре		
🕞 Libraries			Drawing A.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
Documents		*	Drawing A_Revised 1.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
Music Pictures		*	Drawing A_Revised 2.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
Subversion		Ľ	Drawing B.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
Videos		Ľ	Drawing C.dwg	25/2/2002 11:06 AM	DWG TrueView Dr		
Videos			Drawing D.dwg	25/2/2002 11:06 AM	DWG TrueView Dr		
🖏 Homegroup	Ξ		Drawing E.dwg	25/2/2002 11:06 AM	DWG TrueView Dr		
( nonicgroup		*	Drawing F.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
🖳 Computer					-	Drawing G.dwg	25/2/2002 11:06 AM
Local Disk (C:)		-	Drawing H.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
User (D:)		-	Drawing I.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
My Web Sites on		<u></u>	Drawing J.dwg	25/2/2002 11:06 AM	DWG TrueView Di		
•,	Ŧ	•			•		
Fi	le n	ame:	"Drawing E.dwg" "Drawing A.dwg" "Draw	wing 🔻 🛛 All Files	•		
				Open	Cancel		

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

Upload Files	3		iter upload, 🔿
+ Add files	🛈 Start upload	Cancel upload	ose
Preview	File Name	Size	Actions
li -	Drawing A.dwg	52.16 KB	n Delete
	Drawing B.dwg	52.16 KB	i Delete



10. Select which work categories or trades that will use this template when creating a project. Please remember **EVERYTIME** to add new created work category here.

Tender Document Folders Template	2
Template For: Click here to select whether the sele	nich work categories/trades will use this ng a new project
Tender Documents	Options
BQ Files	
Form of Tender	
Main folder 0 Files	Options

11. It will show like the following and click "Save" button;

Tender Document Folders Template 1	
Template For: Building Contact Landscape Contact Piling Contact Water Reticulation	Save
Building	A
Landscape	
Piling	
Water Reticulation	
Unspecified	
Civil	
Infrastructure	-
E Unstruction to Tenderer	Options

12. Here's sample tender document template;

Tender Documents Options	
BQ Files	
Form of Tender	
	Options
Instruction to Tenderers 0 Files	Options
Conditions of Tendering 0 Files	Options
E Layout Plan 0 Files	Options
E Attachments 0 Files	Options
	Options
Addendum To The Articles of Agreement 0 Files	Options
Specifications 0 Files	Options
Preambles To All Trades 0 Files	Options
Appendixes 0 Files	Options
	Options



# Create Subsidiary/Township Name (only by Admin User)

### Note: Only C&C Admin user can do this.

1. Login to eTender system, click on "Maintenance" and select "Subsidiaries". Then click at "+ Add Subsidiary".

build space						💄 Heng Chin Guan		Search Project	Q	9 👩 G
Projects System M	¢8 Maintena									
Home / Subsidiaries	Templates	•								
	f My Company									_
& Subsidiaries	🗮 Manage Users								+ 4	dd Subsidiary
	& Subsidiaries									
Subsidiaries										
			Na	ame					Identifier	
Testing Sample Subsidiary	/						×		TSS	

2. Fill up the name of subsidiary and also identifier (short name). Then click "Save" button.

Add Subsidiary		×
Name:		
GLOBAL DEVELOPMEN	T SDN BHD	
Identifier:		Ø
GDSB	Key in this short name	which will auto appear at contract number's prefix when creating project
		Save

3. Then you can see the subsidiary had been added. Click at subsidiary name to edit if needed.

Subsidiaries	
Name	ldentifier 🔷
GLOBAL DEVELOPMENT SDN BHD	GDSB
GLOBAL PCK DEVELOPMENT SDN BHD	GPDSB
PCK DEVELOPMENT SDN BHD	PDSB



4. You can also add sub-subsidiary, first click "+Add Subsidiary" key in Name for Subsidiary, "Identifier" will auto-generate if error need to replace with new identifier, then select "Parent Subsidiary" from the list.

Add Subsidiary	Zulkamai 🚱 Search Project	Q ? @ 6
deleted as it Subsidiary		×
Identifier:	•	+ Add Subsidlary
Parent Subsidiary: None		dentifier
e Tower 1)	Save	SS ST
e Tower 1, Tower 1 Phase 1A)	×	ТР
e Tower 1, Tower 1 Phase 1A, Phase 1A1)	×	P2
e Tower 1, Tower 1 Phase 1A, Phase 1A2)	×	P3
e Tower 1, Tower 1 Phase 1A, Phase 1A3)		P4

5. Sample of subsidiary with many levels first level will be your company name, followed by projects & finally phases (ONLY SAMPLE)

Subsidiaries	
Name Sample 1	Identifier
Sample Subsidiary Company	SS
Sample Subsidiary (Sample Tower 1)	ST
Sample Subsidiary (Sample Tower 1, Tower 1 Phase 1A)	TP
Sample Subsidiary (Sample Tower 1, Tower 1 Phase 1A, Phase 1A1)	P2
Sample Subsidiary (Sample Tower 1, Tower 1 Phase 1A, Phase 1A2)	P3
Sample Subsidiary (Sample Tower 1, Tower 1 Phase 1A, Phase 1A3)	P4





# Create project & Assign company (only by Admin User)

### Note: Only C&C Admin user can do this.

1. Login eProject system and click "Add New Project" to create the new project (Admin user only)

20%	Total	75 Project(s)
Projects		+ Add New Project
Projects		

2. Fill up all the project information and click **Add** to save.

Business Unit Information							
Business Unit Name :							
Eco Majestic Sdn Bhd							
Project Creator Name :							
Heng Chin Guan							
Project Information							
Contract Type *:	Contract Number *: //C001	/18			Nork Category	<b>k</b> .	
Select ~	//C001/18				Select		~
Subsidiary *:		Year *:	Ru	unning Numbe	r*:		
Select	~	18		1		🌾 Generate	Check
ubsidiary *: Select	~	Year *:	۲ ۱	Running Numb	ier *:	🌾 Generate	Che
		10		•		- Cenerate	Circ
roject Title *:							
I							
ite Address *:							
ountry *:			State *:				
Malaysia		~	Putrajaya				
roject Description *:							
roject Description *:							



3. Assign consultants/companies who involve in the project. After that, tick to select the which consultant to prepare **tender** document and **calling** tender. After that click **Save.** 

Group	Companies	
Contracts & Commercial	Eco Majestic Sdn Bhd	
Group Contract	Select Company	~
Architect	Select Company	~
QS Consultant	Select Company QS	ر م
M & E Consultant	SQS Indonesia QS Consultant 2 Sdn Bhd QS Consultant 1 Sdn Bhd	
Project Manager	Select Company	~

Note: All the parties have to register first before assign.



## Manage Users / Import User (only by Admin User)

### Note: Only C&C Admin user can do this.

1. Can import user (top management) as a verifier, click "Manage Users".

state 🙀	build spʌce			
EB Projects	System M	Maintena		
I To-D	o List 16	🖵 Templates	•	
		童 My Company		
	endering 🔞	🗮 Manage Users		
Revie	ws: 8	local Subsidiaries		

### 2. To import user, click select user.

Users	(Eco Majestic S	Sdn E	3hd)						4	+ Add A New Us
	Filter	Filter		Filter		Filter	Filter	Filter		Filter
Action(s) 🔺	Name 🔷		Email 🗘	Contact Nu	mber 🔿	Status 🔷	Blocked 🗘	Admir	n 🗢	Creation Date
Edit / Delete	Mr. Majestic 1	majest	ic1@buildspace.my	012-222	3456	Confirmed	No	No		3 years ago
Edit / Delete	Heng Chin Guan	majes	tic@buildspace.my	012-222	3456	Confirmed	No	Yes	5	3 years ago
	orted Users								L L	Select Use
	Filter		Filter		Filter		Filter		Filter	
Action(s) 🔺	Name		Email		C	ontact Number 🔷	Admin			Company
				om.my		123123213	Yes			iness Unit HQ

3. Tick to select which user to import, then click save.

Select	Users 🏜				Close
Q					10 🔻
	Filter	Filter	Filter	Filter	
No. 🔺	Name	Email 🗘	Company	Company Reference Number 🔿	Select
1	Li Yan	gohly@ilcpg.com.my	Island LandCap Construction Sdn Bhd	island 1	
2	Dato Oon	oon@ilcpg.com.my	Island LandCap Construction Sdn Bhd	island	
3	Kelvin	kelvin@ilcpg.com.my	Island LandCap Construction Sdn Bhd	island	
4	Ummul	ummul@ilcpg.com.my	Island LandCap Construction Sdn Bhd	island	

### 4. After clicking **Save**, the new imported user will display under **Imported User** list

	Filter	Filter	Filter	Filter	Filter	
Action(s) 🛎	Name	Email	Contact Number	Admin	Company	
Remove	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	0145067175	Yes	Business Unit HQ	
Remove	Muhammad Asyrul	asyrul@pck.com.my	0149081295	Yes	Business Unit HQ	
Remove	Chien Zen	chienzen@pck.com.my	123123213	Yes	Business Unit HQ	
Remove	Chris Volcano	sky@buildspace.my	012-2223456	Yes	Business Unit HQ	



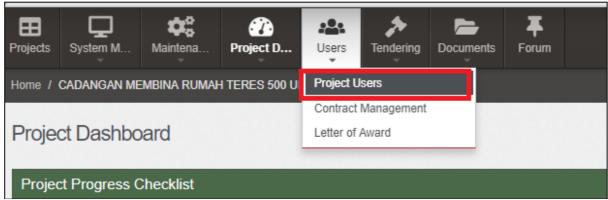
### Assign User (Only by admin user only)

#### Note: Only C&C Admin user can do this.

1. Click the project title or click Open Project.



2. Click "Users" and select Project Users.



3. Tick to assign user as a verifier & editor / verifier only. After that, click Save. Note: User as editor will receive all the notification from email and system. In contrast, user as a verifier will receive notification from system only.

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



### How to compose message to project team member

1. While in "**Project Dashboard**", click "**Compose**" icon to compose a message to other parties.

Projects System M	Project D Users Tendering	Documents Forum	
Home / CADANGAN MEMBINA RUMA	Project Dashboard		
Project Dashboard	🛱 Sub Packages		
Project Progress Checklist			
		5/6	
Messages Project Information			
Compose	Q Subject	Q Author	Q Purpose of issue
Inbox		Currently there are no a	vailable message(s)

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

Send	New Message	х						
Send 1	۲٥ •:	^						
<ul><li>✓</li></ul>	Group							
~	C&S Engineer 1 Sdn Bhd							
~	ALIBABA CONSTRUCTION & DEVELOPME							
	Eco Majestic Sdn Bhd							
$\mathbf{Y} \mathbf{Y} \mathbf{Y} \mathbf{Y}$	MEP Engineer 1 Sdn Bhd							
	Project Management Office 1							
	QS Consultant 1 Sdn Bhd							
Subjec	it:	4						
Purpos	se of Issued*:							
None	\$							
Deadli	ne to Reply:							
		-						
	Save as Draft Send Close							

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

Đ	Project Dashb	oard	
	A Messages	Project Information	
9 3	Compos	e Mr. Architect 1B (Archi Test	15-Jul-2015 4:03 PM
	Inbox		
	Sent Draft		

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



# How to upload & share documents/drawings

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

<b>c</b> ts	System M	Maintena	Project D	users	Tendering	Documents For	rum		
	CADANGAN ME	EMBINA RUMAH	I TERES 500 UI	NIT / Proje	ect Documents	Tender Docume	ents		
						📓 Project Docun	nents 🕨	2D Drawings	0
20	Drawings					늘 Document Con	trol 🕨	BIM Files	0
and the last					-			Other Documents	
								other bocamento	0
	My Folders	Shared Fo	Idore					Minutes of Meeting	0

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

2D Drawings	
My Folders	Shared Folders
2D D	rawings Options New Folder

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

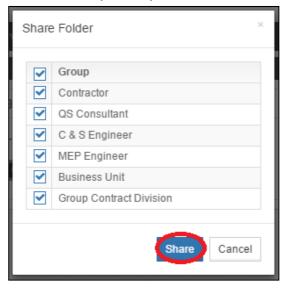




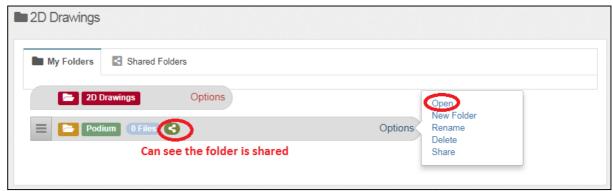
4. Click "**Options**" again to create sub folder if want or click "**Share**" to share to other parties.

My Folders	Shared Folders		
🗁 2D I	Drawings Options		Open
E C Pod	ium O Files	Options	New Folder Rename <u>Dele</u> te
			Share

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



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





7. Click "Upload" to upload files.

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

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

	×	
O Cancel upload		
Size	Actions	
		Cancel upload

9. Can multi select files and click "Open"

Organize 🔻 New f	fold	er				= • 🔳 🔞
	*	N	ame		Date modified	Туре
🕞 Libraries		*	Drawing A.dwg		25/2/2002 11:06 AM	DWG TrueView Di
Documents		*	Drawing A_Revised 1.dwg		25/2/2002 11:06 AM	DWG TrueView Di
J Music			Drawing A_Revised 2.dwg		25/2/2002 11:06 AM	DWG TrueView Di
Pictures			Drawing B.dwg		25/2/2002 11:06 AM	DWG TrueView Di
Subversion			Drawing C.dwg		25/2/2002 11:06 AM	DWG TrueView Di
H Videos			Drawing D.dwg		25/2/2002 11:06 AM	DWG TrueView Di
	ш	2	Drawing E.dwg		25/2/2002 11:06 AM	DWG TrueView Di
🔣 Homegroup		2	Drawing F.dwg		25/2/2002 11:06 AM	DWG TrueView Di
. Commuter		2	Drawing G.dwg		25/2/2002 11:06 AM	DWG TrueView Di
Computer		2	Drawing H.dwg		25/2/2002 11:06 AM	DWG TrueView Di
Local Disk (C:)		*	Drawing I.dwg		25/2/2002 11:06 AM	DWG TrueView Di
User (D:)		*	Drawing J.dwg		25/2/2002 11:06 AM	DWG TrueView Di
VIV WED SILES ON	Ŧ	•		III		4
Fi	File name: "Drawing E.dwg" "Drawing A.dwg" "Drawing 👻 All Files					
					Open	Cancel



Upload File:	fter upload, C		
+ Add files	🛈 Start upload	C Cancel upload	ose
	$\sim$		-
Preview	File Name	Size	Actions
<b>B</b>	Drawing A.dwg	52.16 KB	Delete
	Drawing B.dwg	52.16 KB	n Delete
		ND	

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.

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

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

Pr	Edit Document	×	ım
iL	File Name:		
ım	Drawing A_Revised 1		1
	Description:		
File	Columns		F
ne	Is It Revision ?:	_	on
g,	Select File To Be Revised	~	
ł		Q	
g /	Drawing A.dwg		
9 (	Drawing B.dwg		-
	Drawing C.dwg		
g B	Drawing D.dwg		
	Drawing E.dwg		



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

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

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

Filter File Name	Filter Description	Filter F	🖬 Filter E	Filter Issued By				
File Name	Description	Revision	Date	Issued By				
Drawing A.dwg		0	15/07/2015	Mr. Architect 1B				
Drawing A_Revised 1.dwg	Columns	1	15/07/2015	Mr. Architect 1B				
Showing 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"

Drawings	
My Folders Shared Folders	
2D Drawings Options	
Podium 0 Files	Options

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

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



# Document Control (Request for Information)

### How to issue RFI

1. Login eTender system with Username and Password, click the project title or click open tender

EMSB/BLD/C045/18	CADANGAN MEMBINA RUMAH 1234	Open Project Sub Packages [0]
	05-Dec-2018 Malaysia , Putrajaya Standard	

2. Click "Documents", choose "Document Control" and select "RFI"

*	build spʌce								L Heng Chin Guan	Sear	ch Projec
Projects	System M	Maintena	Project D	Users	Tendering	Post Cont	Documents	<b>F</b> orum			
Home / (	Cadangan Meml	bina Rumah Pa	ngsapuri				🔓 Tender I	Documents			
							Project	Documents			
Projec	t Dashbo	ard					🗁 Docume	ent Control	🗣 RFI	0	
-									A Risk Register	0	
🕓 Con	tract Informatio	n				- :	:) 🚯 c	laim Information	Q Inspection	0	

#### 3. Click "Issue New RFI" to issue RFI

Home / CADANGAN MEMBINA RUMAH 1234 / Request For Information							
Request For Information	+ Issue New RFI						
Requests For Information	10 🔻						
Reference         Date Issued         Subject         Issuer         Question         Deadline         Days left	Status 🖒						
No data available in table							
Showing 0 to 0 of 0 entries	Previous Next						



4.	Fill in the information	and select which	parties want to	send the RFI
••				Seria the full

aference : Subject *:	
Type any subject	
estion *:	
The second	
Type any question	
ected To *: Tick which parties want to respond the RFI	Reply Deadline *:
ected To *: Tick which parties want to respond the RFI	25-Dec-2018
ected To *: Tick which parties want to respond the RFI	
ected To *: Tick which parties want to respond the RFI	25-Dec-2018
ected To *:       Tick which parties want to respond the RFI         Image: Sector of the	25-Dec-2018

5. Upload the file as attachment and can select one or multi verifier for every RFI.

ttachment(s):	) Start upload 🛛 🥝 Cancel upload				
Filck "Add iles" to upload ttachment		•			
Preview	File Name		Size	Actions	Upload
Select Verifiers: Nor Fatin Izzati B	inti Yusop	Click "-" to remove verifier			
None None Mr. Majestic 1 Chien Zen Choo	ose which person as verifie	Click "+" to add multi verifier	r		
Nor Fatin Izzati B Muhammad Asyr	linti Yusop				Send Bac

6. Once clicked **Send**, the RFI will automatically recorded in Buildspace system.

RFI has bee	n issued.							×
Request For Information + Issue New RFI								
Requests F	or Information							10 •
Reference	Date Issued	Subject	Issuer 🗘	Question		Deadline 🗘	Days left)	Status
0001	13/04/2018	Request drawing details for	Heng Chin Guan	Please upload the drawings here ASAP		20/04/2018	6	Requesting
Showing 1	o 1 of 1 entrie	S					Previous	1 Next



### How to respond RFI

1. Login eTender system with Username and passwords, click "Project Title" or click "Open Project"



2. Click "Documents", choose "Document Control" and select "RFI"

soft 👷 build 🔹 Ar. Sulaiman Bin Azman 🚽									sea 👔		
Projects	Maintena	Project D	Users	Tendering	Post Cont	Documents	Forum				
Home / 0	Cadangan Mem	bina Rumah Par	ngsapuri			Project [	Documents	•			1
Projec	ct Dashbo	bard				Docume	ent Control		RFI  Risk Register  Inspection	3 0 0	
Mes	ssages Proje	ect Information									

#### 3. Click at the **RFI Subject** to see more details

Requests F	or Information							
Q								10
Reference	Date Issued	Subject		Issuer 🗘	Question	Deadline 🗘	Days left)	Status
0002	18/12/2018	Vibrated Reinforced Concrete	Click to more	Sr. Chew Nam Tong	Rate VRC grade 25	25/12/2018	6	Requestin

4. Responded can view the question before respond and can download the attachment

Requests For Information	
Reference :	
RFI-0002	
Subject :	
Vibrated Reinforced Concrete	
	_
Requested By :	
Sr. Chew Nam Tong	Requested At :
(QS Consultant 1 Sdn Bhd)	18-Dec-2018 12:48 PM
Question :	
Rate VRC grade 25	
Attachment(s) :	
Bussines Work Flow (PRE TENDER STAGE UNTIL POST CONTRACT).docx Click to download attachment	
	Reply Deadline :
	25-Dec-2018 12:00 AM
Ball In Court :	
Architect (Architect 1 Sdn Bhd)	
Contracts & Commercial (Eco Majestic Sdn Bhd)	

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5. Can type any comment for the question and can attach the file (If required) and click reply.

Response *:				
Type any comments				
.ttachment(s):				
+ Add files ③ Start upload Ø Cancel upload				
Click "Add files" io upload file as attachment				
Preview File Name		Size	Actions	Uploaded
No Yes Tick if the RFI give impact for cost & Select Verifiers:				
Nor Fatin Izzati Binti Yusop	Click "-" to remove verifier			
None None Mr. Majestic 1	Click "+" to add multi verifier			
Chien Zen Choose which person as verifier Nor Fatin Izzati Binti Yusop Muhammad Asyrul			•	Reply Back

6. Once replied, the system will pop out a message (in green colour) to notify the user that the reply message has been posted.





# Recommendation of Tenderer (only by Editor of Project)

### Note: "Editor" of project can do this.

1. Click at "Tendering" and "Rec. of Tenderer", after that click "Tender".

s# 🛧	build spʌce								L Heng Chin Guan
<b>E</b> Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>F</b> orum		
Home / t	test 1 / Tenders				🝷 Rec. of	Tenderer			
Tende	ers								
Tenders	5								
Q									
No	•		Refer	ence				Status	
1			Ter	nder				Rec. of Tenderer	
Showin	ng 1 to 1 of 1 em	tries							

### 2. Insert the project information.

			Proposed Commercial Tender Closing	) Date *:	
12-Oct-2018 02:00 PM			17-Oct-2018 02:00 PM		
Completion Period *:			Project Incentive (Percentage %) :	Procurement Method :	
12	Month(s)	~		None	~
Budget (Excluding Contingencies Sum)	* *-		Consultant's Estimates (Excluding Co	ntingencies Sum) :	
1000000					
Target Date of Site Possession *:					
20-Oct-2018			Allow Contractor to propose own	completion period.	
			Disable Tender Rates Submission	1	
			Technical Evaluation.	Contract Limit:	
				None	~



For technical tender closing date, user need to tick the technical evaluation and the system will auto generate a table for Technical Tender Closing Date.
 Note: Don't forgot do select contract limit for technical evaluation submission.

Proposed Date of Calling Tender *:			Proposed Date of Closing Tender *:		
19-Sep-2018 11:30 AM			22-Sep-2018 11:30 AM		
			2 Proposed Technical Tender Closing	Date *:	
			22-Sep-2018 11:30 AM		
Completion Period *:			Project Incentive (Percentage %) :	Procurement Method :	
12	Month(s)	~		2 Bid Tendering	~
Budget (Excluding Contingencies Sum) *:			Consultant's Estimates (Excluding C	Contingencies Sum) :	
12000000					
Target Date of Site Possession *:					
22-Sep-2018			Allow Contractor to propose ow	vn completion period.	
-			Disable Tender Rates Submissi	ion	
			1 V Technical Evaluation.	Contract Limit:	
				None	~
Remarks:					

4. User can assign verifier/approval person for approval process before submitting the form.

Select Verifiers: Mr. Majestic 1		٨	To delete verifier person just click "-"
Sky Buildspace	2		
None		+	To add multi verifier just click "+"
None Mr. Majestic 1 Choose which user as Chien Zen a verifier person			- JUSCOICK +
Sky Buildspace			3 Save Back

#### Note:

- I. **Calling tender date, closing tender date & technical tender closing date:** It will be changes during list of tenderer stage. Consultant (prepare tender document) will be change the date at calling tender form.
- II. **Remarks:** The remarks at the recommendation of tenderer carry forward to list of tenderer form and It will be edit.
- III. **Completion period:** It will be change during list of tenderer stage.
- IV. **Procurement methods:** It will be change during list of tenderer stage.
- V. **Budget:** It cannot change after recommendation of tenderer submitted.
- VI. **Target of site possession:** It cannot change after recommendation of tenderer submitted.



- VII. Allow contractor to propose own completion period, disable tender rate submission and technical evaluation: Can tick this requirement during list of tenderer stage.
- VIII. **Contract Limit:** It will be change during list of tenderer stage.
- 5. Click "Assign Contractor" to select recommended contractors

None			+				
Select	ed Contractor(s)						
	Remove	No	Contractor	Current CPE	Previous CPE	Status	Status Log
			No record(s) available				
4							
	xpression of Interest		Assign Contra	ictor(s)	Save Su	ubmit	Back

6. Tick to select which contractors, after that click **Save**. *Note: User can filter contractor's name*.

Q								
		buildspace	Filter Current CPE	Filter Previous CPE	Filter Type of work	Filter Subcategory	Filter Country	Filter State
	No 🗘	Contractor	Current CPE 🔷	Previous CPE	Type of work 🔷	Subcategory	Country 🗘	State
	1018	Buildspace Contractor 5	-	-	-	-	Malaysia	Putrajaya
	1019	Buildspace Contractor 1			-	-	Malaysia	Putrajaya
	1025	Buildspace Contractor 3	-	-	-	-	Malaysia	Putrajaya
	1026	Buildspace Contractor 4	-		-	-	Malaysia	Putrajaya
	1027	Buildspace Contractor 2	-	-	-	-	Malaysia	Putrajaya

7. Click "**Expression of Interest**" to seek for contractors' interest to participate the tender. (*User can send out expression of interest email through the system*)

Remove	No	Contractor	Current CPI	Previous CPE	Status	Status Lo
Delete	1	Buildspace Contractor 1	-	-	Yes *	View
Delete	2	Buildspace Contractor 2	-	-	Yes *	View
Delete	3	Buildspace Contractor 3	-	-	Yes *	View
Delete	4	Buildspace Contractor 4	-	-	Yes V	View
Delete	5	Buildspace Contractor 5	-	-	Yes •	View

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8. After clicking **Expression of Interest** button, user can type any message before sending out to contractors. After that can **save as draft** or click **preview** and send to contractors.

Expression of Interes	it	×
Inviter name:	ECO MAJESTIC DEVELOPMENT SDN BHD	
	<b>₹</b>	
CAN TYPE ANY MES	SAGE	
	Save as Draft Preview	N

9. After preview the message, click **"Select Recipients"** to select which contractors to send out for expression of interest.

Message Preview	×
To: [Recipient's name]	*
Project: CADANGAN MEMBINA RUMAH 123	- 1
Date of Tender Calling (Tentative) : 18th October 2018 (Thursday), 3.30 pm Date of Tender Closing (Tentative): 20th October 2018 (Saturday), 3.30 pm [Name of Recipient's Company] has been invited to participate above tender by ECO MAJESTIC DEVELOPMENT SDN BHD	
NEW PROJECT The message type by user	- 8
Kindly reply by clicking the link below: [uniqueLink]	
space	
w shuce	
This is a system generated email. Please do not reply.	
Disclaimer note: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.	-
Select Recipients Save as Draft Ba	ack



10. By default, the all contractors' name is ticked but the user still can untick (*Optional*) and click **send**.

S	elec	t Recipients	×
Г	•	Contractors	
-	•	Buildspace Contractor 1	
		Buildspace Contractor 2	
	•	Buildspace Contractor 3	
		Send Bac	ĸ

11. After send expression of interest to the contractor, make sure the contractor responds for expression of interest first before C&C submit the recommendation of tenderer form. Click "View" to see all the remarks submit by tenderer during respond expression of interest

*Note: C&C should mention the validate period for contractor to reply for expression of interest.* 

ast (1) contractor's status must Remove	No	Contractor	Current CPE	Previous CPE	Status	Status Log
Delete	1	Buildspace Contractor 1	-	-	Pending <b>*</b>	View
Delete	2	Buildspace Contractor 2	-	-	No 🔻	View
Delete	3	Buildspace Contractor 3	-	-	Pending •	View

\*At least one contractor responds to the expression of interest as "Yes" before submitting the form, otherwise the form will not be allowed to submit.



# List of Tenderer (only by Editor of Project)

Note: Only "Editor" of project can do this.

1. Once Rec. of Tenderer form is submitted and approved, a new tab "List of Tenderers" will be created automatically. Click at "List of Tenderer".

*Note: All information is carried forward from rec. of tenderer, user still can edit project information.* 

Date of Calling Tender *:		Date of Closing Tender *:			
19-Sep-2018 11:30 AM		22-Sep-2018 11:30 AM			
		Proposed Technical Tender Closing Dat	e *:		
		20-Sep-2018 11:30 AM			
Completion Period (Month(s)) *	:	Project Incentive (Percentage %) :	Procurement Method :		
12		0	2 Bid Ten 🗸		
Allow Contractor to propos	e own completion period.				
Disable Tender Rates Subr	nission				
<ul> <li>Technical Evaluation.</li> </ul>	Contract Limit:				
	None ~				

2. User can assign verifier/approval person for approval process before submitting the form.

Select Verifiers:				
Mr. Majestic 1			To delete verifier person just click "-"	
Sky Buildspace		2		
None			To add multi verifier	
None			just click "+"	
Mr. Majestic 1 Chien Zen Sky Buildspace	Choose which user as a verifier person			



3. User can **delete** contractor that recommended from previous stage (*Rec. of Tenderer*) or **add** new contractor. Besides, user also can **put some remark** for each contractor.

Remove	No	Contractor	GCD Remark
Delete	1	Buildspace Contractor 1	Type any remarks
Delete	2	Buildspace Contractor 2	
Delete	3	Buildspace Contractor 3	
Delete	4	Buildspace Contractor 4	
Delete	5	Buildspace Contractor 5	

#### 4. Tick to select contractor, then click **Save**.

		aliba	Filter Current CPE	Filter Previous CP	Filter Type of work	Filter Subcategory	Filter Country	Filter State
^	No 🗘	Contractor	Current CPE	Previous CPE 🗘	Type of work 🗘	Subcategory 🔷	Country 🗘	State
2	1014	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	A	A	Building	Commercial	Malaysia	Selangor

5. The new added contractor's name will be display in blue colour. If user wants to reassign deleted contractor, click **Re-enable**.

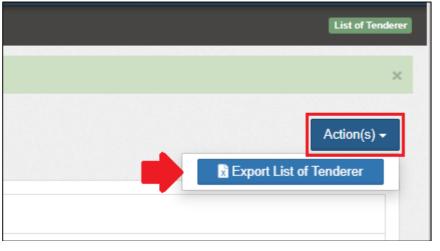
Remove	No	Contractor	GCD Remark
Delete	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD Assign a new contractor during list of tenderer	
Re-enable	<del>2</del>	Buildspace Contractor 4 Can delete the list of contractor during list of tend	Jerer



6. After finalised the list of tenderer form, click **Submit** to submit the form for approval process.

Delete	5	Buildspace Contractor 4	
Delete	6	Buildspace Contractor 5	
			Assign Contractor(s) Save Submit Back

7. To export the List of Tenderer, click **"Action"** and then click **"Export List of Tenderer"**. Export file in excel format.



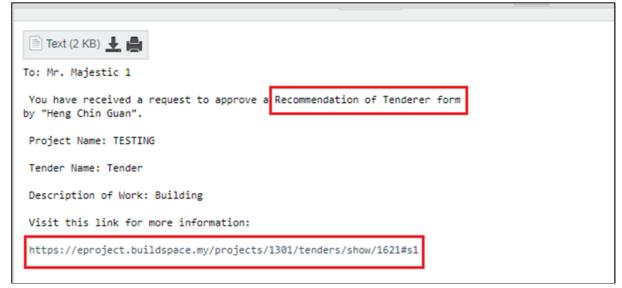
*Note:* Consultant who prepared tender document will receive notification after list of tenderer form is submitted.



# User as a verifier to approve through email (only for approver)

### Note: Only for Verifier/Approval person

1. Verifier will receive email notification for the forms that pending for his/her approval. Verifier can click at the **link** from email to view for more information.



2. Then the system will divert verifier into eProject system.



3. Once logged in, system will divert user into the task that pending for his/her approval. Verifier can click **Confirm / Reject.** 

	space Contractor 1	-	_		
				Yes	View
Build	space Contractor 2	-	-	Yes	View
Build	space Contractor 3	-	-	Yes	View
Build	space Contractor 4	-	-	Yes	View
Build	ispace Contractor 5	-	-	Yes	View



4. After clicking **Confirm / Reject**, verifier can insert any remarks with their respond, then click **Yes**.

×
1
Yes No

5. Editor will receive email notification whenever the verifier has responded to the approval task. Editor also can click at the link from email to view for more details.

🖹 Text (2 KB) 上 🚔
To: Heng Chin Guan
Mr. Majestic 1 has approved a Recommendation of Tenderer form.
Project Name: TESTING
Tender Name: Tender
Description of Work: Building
Visit this link for more information:
https://eproject.buildspace.my/projects/1301/tenders/show/1621#s1



User as a verifier to approve through system without login email (Only for approver)

1. Login eProject system

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

2. After login, user can see a table called "To-Do-List", from this table user can view a list of tasks that pending for their approval. Click **View** to respond to the task.

≡ To-Do List 3					-
Tendering (	t Contract Claims	5 <b>1</b>			
Reviews: 2					
No.	Module	Days Pending	View	Project	
1	List of Tenderer	1	View	Sample	
2	List of Tenderer	0	View 🧲	CADANGAN MEMBINA RUMAH SEMI-D	

3. Then the system will divert verifier to the task that pending for his/her approval. Verifier can click **Confirm / Reject** to respond to the approval task.

No	Contractor	Current CPE	Previous CPE	Status	Status Log
1	Buildspace Contractor 1		-	Yes	View
2	Buildspace Contractor 2	-	-	Yes	View
3	Buildspace Contractor 3	-	-	Yes	View
4	Buildspace Contractor 4	-	-	Yes	View
5	Buildspace Contractor 5	-	-	Yes	View



6. After clicking **Confirm / Reject**, verifier can insert any remarks with their respond, then click **Yes**.

×
s No

7. Editor will receive email notification whenever the verifier has responded to the approval task. Editor also can click at the link from email to view for more details.

To: Heng Chin Guan Mr. Majestic 1 has approved a Recommendation of Tenderer form. Project Name: TESTING Tender Name: Tender Description of Work: Building Visit this link for more information: https://eproject.buildspace.my/projects/1301/tenders/show/1621#s1	📄 Text (2 KB) 上 🚔
Project Name: TESTING Tender Name: Tender Description of Work: Building Visit this link for more information:	To: Heng Chin Guan
Tender Name: Tender Description of Work: Building Visit this link for more information:	Mr. Majestic 1 has approved a Recommendation of Tenderer form.
Description of Work: Building Visit this link for more information:	Project Name: TESTING
Visit this link for more information:	Tender Name: Tender
	Description of Work: Building
https://eproject.buildspace.my/projects/1301/tenders/show/1621#s1	Visit this link for more information:
	https://eproject.buildspace.my/projects/1301/tenders/show/1621#s1



## How to access & prepare the BQ

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

Stole 2	build sp∧ce		L Chris Volcano	Q @0 🕩
Projects	System M	Maintena		
і≡ то-Б	)o List 35			+ 🛛

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

space   Project Bu	ilder								
Project Builder > Project ABCDE (Status::PRE TENDER)									
🕒 Import Rates 🛛 Service Ana	lyzer 🔻 📄 Project Summary 🛛 🔓	Sub-Packages 🛛 📥 Schedule Of	Quantities 🛛 📀 Publish To Te	ender					
Project Breakdown Project Pro	Project Breakdown Project Properties								
🕀 Add Bill 🕥 🕀 Add Level 🛛 🕢	🕽 Indent 🛛 🔄 Outdent 🛛 🕞 Delete	🕒 Import From Files 🔻 🏠 Ex	xport Bill 🛛 🔟 Backup 🔻 🥝	Reload					
No. Description	Original Amount Total M	Markup (%) Total Markup (MYR)	Overall Total	% Project	Recalculate				
Project ABCDE									
Click at project name	of blank row below it								

### 3. Select "Normal Bill";

space Project Builder									
Project Builder > Project ABCDE (Status::PRE TENDER)									
🕘 Import Rates 🛛 🍧 Projec	ct Analyzer 💌	📔 Project Summai	y 🛛 🛗 Sub-Packa	ges 🛛 🚖 Schedule Of	Quantities   📀 Publish To T	ender			
Project Breakdown Proje	ct Properties								
Add Bill ▼      Add Leve	el 🕒 Indent	😔 Outdent 🛛 😑	Delete 🛛 🕘 Impor	t From Files 🔻 🛉 🏠 Ex	port Bill 🛛 🔟 Backup 🔻 🛛 🙆	Reload			
Normal Bill		Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Proj			
Supply Of Material Bill Schedule Of Rate Bill									
Schedule Of Rate Bill									

4. Fill up the bill name and select "Standard" bill type.

Add Bill		
Save & Close		
Bill Information		
*Name :	Bill No-1	
Description :		
Bill Type :	Standard 🔹	
Contraction (1998)	Standard	may set as provisional item
	Preliminary	,
Unit Type :	Standard but Provisional	
Build Up Qty Rounding :	Prime Cost & Provisional	
Build Up Rate Rounding :	Return Exact Amount (2 decimal)	*



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

Project Builder > Project ABC	DE (Status::PRE TENDER)					
🕘 Import Rates 🛛 🍧 Project	Analyzer 🔻 📔 Project Sum mai	ry 🛛 🚰 Sub-Packar	ges \mid 📥 Schedule Of C	Quantities 🛛 📀 Publish To Te	ender	
Project Breakdown Project	t Properties					
🕀 Add Bill 🔻 🕕 Add Level	🕞 Indent   💽 Outdent   ⊝	Delete 🛛 🕘 Impor	t From Files 🔻 👔 Exp	ort Bill 🛛 🔃 Backup 🔻 🛛 🎯	Reload	
	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculat
No. Description	onginarranoani					
No. Description Project ABCDE						

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

1	space Project Builder						
Proj	ject Builder > Project ABCDE (Status::P	RE TENDER)					
(I) II	mport Rates 🛛 🔮 Project Analyzer 🔻 🏻	🗎 Project Summary	/ 🛛 🚰 Sub-Packag	jes 🛛 📥 Schedule Of (	Quantities 🛛 🔿 Publish To Te	ender	
Pro	ject Break down Project Properties						
<del>م</del> 🕀	Add Bill 🔻   🕀 Add Level 🛛 🕥 Indent	Outdent ) 🔾	Delete 🛛 🕒 Import	From Files 🔻   🎧 Exp	port Bill 🛛 🔃 Backup 🔻 🛛 🥝	Reload	
No.	Description	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						
1	Bill No-1						
	Building Works						
2	Bill No-2						
2	Bill No-2 Bill No-3						

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

1	space	Project Builder       Project ABCDE (Status:PRE TENDER)         (1) Import Rates       Project Analyzer *         Project Breakdown       Project Properties         (2) Add Bill *       (2) Add Level         (3) Indent       (3) Outdent         (4) Import From Files *       (3) Export Bill         (5) Reload							
Proj	Jject Builder > Project ABCDE (Status::PRE TENDER) Import Rates Project Analyzer  Project Summary  Project Summary  Project Summary  Project Summary  Project Summary  Project Breakdown Project Properties Add Bill  Project ABCDE Bill No-1 Bill No-2 Bill No-3 Bill No-4 Bill N								
ا 🕒	mport Rates 🛛 🍧	Project Ana	lyzer 🔻 🗎 🗎 Pr	oject Summa	ry 🛛 🚰 Sub-Packa	ges 🛛 📥 Schedule Of	Quantities 🛛 📀 Publish To T	ender	
Pro	ject Breakdown	Project Pro	perties						
Ð ۲	Add Bill 🔻 🕀 Ad	dd Level 🛛 🤆	🕑 Indent 🛛 💽 🤇	Dutdent 🛛 😑	Delete Umpor	t From Files 🔻 🛛 🏠 Ex	port Bill 🛛 🕕 Backup 🔻 🤇	Reload	
No.	Description		Orig	inal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1			A 1 1 51	-					
	· · · • • • • • • • • • • • • • • • • •	rks 🕀	Add Bill						
		🕀	Add Level						
		🔊	Edit Bill						
4	Bill No-4								
		•	Indent						
		$\odot$	Outdent						
		C'o	Cut						
			Paste						
		Θ	Delete						



How to Import sample ebq file

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

	ct Builder > Sample Project (Status::P	RE TENDER)				
🕒 In	port Rates 🛛 🍧 Project Analyzer 🔻 🛛	🗎 Project Summary 🛛 🔓 Sub-F	'ackages \mid 📥 Schedule C	Of Quantities 🛛 💿 Publish To Te	nder	
Proj	ect Breakdown Project Properties			Then click here		
⊕ A	dd Bill 🔻 🕀 Add Level 💽 Indent	Outdent Oelete	Import From Files 💌 👔	Export Bill 🖪 Backup 🔻 🥝	Reload	
No.	Description	Original Ar	nount Total Markup (%)	Total Mark 🕥 Export Backup	Overall Total	% Project
	Sample Project			Import Backup		
1	Bill No-2			C Impon Backop		
	Building Works					
				click "Import Ba	ckup"	
2	Bill No-3					

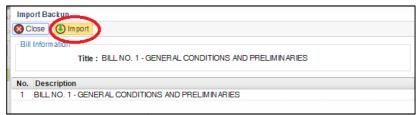
3. Click "Select Backup File".

Import Backup	
🔇 Close	
Import Files Select Backup File	
	•

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

🔚 Libraries	Sample files for demo	1/6/2016 3:53 PM
Documents	Seldom Use Folders	18/11/2016 10:03
J Music	Preliminary.ebq	18/11/2016 9:45 AM 👻
Pictures	+ ( III	. ا
	File name: Preliminary.ebq	✓ All Files
		Open Cancel

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

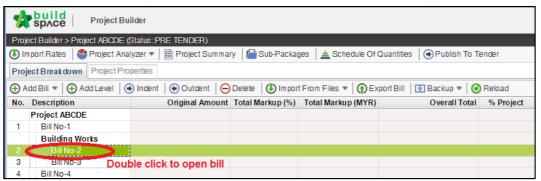


- 6. Then you can see file imported.
- Note: You can "Export Backup" to export bill from previous project and "Import Backup" into new project that have similar bill items.



How to open a bill, key in elements & items

1. Double click at a bill.



 Press "Enter" to key in element name and press "Enter" to save. Click at "Project Breakdown" to open other bills. Double click at element name to go to item level. Note: You can use your keyboard's arrow key to move to other cell like Excel.

space Project Builder			
Project Builder > Project ABCDE (Status::PRE TENDER)			
🕙 Import Rates 🛛 🔮 Project Analyzer 🔻 📄 Project Summary 🛛 🔓 Sub-Packages 🛛 🛓 Schedule Of Quantities	B 🛛 🕑 Publish	To Tender	
Project Breakdown Project Properties Bill No-2 :: Standard 🔕 Click here to close the bill			
Element/Trade List Bill Properties BQ Print Out Setting			
Element >			
🕀 Add Row 🛛 😑 Delete Row 🛛 🕙 Import Elements From Library 🛛 🚔 Print BQ			
	% Job	Cost/m2	Total/Uni
No Description		Default Total Unit:1	
1 Frame			
2 Upper Floor Press "Enter" to edit and press "Enter" to save			

3. At item level, press "Enter" at all cells to edit and press "Enter" again to save. Note: You can use your keyboard's arrow key to move to other cell like Excel.

	space Project Builder						
Proje	ct Builder > Project ABCDE (Status::PRE TENDER)						
🕒 Im	port Rates 🛛 🍧 Project Analyzer 🔻 📄 Project Summary 🛛 🔓 Sub-I	Packages 🛛 🛓	Schedule Of	f Quantities   (	Publish To Te	nder	
Proje	ect Breakdown Project Properties Bill No-2 :: Standard 🛞						
Elem	ent/Trade List Click at "Element" to go back to elemen	t level					
Elem	ent $>$ Frame $>$						
() ()	dd Row 💿 Indent) 💿 Outdent) 🕞 Delete Row 🛛 🕔 Import Item	s From Library	🕒 Import I	Items From Pro	ject		
	Description Click here to "Indent/Outdent" item			Include	Qty/Unit	Total/Unit	
No	Description below "HEAD" type	Туре	Unit		Default Total Unit:1		Rate
1	head 1	HEAD 1					
2	item 1	ITEM	M3	YES	500.00	17,500.00	35.0
3	item 2	ITEM	M3	YES	500.00	17,500.00	35.0
4	head 2	HEAD 2					
5	item a	ITEM	M3	YES	400.00	14,000.00	35.0
6	item b	ITEM	M3	YES	400.00	14,000.00	35.0
7		ITEM		YES			
Pre	ss "Enter" to edit & press "Enter" to save all cells h	iere.				click "Qty" & ' o to build up le	

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



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

Project Builder					
Project Builder > Project ABCDE (Status::PRE TENDER)					
🕘 Import Rates 🛛 🔮 Project Analyzer 🔻 🛛 🧮 Project Summary 🛛 😭	Sub-Packages 🛛 📥	Schedule O	f Quantities	📀 Publish To Te	nder
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	Im port	Items From Pro	oject	
			Include	Qty/Unit	Total/Unit
No Description	Туре	Unit		Default Total Unit:1	
1 head 1	HEAD 1				
2 item 1	ITEM	MЗ	YES	500.00	17,500.00
2 itom 2	ITEM	MO	VEQ	500.00	17 500 00

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

space Project Builder			
Project Builder > Project ABCDE (Status::PRE TENDER)			
🕓 Import Rates   🔮 Project Analyzer 🔻   🗎 Project Summary   🔓 Sub-Packages   🛓 Schedule Of Quantities	🛛 🔿 Publish To	Tender	
Project Breakdown Project Properties Bill No-2 :: Standard 🛞			
Element/Trade List Bill Properties BQ Print Out Setting			
Element			
🕀 Add Row 🛛 🖂 Delete Row 🛛 😃 Import Elements From Library 📻 Print BQ			
	% Job	Cost/m2	Total/Unit
No Description		Default Total Unit:1	
1 Frame	100.00%		63,000.00

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

Prin	t BQ				
Print All S 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.

	A1	▼ (• f <sub>x</sub>				
-	A B	С	D	E	F	G
4 5 6	ltem	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
7 8		Bill No. 3.1				
9 10		WORK BELOW GROUND FLOOR LEVEL				
11 12		Excavate oversite, commencing from platform level				
14	Α.	Not exceeding 250mm, to reduce level.	m³	125	3.50	437.50

- 2. Then you will see like this and the description at **first row** will be imported as "**Element**" name in BuildSpace. Make sure the following;
  - a) Have a **blank row** between each item description
  - b) Unit, Qty & Rate are located at same row with item description

	Α	В	С	D	E	F	G				
1			WORK BELOW GROUND FLOOR LEVEL	First ro	First row description will be imported						
2				as "Element" name							
3			Excavate oversite, commencing from platform								
4			level								
5											
6		Α.	Not exceeding 250mm, to reduce level.	m <sup>3</sup>	125	3.50	437.50				
7											
8			Excavate, commencing from reduce level.								
9											
10		Β.	Maximum depth not exceeding 2.00m deep, for	m <sup>3</sup>	188	8.50	1,598.00				
11			footings.								
12			Make sure have a blank row between each item d	lescriptio	n						
13		С.	Maximum depth not exceeding 2.00m but not	∣ m³	554	10.50	5,817.00				
14			exceeding 4.00 deep, for footings.								
15											
16		D.	Maximum depth not exceeding 1.00m deep, for	m <sup>3</sup>	469	8.50	3,986.50				
17			ground beams make sure Unit, Qty & Rate cells	s are loca	ted same	row with iten	n description				
18											
19		E.	Maximum depth not exceeding 1.00m deep, for	m <sup>3</sup>	33	8.50	280.50				
20			trenches.								



	Α	В	С	D	E	F	G
43		L.	Excavated materials	m <sup>3</sup>	936	3.00	2,808.00
44							
45			Hardcore, consolidated and blinded to receive				
46			concrete				
47				2			
48		М.	150mm (consolidated thickness), under floor.	m°	532	9.50	5,054.00
49							
50							
5					To Colle	ction	33,560.00
52			PERPUSTAKAAN				
58			08/1409 - UITM ARAU, PERLIS				
54							
5							
5			Work Below Ground Floor Level (Cont'd)				
57	_						
58			Damp proof membrane, well lapped in the joints				
59							
60							
61		_					
	444 45 46 47 48 49 55 55 55 55 55 55 55 55 55 55 55 55 55	43 44 45 46 47 48 49 50 51 51 51 51 51 51 51 51 51 51 51 51 51	43     L.       44	43       L.       Excavated materials         44       Hardcore, consolidated and blinded to receive         45       Hardcore, consolidated and blinded to receive         46       concrete         47       150mm (consolidated thickness), under floor.         48       M.       150mm (consolidated thickness), under floor.         49       PERPUSTAKAAN         50       08/1409 - UiTM ARAU, PERLIS         51       08/1409 - UiTM ARAU, PERLIS         52       PERPUSTAKAAN         53       08/1409 - UiTM ARAU, PERLIS         54       Damp proof membrane, well lapped in the joints         55       Damp proof membrane, well lapped in the joints         56       Damp proof membrane, well lapped in the joints         59       and sealed with approved pressure sensitive tape,         60       turned up against wall for at least the full thickness         61       of floor (measured nett : allow for laps and turn)	43       L.       Excavated materials       m <sup>3</sup> 44       Hardcore, consolidated and blinded to receive       concrete         46       concrete       m <sup>3</sup> 47       M.       150mm (consolidated thickness), under floor.       m <sup>3</sup> 49       M.       150mm (consolidated thickness), under floor.       m <sup>3</sup> 49       M.       150mm (consolidated thickness), under floor.       m <sup>3</sup> 51       PERPUSTAKAAN       08/1409 - UiTM ARAU, PERLIS       3.1/1         55       Work Below Ground Floor Level (Cont'd)       3.1/1         56       Damp proof membrane, well lapped in the joints       and sealed with approved pressure sensitive tape,         59       and sealed with approved pressure sensitive tape,       turned up against wall for at least the full thickness         60       of floor (measured nett : allow for laps and turn       1000000000000000000000000000000000000	43       L.       Excavated materials       m <sup>3</sup> 936         44       Hardcore, consolidated and blinded to receive	43       L.       Excavated materials       m <sup>3</sup> 936       3.00         44       Hardcore, consolidated and blinded to receive

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

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

	A	ВС	D	E	F	G
346		Page No. 3.1/2				#REF!
347						
348		Page No. 3.1/3				#REF!
349		- ag				
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 FLOC	DR LEVEL			
361						
362		To Summary				
363						
364						
300						



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

	0.	50	JA			_				
	Α	В	С		D		E		F	G
108				П						
140		М.	Reference No. B6 (weight 3.73kg per sq. m), in		m <sup>2</sup>		314		17.68	5,551.52
141			floors							
142										
143	N. Reference No. A8 (weight 3.95kg per sq. m), in				m²		38		18.80	714.40
144 145			trench bases.							
145										
146		Ρ.	Reference No. B7 (weight 4.53kg per sq. m), in		m <sup>2</sup>		75		21.50	1,612.50
147		'	trench wall	1						
140		M	ake sure all sheets' decription, unit, qty & ra	ate	e are	In	cated	at e	ame coli	Imp For
149			xample, if description at this sheet is columi							
100						uie	in ma	ke s	ure oure	i sheet s
151 152		d	escription column also located at column "(	С"						
192				1		1		1		

4. After that save or save as the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".

1	space   Pro	ect Builder							
Proj	ject Builder > Project Al	BCDE (Status::F	PRE TENDER)						
(1) Ir	mport Rates 🛛 🍧 Proje	ect Analyzer 💌	📔 Project Sum ma	ny 🛛 🏠 S	ub-Packages 🛛 📥 Sched	lule Of Quantitie	es 🛛 📀 Publish To Te	ender	
Pro	ject Breakdown Pro	ect Properties							
⊕A	Add Bill 🔻 🗎 🕀 Add Lei	vel 🛛 🛞 Indent	t   🕞 Outdent   🕞	Delete 🔇	() Import From Files 🔹	Export Bill	🕕 Backup 💌   🎯	Reload	
No.	Description		Original Amount	Total Ma	Import Bill	(R)	Overall Total	% Project	Recalculate
	Project ABCDE				Import From Buildsoft				
1	Bill No-1				Import from buildsoff				
	Building Works				Import From BT2				
2	Bill No-2		63,000.00	1	Import From Excel	Click "I	mport From Exc	el" .00%	
3	Bill No-3	1							
4	Bill No-4								
	click at bill								

5. Click at "Select File".

Import From Excel	6
😢 Close	
 Select File	



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

💿 Open			<b>×</b>				
Comput	ter 🕨 User (D:) 🕨 🗸 🗸 🗸	earch User (D:)	٩				
Organize 🔻 New fol	der						
📗 Creative Cloud Fi 🔺	Name	Date modified	Туре 🔺				
Nesktop	🔋 🔑 DWG	5/7/2015 8:26 AM	File fol				
🐌 Downloads	GLOBAL PCK SOLUTIONS SDN BHD	5/5/2015 5:45 PM	File fol				
🚡 Google Drive 😑	🔒 Google Drive	2/3/2015 8:13 AM	File fol				
Recent Places	PCK SALES & SERVICE	27/7/2015 2:00 PM	File fol				
🝊 OneDrive	🌗 Quoter	15/10/2012 11:04	File fol				
	🍌 Reference	30/6/2015 2:50 PM	File fol <sub>≡</sub>				
词 Libraries	퉬 Sample files for demo	4/6/2015 3:06 PM	File fol				
Documents	🎉 Seldom Use Folders	2/3/2015 8:07 PM	File fol				
Music	Test upload	13/5/2015 11:10 AM	File fol				
Pictures	Sample Excel BQ_26102014.xls	27/7/2015 4:30 PM	Micros 👻				
Subversion 🚽			F				
File	File name: Sample Excel BQ_26102014.xls						
	<	Open Car	icel				

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

Import File							
🗴 Close 🕕 Import							
Specify Import Column							
Bill References :		•					
*Description :	С	Ŧ	To C 🔺				
Unit :	D	•					
Default Quantity:	Е	Click drop do					
Rate :	F	$\odot$	arrow to select				
Amount :	A B						
	С						
	D						
	F						
	G						

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

•				
Im	port F	ile		
8	Close			
Ele	ments			
٩	Impor	Rate Quantity Bill References		
	No.	Description	Item Count	Erro
~		WORK BELOW GROUND FLOOR LEVEL		
~		FRAME		
~		UPPER FLOORS		
~		STAIRCASE, STEPS AND RAMP CONSTRUCTION		



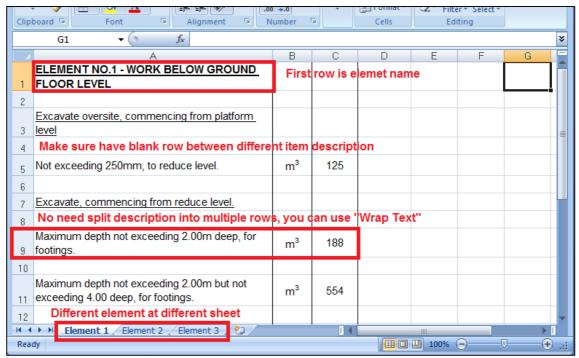
You can continue prepare BQ in Excel format and Import into BuildSpace Note: If you want to import from multi columns Excel BQ, please refer to http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.p df

- 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	Туре
A	Description
В	Unit
С	Quantity
D	Rates

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



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.



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

1	space Project	Builder							
Proj	ect Builder > Project ABCD	E (Status::PF	RE TENDER)						
(1) In	n port Rates 🛛 🍧 Project A	nalyzer 💌 📗	📋 Project Sum ma	ny 🎁 S	ub-Packages \mid 📥 S	Chedule Of Quantitie	es 🛛 📀 Publish To Te	ender	
Proj	ectBreakdown Project F	Properties							
⊕A	dd Bill 🔻 🕀 Add Level	( Indent	Outdent	Delete 🔇	Import From File	s 🔹 🕥 Export Bill	🕕 Backup 🕶   🥝	Reload	
No.	Description		Original Amount	Total Ma	Import Bill	(R)	Overall Total	% Project	Recalculate
	Project ABCDE				Import From Build	roft			
1	Bill No-1					son			
	Building Works				Import From BT2				
2	Bill No-2		63,000.00	1	Import From Exce	Click "Ir	nport From Exc	el" .00%	
3	Bill No-3								
4	Bill'No-4	ester							
	click at bill								

3. Click at "Select File".

 Import From Excel	6
 🔇 Close	
 Import File Select File	

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

		×
Computer → User (D:) → √ 4y	Search User (D:)	٩
Organize 🔻 New folder	8= • E	1 0
Creative Cloud Fi A Name	Date modified	Туре 🔺
Desktop 📄 👔 DWG	5/7/2015 8:26 AM	File fol
Downloads GLOBAL PCK SOLUTIONS SDN BHD	5/5/2015 5:45 PM	File fol
🔒 Google Drive 💡 🕌 Google Drive	2/3/2015 8:13 AM	File fol
Recent Places PCK SALES & SERVICE	27/7/2015 2:00 PM	File fol
🝊 OneDrive 🛛 🔒 Quoter	15/10/2012 11:04	File fol
Reference	30/6/2015 2:50 PM	File fol =
🔚 Libraries 🔋 👔 Sample files for demo	4/6/2015 3:06 PM	File fol
Documents Beldom Use Folders	2/3/2015 8:07 PM	File fol
Music	13/5/2015 11:10 AM	File fol
Pictures     Sample Excel BQ_26102014.xls	27/7/2015 4:30 PM	Micros 🗸
Subversion -		P.
File name: Sample Excel BQ_26102014.xls 👻 🖡	All Files	-
(	Open 🕤 Car	cel

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

Import File		
Close 🕐 Import		
Specify Import Column		
Bill References :	•	
*Description :	A 💌	To A 💌
Unit :	В 🔻	
Default Quantity:	C 🔹	Click drop
Rate :	D 💽	down arrow
Amount :	A B	to select
	C	
	0	



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".

inci	Im	port F	ile		
jec m n	8	Close			
ing	Ele	ments			
Jec	٩	Import	Rate Quantity Bill References		
100		No.	Description	Item Count	Error
-	~		WORK BELOW GROUND FLOOR LEVEL		
P	~				
	~		UPPER FLOORS		
	~		STAIRCASE, STEPS AND RAMP CONSTRUCTION		

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

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

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

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



	ump Sum Percentage
be	Rate and Percentage Amount : RM 1,000,000.00
	*Percentage (%): 0.00
ir	Total: RM 0.00

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

the rest except Supply hate f	
Prime Cost Rate	
Save Sclose	
Rate Per No.	
'Supply Rate : RM 200	
15 Wastage (%): 0.000 RM 0.00	
Labour For Installation : RM 0.00	
Other Cost: RM 0.00	
Profit (%): 0.000 RM 0.00	
Total: RM 200.00	

- g) Allow for any other item to be keyed in by the tenderer change item type to "ITEM-NL"
- h) For other item types, please visit <u>http://forum.buildspace.my/viewtopic.php?f=17&t=32</u>
- i) Other tutorials <a href="http://forum.buildspace.my/viewforum.php?f=17">http://forum.buildspace.my/viewforum.php?f=17</a>
- 9. For "**Preliminaries Bill**", please insert unit as "**LS**" & quantity as "**1**" for the items that you **allow tenderer to price** like below;

	G253 • (* <i>f</i> *			
	A	В	С	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.	LS	1	
250				
	All the work included in this document is to be taken as new (unless otherwise			
	distinctly stated).	LS	1	
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			
253 254	and Specification.	LS	1	
254	The Contractor shall be solely responsible for the suitability, safety and security of all			
	plants and temporary works and shall take all precaution to ensure that the same are			
	fully secured and made safe for as long as may be necessary against all risk of			
14 .	Tully secured and made safe for as long as may be necessary against all risk of			
	SHEELT C			



How to print project/tender summary

### 1. Click at "Project Summary".

spAce Project Bu	ilder				
Project Builder > Project ABCDE (	Status::PRE TENDER)				
🕘 Import Rates 🛛 🍧 Project Ana	lyzer 🔻 📺 Project Summary 🕞 🚰 Sub-	Packages 🛛 📥 Schedule Of	Quantities 🛛 📀 Publish To Te	ender	
Project Breakdown Project Pro	perties				
🕀 Add Bill 🔻 🕀 Add Level 🛛 🤅	🖲 Indent   🕞 Outdent   😑 Delete   😃	) Import From Files 🔻 👔 Ex	port Bill 🛛 🕕 Backup 🔻 🛛 🙆	Reload	
No. Description	Original Amount Total Marku	p (%) Total Markup (MYR)	Overall Total	% Project	Recalculate
Project ABCDE					
1 Bill No-1					
Building Works					

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

1	sp/ce	Project Builder		
Pro	ject Builder	> Project Summary - Project ABCDE		
<b>⊘</b> E	Back to Proje	ect Builder 🛛 📥 Print to PDF 🔻 🛛 🏢 Export to Excel		
Sur	mmary Viev	Footer Text General Settings		
B	Bold $\mid I$ If	alic Underlined		
	ltem	Description	Page	Amount (MYR)
	А	Bill No-1	Summary Page I	
$\mathbf{\overline{\mathbf{v}}}$		Building Works		
	В	Bill No-2	Summary Page I	
	С	Bill No-3	Summary Page I	
	D	Bill No-4	Summary Page I	

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.

sp/ce	Project Builder		
	Project Summary - Project ABCDE		
🔇 Back to Project	Builder 📻 Print to PDF 🕥 🏢 Export to Excel		
Summary View	Footer Te With Price		
B Bold   I Itali	: Uur Without Price		
ltem	Description	Page	Amount (MYR)
A	Bill No-1	Summary Page I	
	Building Works		
B	Bill Nn-2	Summary Page I	



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

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

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

1	space Project Build	ler					🕀 👤			
Proj	Project Builder > Sample Tender Documents (Status: PRE TENDER)									
(I) Ir	mport Rates 🛛 🍧 Project Analyz	er 🔻 🛛 📄 Project Summary	🔓 Sub-Package	s 🛛 📥 Schedule Of Qu	iantities 👔 🕥 Publish To Ten	der				
_	ject Breakdown Project Prope									
(+) A	Add Bill 🔻 🕂 🕀 Add Level 🛛 🕤	Indent   💽 Outdent   🕞 D	elete 🛛 🕒 Import F	rom Files 💌 🕥 Expo	rt Bill   🕕 Backup 💌 🛛 🚱 F	leload				
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.

Click here again to view BQ at Search Project Q E ?
Home / Under and subject to the Terms and Conditions of T / Tender Documents
Tender Documents
My Folders
Tender Documents Options
BQ Files 0 Files - Options
BQ 1 Files Options
Form of Tender _ Show
TECHNICAL PROPOSAL 0 Files - Options



## 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"**

state 2	build spʌce							
Projects	System M	Maintena	Project D	users	Tendering	Documents	Forum	
Home / TESTING COMMERCIAL SUBMISSION							Documents	
- ·			-	Documents	•			
Proje	ct Dashbo	ard				Docume 🔁	nt Control	•

2. click at "Show" beside the "Form of Tender".

Tender Docu	Tender Documents								
My Folder	rs								
Tender Docu	uments Options								
BQ F	iles 0 Files – Options								
Form	of Tender _ Show								
	ECHNICAL PROPOSAL 0 Files – Options								

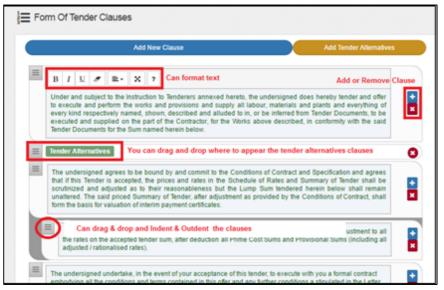
3. Click at "**Edit**" to edit form of tender. For example, if you want to edit the clauses, just click **"Edit"** beside the "**Clauses**" menu.

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

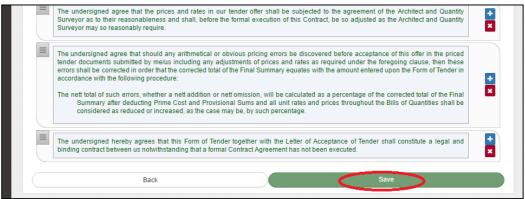
Visit our forum & tutorials at http://forum.buildspace.my-57-



 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.



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

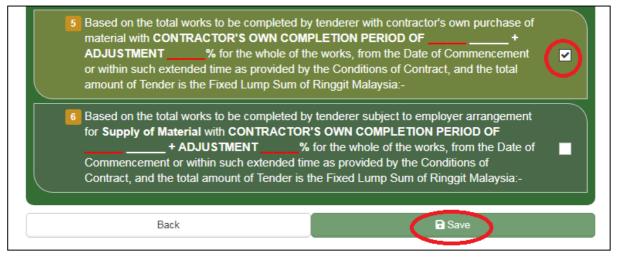


6. Click "Edit" at "Tender Alternatives" section to select which types of alternative you want it to appear at your form of tender.

Form Of Te	ender	
any	Header	Edit
	Address	Edit
	Clauses	Edit
	Tender Alternatives	Edit
		Log 🌣 Settings 🖨 Print Back



 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.



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

Header	Edit
Address	Edit
Clauses	Edit
Tender Alternatives	Edit
Log	Settings



## 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 Username and Password, click "Project Title" or "Open Project"

No. 🔺	Contract Number 🗘	Name	\$	Status 🔷
1	1 GD58/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Open Project X Sub Packages [0]	Design
		19-Feb-2019 Malaysia , Putrajaya Standard		

2. Click "Documents" and then click "Tender Documents" menu.

State 🔅	build spʌce								L Chris Volcano 🙀 Search Project Q 👰 🗈
Projects	System M	Maintena	Project D	Users	Tendering	Documents	Forum		
Home / CADANGAN MEMBINA RUMAH TYPE A & TYPE B			🖹 Tender 🛙	Documents		Design			
Project Dashboard				Project [ Docume		> >	Action(s) -		

3. 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.

My Folders	
Tender Documents Options	
BQ Files 0 Files - Options	
BQ 1 Files - Options	
Form of Tender Tender – Show	Open New Folder
TECHNICAL PROPOSAL 0 Files     Options	New Structured Document Rename
- Options - Options	Delete
Conditions of Tendering 0 Files Options	) Click "Options" to
Attachments 0 Files - Options	Open/Edit/Add new sub folder



4. 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.

Q					<u> </u>	Upload
File Name	Description	Revisi	🗎 Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delet
Quality Documents.docx Click to	download	0	27/07/2017	Eco Sky	œ	
Showing 1 to 1 of 1 entries					Previous 1	Next

5. Click at "Upload" button to upload tender document.

۹					( <u></u> *	Upload
File Name	Description	Revisi	🗎 Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delet
Quality Documents.docx		0	27/07/2017	Eco Sky	ß	×

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



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

Documents	*		Backup Data and Contacts
🌙 Music			BT2 Import Update Changes
Pictures			BuildSpace Import Files
Subversion			DWG
📑 Videos	_		GLOBAL PCK SOLUTIONS SDN BHD
			Google Drive
🝓 Homegroup		PCK SALES & SERVICE	
	Ш		Reference
👰 Computer			Sample files for demo
🚢 Local Disk (C:)			Seldom Use Folders
👝 User (D:)			Quality Documents.pdf
💘 My Web Sites on	Ŧ		
F	ile n	ame:	Quality Documents.pdf
			Open Cancel



8. Click "Start Upload" button.

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

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

pload File	5		Click to close
+ Add files	. 🕑 Start upload 🛛 🖉 Cancel u	ipload	
Preview	File Name	Size	Actions

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

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

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



## 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 C&C submit list of tenderers.* 
  - 1. Login to eTender system with username and password, click "Project Title" or click "Open Project".

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

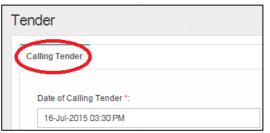
2. Click at "Tendering" menu and then click at "List Of Tenderer".

Stole 2	build spʌce						
Projects	ojects System M Maintena Project D Users Tendering	Documents	Forum				
Home / (	CADANGAN ME	H TYPE A & TYP	PE B	The second secon	Tenderer		

3. Click "Tender".

Tenders				
Tenders				
Q				
No 🔺	Reference		Status	⇔ Form Of Tender ♦
No     Reference     Status       1     Tender	List of Tenderer	Show 🕒 Print		
Showing 1 to 1 of 1 e	entries			Previous 1 Next

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





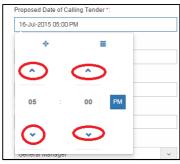
 Consultant can amend the date and time for "Calling Tender, Closed Tender & Technical tender closing" and can tick disable tender rate submission (If required) only.

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

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



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



Can select verifier (If required)
 Note: Verifier from your company not from C&C

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



How to prepare Tender Invitation

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

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

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

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

Tender Invitation	2	ĸ
Inviter name:	Auto Generated	)
Type you invitati	on letter/message here	
	Save as Draft Preview	

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





How to prepare Acknowledgment Letter

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

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

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

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

Acknowledgement Letter		
This letter is to be prompted for tenderer to print out as	reference:	
B I <u>U</u> & ≡- ↔ ? ↔		
Tender Deposit: <u>RM 1,000.00</u> Tender Bond: <u>RM 10,000.00</u>		
	mpleted. Please print this page and submit together with the original copy of Tender Depos 3ank Guarantee <u>not later than 24 hours</u> from the tender closing date and time (during offic < at the following address:	
Contracts & Commercial Unit Level 10 Menara Gamuda, PJ Trade Centre, No.8, Jalan PJU 8/8A Bandar Damansara Perdana 47820 Petaling Jaya, Selangor.	Type or paste your message here	
Thank you for using Gamuda Land E-Tender Portal.		
	Can click preview to see h the message look like	c
Tick to activate	Save Preview	v

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

Sele	ected Contractor(s)					
No	Contractor				Status	Status Log
1	Buildspace Contractor 1				Yes *	View
🔤 Ad	knowledgement Letter					
	Tender Invitation	Click here	Render Interview	Save	Submit	Back



13. 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.

	Tondor	Interview					-	👤 Zulkamal 🛛 📢 🛛	Search Project	
	lender	Interview							~	
I N	Me	eting Venue:	Meeting Venue							_
al Evalu		Date:	2019-08-13							
	Disc	ussion Time:	11:22 AM						©	
rifiers:	C									
		Tenderer								
	No. 🛎	Tenderer			Time			Status		
d Cor	1	Buildspace Co	ntractor 1		Invalid date	©		Attendance NOT conf	irmed	
ntractor										State
ldspace					Interviewer Preview	Interviewee I	Preview	A Save and Send	B Save	
ledgem	_	_	_	_						

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

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

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

How to EXTEND tender

15. 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 *:	Date of Closing Tender *:
19-Sep-2018 11:30 AM	22-Sep-2018 11:30 AM
	Technical Tender Closing Date *:
	20-Sep-2018 11:30 AM
Allow Contractor to propose own completion period.  Contract Limit:	: tender rate file (TR)/commercial submission
None	v

### 16. Then click "Extend".

Selected Contractor(s)				
No	Contractor	Status	Status Log	
1	3M SYNERGY SDN. BHD.	ОК	View	
2	GLOBAL PCK CONSTRUCTION SDN BHD	OK	View	
3	PCK CONSTRUCTION SDN BHD	ОК	View	
		Б	ktend Back	

Note: It automatic notify contractor through email and system.



## Tender Addendum

How to issue addendum tender documents

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

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

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



How to issue / add addendum item at BQ

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

	space	Tendering				
Ten	dering > Sample `	Tender Documents	(Status::TENDERING)			
٩	xport Project 🛛 📢	Project Analyzer	🔻  🖶 Sub-Packages 🛛 🛓	Schedule Of Quant	iities 🛛 📀 Push To Post Contr	act
Project Break down Project Properties (Project Addendum)						
(1) Ir	mport Rates 🛛 🤱	View Tenderers	🖹 Project Summary 🔻 🧃	Export Bill	Export Backup 🙆 Reload	
No.	Description		Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Tota
	Sample Tender	Documents				
1	BILL NO.1 -C CONDITION PRELIMINAR	S &	852,500.00			852,500.0

2. Click "Add Addendum" to create addendum.

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

🏫 s	price Tendering					À
Tenderi	ing > Sample Tender Documents (Status::TE	ENDERING)				
Expo	ort Project 🛛 🔮 Project Analyzer 🔻 🛛  Su	ib-Packages \mid 📥 Schedule C	of Quantities 🛛 📀 Push To Post 🤅	Contract		
Project I	Breakdown Project Properties Project A	Addendum				
Ac	dd Addendum					
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	$(\mathbf{r})$	Print This Revision	Locked	31 Oct 2015	-
2	Addendum 1	$(\hat{\mathbf{T}})$	<b>v</b>	In Progress	31 Oct 2015	<b>&gt;</b>

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

ро	- Project 🛛 🗳 Project Analyzer 🔻 📔 Sub-Packages 🛛 🚖 Schedule Of Quantities 🛛 📀 Push To Post Contract			
ect E	reakdown Project Addendum			
	Addendum			
No.	Project Revision	Export	Current Printing Revision	Status
1	Original Bill	$(\mathbf{\hat{T}})$	Print This Revision	Locked
-	Addendum 1	Ŧ	Print This Revision	Locked
2		Û		In Progress

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

Space					
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					
🚯 Import Rates   🤽 View Tenderers   🗎 Project Summary 🔻   🏠 Export Bill   🏠 Export Backup   🔯 Log   🥝 Reload					
No. Description	Original Amount	Total			
Letter Acknowledgement testing					
1 BILL NO.4 - SINGLE TYPE	1,209,493.29				



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

1	space				
Tende	ering > Letter Acknowledgement testing (S	tatus::TENDERING)			
	🕽 Export Project 🛛 🗳 Project Analyzer 🔻 🛛 🔓 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract				
Proje	Project Breakdown Project Properties Project Addendum BILL NO.4 - SINGLE TYPE :: Standard 🛞				
Eleme	Element/Trade List Bill Properties Standard Phrases				
Eleme	ent 〉 Bill No. B.4/2 - FRAME 🔪				
() A	dd Row 🕒 Indent 💽 Outdent 🧲	Delete Row			
No	Description	•			
1	Vibrated Reinforced Concrete Grad	e 25, as specified in,			
2	Columns.				
3	Floor beams.				
4	Roof beams Copy				
5	HOL TOHEO SLEEF TEI	minimum yield stress 250N per sq. mm)			
6	10mm Diameter, Paste				
7	10mm Diameter, 🧮 Edit Item Not	ie l			
8	6mm Diameter, ir 🕀 Add Row				
9	10mm Diameter,				
10	6mm Diameter, ir ⊖ Delete Row				
11	Hot rolled steel deformed reinforce	ment (High Yield 60, minimum yield stress 460N per sq. mm)			

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

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

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

Tend	ering > Letter Acknowledgement testing (Status::TENDERING)					
() E	xport Project   🚭 Project Analyzer 🔻   🕋 Sub-Packages   📥 Schedule Of Quantities   🛞 Push To Post Contract					
Proje	ect Breakdown Project Properties Project Addendum BILL NO.4 - SINGLE TYPE :: Standard 🛞					
Eleme	ent/Trade List Bill Properties Standard Phrases					
Elem	ent 〉 Bill No. B.4/2 - FRAME 〉					
(+) A	dd Row 🛞 Indent 🛞 Outdent 🕞 Delete Row					
				Include	Qty/Unit	Total/Unit
No	Description	Туре	Unit		Default Total Unit:1	
1	Vibrated Reinforced Concrete Grade 25, as specified in,	HEAD 1				
2	Columns.	ITEM	m3	YES	41.00	9,922.00 2
3	Floor beams.	ITEM	m3	YES	24.00	5,808.00 2
4	Roof beams	ITEM	m3		Ins	ert new quantity
5	Roof beams	ITEM	m3	YES	17.00	4,114.00
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1				
7	10mm Diameter, in columns (stirrups).	ITEM	kg	YES	57.00	188.10
8	10mm Diameter, in floor beam (link).	ITEM	kg	YES	1,497.00	4,940.10
9	6mm Diameter, in floor beam (link).	ITEM	kg	YES	57.00	188.10
10	10mm Diameter, in roof beam (link).	ITEM	kg	YES	56.00	184.80



8. Right click at the original item, then click **Delete**. (However, the original item will still remain in item level but in "Strikethrough" text.)

	an in tern level bat in Striketin bagi	(CAL)
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 (I	ld stress 250N per sq. mm)
7	10mm Diameter, in columns (st 🛍 Paste	
8	10mm Diameter, in floor beam 📄 Edit Item Note	
9	6mm Diameter, in floor beam (I	
10	Tumm Diameter, in root beam (	
11	6mm Diameter, in roof beam (li 😑 Delete Row 🥌	
12	Hot rolled steel deformed reinforcement man ment	👼, minimum yield stress 460N per sq. mm)
13	25mm Diameter, in column.	

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

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

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

📌 s	puild Tendering					À 💄
Tenderir	ng > Sample Tender Documents (Status::TENDER ING)					
Expo	rt Project 🛛 🍧 Project Analyzer 🗾 🚰 Sub-Packanes 📔	📥 Schedule O	of Quantities 🛛 📀 Push To Post C	Contract		
Project P	Breakdown Project Properties Project Adden dum					
Project	t Addendum dd Addendum Project Revision	Export	Current Printing Revision	Status	Updated At	Action
Project	t Addendum dd Addendum	Export	Current Printing Revision Print This Revision	Status Locked	Updated At 31 Oct 2015	Action



11. Select "Locked" and click "Save". Please don't unlock it again once it's locked.

🏫 s	prce	Tendering						
Tenderi	ng > Sample	Tender Documents	(Status::TENDERING)					
🗊 Ехро	rt Project	SProject Analyzer	🔻 📔 Sub-Packages	🛕 Schedule O	f Quantities 🛛 📀 Push To Pos	t Contract		
Project I	Breakdown	Project Properties	Project Addendum					
	t Addendum dd Addendur Project R	n		Export	Current Printing Revision	Status	Updated At	Action
1	Original Bi	ill		1	Print This Revision	Locked	31 Oct 2015	-
2	Addendum	11		٢	~	In Progress 💌	31 Oct 2015	
						Locked		$\sim$

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".

Iende	er Documents	
🖿 Му	y Folders	
Ten	nder Documents Options	
	BQ Files 0 Files – Options	
	BQ 1 Files – Options	
	Addendum 1 1 Files Options	

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

Tender Documents	
My Folders	
Contender Documents Options	
BQ Files O Files – Options	
🖿 Ba 1 Files – Options	
Addendum 1 1 Files - Options Open Send Notification	
Form of Tender Tender - Show	

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



# Forum

How to reply message from tenderer

1. Login eTender system with Username and Password, click "Project Title" or click "Open Project"



2. Click at Forum.

State 1	build spʌce							
Projects	System M	<b>¢</b> Maintena	Project D	users	Tendering	Documents	<b>∓</b> ¹ Forum	
Home /	CADANGAN ME	EMBINA RUMAH	I TERES 500 UI	NIT				
Proje	ct Dashbo	bard						
Proied	ct Proaress C	Checklist						

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

Home / CADANGAN MEMBINA RUMAH TERES DI LOT 100 / Forum / Topics	
Topics	+ Start a new Topic
Search: Filter Q Clear Search	Click to compose new topic
Contractor 1 · 12 Sep 2018 10:59 AM How to view BQ? How to view BQ in the system? Click to view the message or reply © 0 Comments (New Post)	a Private Topic

4. Click **Comments** to reply.

The Comments	Action(s) -
Contractor 1 · 12 Sep 2018 10:59 AM	🎄 Private Topic
How to view BQ?	
How to view BQ in the system?	
Comment	



#### 5. Fill in the comment, then click **Post**.

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

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

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

	Filter	Filter	Filter	
No. 🔺	Name	Email 🔷	Company 🗘	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	
3	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	۲
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	

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

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



# How to compose message to tenderer

1. Click at "+Start a new Topic" to create new topic.

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

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

Title *:				
Drawing addendum 2	2			
ost *:				
Please check the ten	nder drawing addendum at "Tender Document"			
ttachments:				
	Start upload 🖉 Cancel upload			
Preview	File Name	Size	Actions	Uploade
				oproduc
Preview	File Name	Size	Actions	
				Save Back

3. Click which file and click "Open"

2	ame	Date modified	Туре	Size
Ε	Drawing A.dwg	15/1/2018 11:10 AM	DWG File	51 KB
	Drawing A_Revised 1.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Ē	Drawing A_Revised 2.dwg	15/1/2018 11:10 AM	DWG File	51 KB
5	Drawing B.dwg	15/1/2018 11:10 AM	DWG File	51 KB
2	Drawing C.dwg	15/1/2018 11:10 AM	DWG File	51 KB
2	Drawing D.dwg	15/1/2018 11:10 AM	DWG File	51 KB
Ε	Drawing E.dwg	15/1/2018 11:10 AM	DWG File	51 KB
δ	Drawing F.dwg	15/1/2018 11:10 AM	DWG File	51 KB
2	了 Drawing G.dwg	15/1/2018 11:10 AM	DWG File	51 KB
2	了 Drawing H.dwg	15/1/2018 11:10 AM	DWG File	51 KB
2	了 Drawing I.dwg	15/1/2018 11:10 AM	DWG File	51 KB
2	了 Drawing J.dwg	15/1/2018 11:10 AM	DWG File	51 KB
ne:	Drawing A_Revised 2.dwg			



4. Click "Start Upload" or "Start" to upload the file

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

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

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

6. Once the topic already saves, click "Notify" to notify the relevant parties.

<b>∓</b> Comments	Action(s) •
Heng Chin Guan 🐳 13 May 2019 11:03 AM	a Private Topic
Drawing addendum 2	
Please check the tender drawing addendum at "Tender Document"	
Attachment(s) Drawing A_Revised 1.dwg	
● Comment 😰 Edit 📌 Notify	



7. You can tick to select the party you want to send to. After that, o	, click <b>"Send"</b> .
--	-------------------------

	Filter	Filter	Filter	
No. 🔺	Name 🗘	Email 🔷	Company 🗘	Send to 🔇
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	
3	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	۲
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	

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

Contractor 1 · 07 Sep 2018 3:24 PM	L Public Topic
Cant view the BQ	
Where can I view the BQ ?	
2 Comments     Can view how many     comments	

10. 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)

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

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

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

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

▲ Confirmation		×
Are you sure? The content in information.	n this topic could potentially divulge confidential	
No	Yes	



4. Now the topic will set to Public.

This topic has been set to public	×
<b>∓</b> Comments	Action(s) +
Contractor 1 · 12 Sep 2018 10:59 AM	🚨 Public Topic
How to view BQ?	
How to view BQ in the system?	
Comment	

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

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

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

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

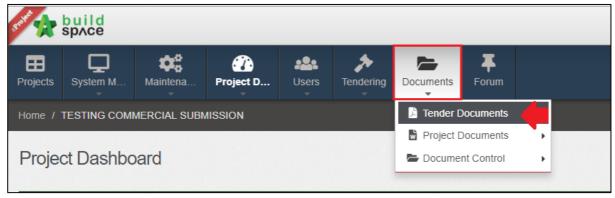
7. Then the selected parties will receive an email notification.



# Log For Tender Document

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

1. Click "Tender Document".



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

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



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

Documents							
Q						<b>±</b>	Upload
File Name	Description	Revis	🖬 Date	Issued By			
ile Name	Description	Revision	Date	Issued By	Log	Edit	Delet
ackup-Fencing_Prelim.ebq		0	23/10/2018	Heng Chin Guan	5	ľ	×

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

ny	User	Last Downloaded	
ace Contractor 2	Contractor 2	23th October 2018 (Tuesday), 5.31 pm	
ace Contractor 1	Contractor 1	23th October 2018 (Tuesday), 4.52 pm	
ace Contractor 3	Contractor 3	23th October 2018 (Tuesday), 5.26 pm	
	ny vace Contractor 2 vace Contractor 1 vace Contractor 3	ace Contractor 2 Contractor 2 ace Contractor 1 Contractor 1	ace Contractor 2     Contractor 2     23th October 2018 (Tuesday), 5.31 pm       ace Contractor 1     Contractor 1     23th October 2018 (Tuesday), 4.52 pm



# Technical Opening (Only by Editor of Project)

# Note: Please make sure the tender had been closed.

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

soft the space											
Projects	System M	Maintena	Project D	users	Tendering	IGI Post Cont	Site Modu	Documents	<b>∓</b> <sup>3</sup> Forum		
Home / F											
Techn	Technical Evaluation										
-											
Tenders	3										
Q											
No	•	Reference			No. of Co	ompleted Tende	rers 🗘		с	losing Date	
1		Tender Resubmi	ission 1			3			14-M	ar-2018 4:30 PM	
2		Tender				5			14-M	ar-2018 4:00 PM	

2. Click at "Attachments" icon to view all attached documents by tenderer & to comment yang click on the icon under "Remarks" to add comments.

	echnical Evaluation Results			
endere	S			
No	Tenderer	Score	Remarks	Attachments
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD Stramitted At 28 Apr-2018 213 PM	76.90	ď	ø
2	Chew Global PCK Development Submitted At 14 Aktr-2018 3:52 PM	95.00	ľ	Ø
3	Chew PCK Development Sdn Bhd Submitted At 14 Man-2018 3:48 PM	91.95	ľ	ø
4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted At 14 Aktr-2018 3:55 PM	94.40	Ľ	ø
5	PCK CONSTRUCTION SDN BHD Submitted At 14 Mar-2018 3:53 PM	95.10	ľ	ø

3. Click the **files name** to download. (Group Access to Tender Documents also can access)

	chments 3A CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD		
No 🔺	item 🖒	Mandatory 🔿	Uploaded File
1	Base Outline Tender Programme		Backup-BILL_NOeb
2	Organisation Chart	~	Backup-BILL_NOet
3	Site Logistic Layout Plan		Backup-BILL_NOeb
4	Storm Water Management Plan		Backup-BILL_NOeb
5	House Keeping Plan		Backup-BILL_NOel
6	Quality Management System		Backup-BILL_NOet
7	Supervisory Site Staff		Backup-BILL_NOet
8	List of Sub-Contractors and Suppliers		Backup-BILL_NOel
9	Sub-Contractor's Particulars		Backup-BILL_NOel



4. 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 =3453![dfdd]{dd}#<>	
5 years ≤ Experience < 10 years	
Less than 5 years relevant working experience	

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

	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	0.00	ľ	Ø
	2	Buildspace Contractor 1 Submitted At 05-Apr-2019 12:25 PM	95.80	ß	ø
	3	Buildspace Contractor 2	0.00	ľ	ø
×	4	Buildspace Contractor 3	0.00	<b>B</b>	Ø
	5	Buildspace Contractor 4	0.00	<b>X</b>	ø
	6	Buildspace Contractor 5	0.00	Ľ	Ø
	7	GLOBAL PCK CONSTRUCTION SDN BHD	10.50	<b>B</b>	ø
	8	PCK CONSTRUCTION SDN BHD Submitted At 26-Feb-2019 5:56 PM	0.00	ß	ø
howina <b>1</b>	to 8 of 8 en	tries			Previous 1 Next



6. 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.

Summary										
Ref	Description & Criteria Technical Evaluation	Weighting	Score	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2				
А	Technical Capability	70%	70.00	0.00	65.80	0.00				
в	Financial Capability	30%	30.00	0.00	30.00	0.00				
(	Total	100%	100.00	0.00	95.80	0.00				
					00100	0.00				
Tech	nical Capability					0.00				
	nical Capability Criteria	Si	core	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2				
			core <sup>4</sup>							
	Criteria		core	CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2				
Ref 1	Criteria Project Organisation Chart		20	0.00	Buildspace Contractor 1 17.00	Buildspace Contractor 2 0.00				
Ref 1 2	Criteria Project Organisation Chart Work Program and Method Statement	rs	20 20	CORPORATION HOLDING SDN BHD 0.00 0.00	Buildspace Contractor 1 17.00 20.00	Buildspace Contractor 2 0.00 0.00				

How to Activate Tender Re-Submission After Tender Interview (*without Original Commercial Opening*) for Revise Submission Note: Please make sure the tender for commercial submission had been closed.

1. Login to eTender system and open a project. Click at "**Open Tender**" menu and then click at "**Tender**".

Projects	System M	Maintena	Project D Us	rs Tendering Documents Forum								
Home /	Home / Project RFV & Award 2 / Open Tender   Closed Tender											
Open	Open Tender											
Open 1	ender Listing											
Q												
No	•	Reference	•	No. of Submitted Tender	Closing Date	Verifier						
1		Tender		1	24-Jan-2019 9:30 AM	View Log						
Showin	ig 1 to 1 of 1 er	ntries										

 Click at "Action(s)", click at "Sync to BuildSpace" to import all tenderers' rates into BQ first (if tenderers had submitted their rates) then only click at "Tender Addendum".



×	space											a neng chin Guan	Search Froject 🧠 🔤 🖙
Projects	System M	Maintena	Project D	Users	> Tendering	Documents	Forum						
Home /	Project RFV & /	ward 2 / Oper	n Tender / Tend	ler									Closed Tender
<b>:8:</b> Te	enderer R	ates Close	i at <b>24-Jan-20</b>	019 9:30	AM							Award Recommendat	Action(s) -
Tender	er Rate Listing	i.											+ Tender Resubmission
Q													C Sync to BuildSpace
	Filter C	ontractor Name											Post Contract
A N	o Name							Earnest	Remarks 0	Tender Alterna	ative A	Tender Alternative B	Tender Validity Period (Not Specified)

3. After click at "**Tender Addendum**", user will see the following screen. Click "**Submit**" to activate Tender Addendum or Re-Submission.

Home / Project RFV & Award 2 / Open Tender / Tender Resubmission	Closed Tend
1. Apply Tender Resubmission for Tender	
Apply Tender Resubmission for Tender	
Select Verifiers: None Click to assign verifier	+
	Submit Back



4. Then the project status will change to "List of Tenderer" and a new "Tender Resubmission 1" will be auto generated. Click at "Tender Resubmission 1".

State 1	build spʌce										💄 Heng Chin Guan	Se Se
Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>∓</b> Forum					
Home / I	Home / Project RFV & Award 2 / Tenders											
Tende	Tenders											
Tender	s											
٩												
No	•				Reference						Status	
1		Tender Resubmission 1						List of Tenderer				
2					Tender						Closed Tender	

5. Under List of Tenderer form, user **set new tender calling & closing date**.

Home / Project RFV & Award 2 / Tenders / Tender	er Resubmission 1		List of Term
Tender Resubmission 1			
List of Tenderer			
Date of Calling Tender *:	Click to edit calling &	Commercial Tender Closing Date *:	
23-Jan-2019 09:30 AM	closing date	24-Jan-2019 09:30 AM	
Completion Period (Month(s)) *:		Project Incentive (Percentage %) :	Procurement Method :

6. And delete/add new contractor into this tender

Selected	Con	tractor(s)			Click to insert remark for each tenderer
Delete/ad contractor		ontractor	Status	Status Log	Remark
Delete	1	Admin Global PCK Development	Pending <b>T</b>	View	Recommended
Delete	2	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Pending •	View	
Re-enable	э	GLOBAL PCK CONSTRUCTION SDN BHD	Pending <b>T</b>	View	Disqualified
Delete	4	PCK CONSTRUCTION SDN BHD	Pending V	View	
Expre	essior	of Interest	Sector Clarification	on Meeting	Assign Contractor(s) Save Submit Back

7. After finalised List of Tenderer form, user can assign verifier for approval process.

Remarks:	
Select Verifiers:	
None	+



# Technical Assessment Form

- 1. Open a project. Click at "Technical Opening" to see the tenderer list.
  - a) **Tick** to choose which tenderers are shortlisted.
  - b) Can see the "Technical Assessment Form" button will be enabling. Then click on it.

EB Projects	System M	A Maintena.	Project D	Users	Tendering	Documents	<b>∓</b> Forum						
Home i	CADANGAN	N MEMBINA RUI	MAH 50 UNIT / Te	chnical Eval	The Closed	Tender							
<u></u>	Technic	al Evaluat	tion Results		🖈 Open Te	ender cal Opening				echnical Assess	ment Form		
Tende	erers												
Q													
Se	elect 🔺	No 🗘					Tender	rer				Score	Re
Г	Ø		BABA CONSTRUCT mitted At 14-Feb-2019 9:5		ELOPMENT C	ORPORATION		g SDN BHD	)			48.60	
			BAL PCK CONSTR mitted At 14-Feb-2019 9:5		IN BHD							36.60	
L			CONSTRUCTION mitted At 14-Feb-2019 9:5									41.00	

2. After clicking "Technical Assessment Form", fill in "Targeted Date of Award"

-	Technical Assessment Confirmation Form								
	Project : CADANGAN MEMBINA RUMAH 50 UNIT Targeted Date of Award :								
I here	I hereby confirm that the following tenderers have been evaluated thoroughly in technical aspect and the result of the evaluation is as follows: -								
A) PA	A) PASS - Qualified tenderers whom have fully complied with the tender requirements and specifications technically.								
No.	Company Name	Remarks	Score						
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD		48.60						
2	PCK CONSTRUCTION SDN BHD		41.00						
	B FAIL - Disqualified tenderers whom have not fully complied with the tender requirements and specifications technically. (Further justifications are needed if the disqualification is not inline with Consultant's Recommendation)								
No.	Company Name	Remarks	Score						
1	GLOBAL PCK CONSTRUCTION SDN BHD		36.60						

3. To add attachments just click "Add files" select the attachments/files. Once finalize with the attachments click "Start Upload"

5	GLOBAL PCK CONSTRUCT	ON SDN BHD				10.50
PCK CONSTRUCTION SDN BHD						
Attac	chments:					
_	chments: Add files The Start upload	Cancel upload				



4. Click to select **verifiers**, then click "**Submit**" button for approval.

None		
		Click to select verifier
	Back	



5. The verifier will receive email notification and "To Do List" will show the pending task for "Technical Assessment" approval like below, then click at "View" button to view for more details.

o-Do List 🚹				
Tendering 1				
eviews: 1	Module	Days Pending	View	Project

5. After verified technical assessment form, click **Approve / Reject**.

V	Verification requested by Chris Volcano at 14-Feb-2019 10:11 AM									
A	Assigned Verifiers:									
	Sequence Number	Name	Status	Verified At	Remarks					
	1	Chien Zen	? Unverified	-						
Ap	1 Chien Zen ? Unverified -									

6. Once approved and after open for commercial tender, at the list of tenderer view, you only can view the shortlisted tenderer's tender amount. Then click at "Print" button to printout tender opening form with shortlisted tenderer only.

enderer R	Rate Listing	Closed Tender							
۹									
	Filter Contractor Name								
			Earnest	Remarks	Tender Alternative A		Tender Alternative B		
No 🗘 Name			Money	Remarks	Amount (RM) 🔿	Month(s) 🔿	Amount (RM)	Month(s) 🔿	
0 1	ALIBABA CONSTRUCTION & DEVE Submitted At 14-Feb-2019 9:53 AM	ELOPMENT CORPORATION HOLDING SDN BH	D		2,835,000.00	12		-	
2	GLOBAL PCK CONSTRUCTION SD Submitted At 14-Feb-2019 9:54 AM	N BHD			-	12			
3	PCK CONSTRUCTION SDN BHD Submitted At 14-Feb-2019 9:53 AM				3,118,500.00	12	-	-	



# Commercial Opening (Only by Editor of Project)

#### Note: Please make sure the tender had been closed.

1. Login to eTender system and open a project. Click at **"Tendering"** and "**Open Tender**" module.

Stole	build sp∧ce								
<b>E</b> Projects	<b>¢</b> Maintena	Project D	users	Tendering	Documents	<b>F</b> orum			
Home /	CADANGAN ME	EMBINA RUMAH	I 50 UNIT						
				🖈 Open Tender					
Projec	ct Dashbo	bard		₫ Technical Opening					

2. Then click at "Tender".

Open To	ender Listing				
Q,					
No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender	2	23-Jul-2015 3:30 PM	Assign	Not Yet Open
Showing	to 1 of 1 entries			Previ	ous 1 Nex

3. Can see the list of tenderer and date & time they submitted tender but can't see their submitted tender rates.



4. When tender closed, click on "Assign" to select persons to open tender.

Open T	ender Listing				
Q					
No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender	2	23-Jul-2015 3:30 PM	Assign	Not Yet Open



5. Select persons to verify the "Open Tender" by ticking the check box and click "Submit" to send email notification to the selected persons to verify.

Selected Verifier(s)	Name	E-Mail
۲	Mr. MEP 1A	mep1a@buildspace.my
QS Consultant 1 Sdn B	hd	
Selected Verifier(s)	Name	E-Mail
	QS Staff	qs1a@buildspace.my
	QS Staff 1	qs1b@buildspace.my
	00 0L %0	qs1c@buildspace.my
	QS Staff 2	

Note: All selected persons must approve, and then the tender only can be viewed.

How to see total no of participated projects by tenderer

#### Note: Only can see after tender opened.

 Click at "Action(s)" and select "Tenderer's Report". Click "Enable Contractor Rates Display" to allow seeing tenderer's rates comparison at BQ system.

Open Tende	r				Action(s) -
Open Tender Listi	ina			Ter	nderers' Report
					contractor Rates Display
No 🔺	Reference	No. of Submitted Tender $\diamondsuit$	Closing Date	Verifier 🗘	Status
1	Tender	3	14-Feb-2019 9:00 AM	View Log	Opened



How to import tenderer's rates for comparison

## Note: Only can do this after tender opened.

#### 1. Click at "Tender".

Open Tender Lis	sting			
۹				
No 🔺	Reference	No. of	Submitted Tender	Closing Date
1	Tender		3	14-Feb-2019 9:00 AM

## 2. Click at "Action(s)" and select "Sync to BuildSpace".

A Tenderer Rates Closed at 14-Feb-2019 9:00 AM					ation Action(s) -
Tenderer Rate Listing					+ Tender Resubmission
٩					C Sync to BuildSpace
Filter Contractor Name					Post Contract
No Name		stRemarks	Tender Alternative A	Tender Alte	Tender Validity Period (Not Specified)
	Mone	y V	Amount (RM) 🔿 Month(	s) 🔿 Amount (RM) 🔿	Month(s)

How to insert "Tender Validity Period"

1. At **"Open Tender"** module, click at **"Action(s)**", then follow by **"Tender Validity Period**" button.

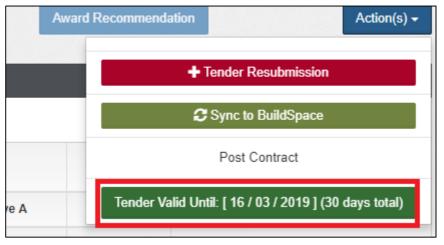
Home / CADANGAN MEMBINA RUMAH 50 UNIT / Open Tender / Tender					Closed Tender
Tenderer Rates Closed at 14-Feb-2019 9:00 AM			/	Award Recommenda	Action(s) -
Tenderer Rate Listing					Tender Resubmission
٩					C Sync to BuildSpace
Filter Contractor Name					Post Contract
▲ No ⊘ Name	Earnest	Remarks 🔿	Tender Alternative A	Tender Alte	Tender Validity Period (Not Specified)
	money		Amount (RM) (Month(s)	Amount (RM)	Month(s)

2. Key in durations and click "Save".

n Tei	Tender Validity Pe	riod	×	
Clos	150	\$	Days	Re
	Valid until: [ 22 / 04	4/2016]		
		Sa	ive	



3. Can see the following screen and you can edit by clicking at the button again.



How to insert "Remarks"

#### Note: Only can insert after tender opened.

1. At "**Open** Tender" module, tick the "**Earnest Money**" check box if the tenderer submitted their earnest money. Click at "**Remarks**" cell to edit/insert remark.

	Filter Contractor Name				
No 🗘	Name 0	Ear	nest Mo	oney 🔿	Remarks 0
1	ALIBABA CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:08 PM		8		Cheque no:1234, Public Bank Berhad, Valid unitl 12
2	Chew Global PCK Development tick tick tick tick tick tick tick tic	-			click the cell to edit/insert remark
3	Chew PCK Development Sdn Bhd				
4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM		8		Cheque no:1234, Public Bank Berhad, Valid unitl 12
5	PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM		۲		Cheque no:1234, Public Bank Berhad, Valid unitl 12

2. When click at "**Remarks**" cell, you can see the following screen and click "**Save**" once finish editing.

	Remarks	×
Nan		
	Cheque no:1234, Public Bank Berhad	
RUC		Save



How to print "Open Tender Form"

# Note: Only can print after tender opened.

1. Click at "**Print**" button at the bottom of screen to **print out open tender form** and click at "**Toggle Additional Information**" to see the **attachments** from the tenderers.

4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM		×	Cheque no:1234, P Valid unitl 12
5	PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM			Cheque no:1234, P Valid unitl 12
▲ Showin	g 1 to 5 of 5 entries	( Print		evious 1 Next

\*The printout will auto sort according **lowest to highest** tender amount (based on "Tender Alternative A")



# Print Tender Price Comparison Reports (Only by Editor of Project)

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



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

space							
Tendering > Testing for BQ Edito	or Submit Tender Rates (S	tatus::TENDERING)					
🕥 Export Project 🛛 🍄 Project A	malyzer 🔻 🛛 🚰 Sub-Pack	ages 🛛 📥 Schedule Of C	Quantities 🛛 📀 Pus	h To Post Contract			
Project Breakdown Project Pr	roperties Project Addend	dum					
Un port Rates	derers 👌 📄 Project Sum m	nary 🔻 🕜 Export Bill 📗	Export Backup	🔯 Log 🛛 🞯 Reload			
No. Description		Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Sut	omit Tender Rates						
1 BILL NO.1 -GENERAL O PRELIMINARIES	CONDITIONS &	118,000.00			118,000.00	0.60%	
2 BILL NO.2 - PILING WO	RKS	318,696.74			318,696.74	1.61%	
3 BILL NO.3 - MULTI TYP	ES	2,485,305.45			2,485,305.45	12.56%	
4 BILL NO.4 - SINGLE TY	PE	244,920.16			244,920.16	1.24%	
5 BILL NO.5 - PROVISION	NAL SUM	16,626,000.00			16,626,000.00	84.00%	

3. Then you can see the following screen and click at "Tenderer Setting" button.

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

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

Assign	Contr	actors :: Project Test Log				
😣 Close	Œ	Add New Contractor				
-Select ( *Contr			•			
P Sa	ive	Click here				
⊖Remo	ve	🕑 Import Contractor's Rate   🕘 Export Contractor's Rate 🔹 🚺 💽 Ref	resh 🛛 📥 Print Contract	or's Rate	Sort 🔻	
Show	No	Name	Original Total	Adjust	ed Total	Action
31104	110.	Name	Diff: 0.0	0		Action
		ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD				Select
	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50			Select
1	3	PCK CONSTRUCTION SDN BHD	42,424,861.50			Select
	4					



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

e Original Bill Addendum 1 Addendum 2 Select revision that you want to compare	Current revision	
Description	Current Amount	Addendum 1
BANDAR 3 TINGKAT BANGUNAN PENCAWANG ELEKTRIK DI ATAS LOT ASAL LOT	22,483,777.00	22,013,252.00
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	1,460.00	2,450.00
BILL NO.2 - PILING WORKS	322,580.00	322,580.00
Building Works		
BILL NO.3 - MULTI TYPES	4,689,772.00	4,310,072.00
BILL NO.4 - SINGLE TYPE	1,009,965.00	918,150.00
BILL NO.5 - PROVISIONAL SUM	16,460,000.00	16,460,000.00
	Description 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 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES BILL NO.2 - PILING WORKS BUIL NO.3 - MULTI TYPES BILL NO.4 - SINGLE TYPE	Description     Current Amount       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       BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES     1,460.00       BILL NO.2 - PILING WORKS     322,580.00       Build ing Works     4,689,772.00       BILL NO.3 - MULTI TYPES     4,689,772.00       BILL NO.4 - SINGLE TYPE     1,009,965.00

6. You can see "**RED COLOUR**" amount means got **differences** or **changes** of the price.

Double click until item level to see the different prices.

Fenderer Lo	g :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI					
Close	Original Bill   Addendum 1   Addendum 2					
iils $>$ BILL	NO.1 -GENERAL CONDITIONS & PRELIMINARIES $>$ BILL NO. 1 -GENE	RAL CONDIT	IONS & PRELIMIN	NARIES >		
Bill Ref	Description	Unit	Rate	Grand Total	Rate Addendum 1	Grand Total Addendum 1
	GENERAL					
	The Contractor shall insert in this summary of tender, the amount for individual items and sub-items as indicated. Details of individual items are as per "Section 1.0 - General Conditions and Preliminaries" of "Appendix A - Specifications".					
	Where the Contractor does not price an item or inserts a dash against any item in the Summary of Tender, the value thereof will be deemed to be included in the rates contained elsewhere in the Summary of Tender (s).			Con acc th	ne different	
	PROJECT PARTICULARS			Can see u	le unierent	
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

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

	build space						À
	The second se	s (Status::TENDERING)					
Glic	ek here to begin Project Analyzer 🔻 📔 Sub-P	'ackages 🛛 📥 Schedule Of	Quantities 🛛 📀 Pus	h To Post Contract			
Proje	ect Break down Project Properties Project Add	lendum					
() () Im	n port Rates   🤽 View Tenderers   📄 Project Si	ummary 🔻 🕥 Export Bill	() Export Backup	🛛 🚺 Log 🛛 🙆 Reload			
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	



8. Then click at "Reports" menu.

	Jbrary Manager Project Builder Tendering			inance Reports	Administration		
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
		0.11.000.10			244,920,16	1.24%	
4	BILL NO.4 - SINGLE TYPE	244,920.16				1.24/0	

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

1	space   Project Builder Report	ring Report 💽 Post Contract Repo	rt 🚺 Library Ma	anager Report 🚺	Finance Report	📌 👤
Ten	dering Report > Project Listing					
No	filter applied	Find by: Title	•		$\odot$	🔍 Search 🛛 🎯 Refre
	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	lesting for printing element	EASB/BLD/C008/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:58
7	Testing	EASB/BLD/C007/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:19
8	Testing for New modules	PDSB/BLD/C1334/18	Malaysia	Putrajaya	Tendering	22/07/2018 14:47
9	Testing for New BQ Editor	PDSB/BLD/C1331/18	Malaysia	Putrajaya	Tendering	22/07/2018 09:00
10	Barbending	EASB/BLD/C006/18	Malaysia	Selanoor	Post Contract	08/05/2018 15:04

#### 10. Click at "View Tenderer".

Project	ing Report > Testing for BQ Editor Submit Tender Rates (Status::T t Breakdown Project Properties	ENDERING)				
	t Break down Project Properties					
🍧 Proje	ect Analyzer 🔻 📄 Print Summary 🚺 🖳 View Tenderers ) 🕋 S	ub-Packages				
No. De	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
Те	esting 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.

	space   Froject Builder Report Tendering Report o Pos	t Contract Report 🚺 Library M	anager Report 🚺 Fin	ance Report	🕀 🔔
Tend	ering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates				
<b>⊘</b> Ba	ck To Tendering Report 🕂 🖳 Tenderer Setting				
Bill >					
🚔 Su	immary 🔻				
	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**".

As	<mark>sign</mark> C Close	ontractors :: Testing for BQ Editor Submit Tender Rates		
	No.	Name	Original Total Diff: (	Adjusted Total
~	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	17,897,520.00	
	2	GLOBAL PCK CONSTRUCTION SDN BHD	19,376,120.00	
	3	PCK CONSTRUCTION SDN BHD	20,945,800.00	
	4			

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)	Amount	ALIBABA CONSTRUCTION & DEVEL	GLOBAL PCK CONSTRUCTION SDN	PCI CONSTRUCTION SDN BHI
Summary With Revisions (All Tenderers) 🕑 Highest to Lowest	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.0
BILLINU. I GENERAL CUNUTIONS & FRELIMINARIES	118,000.00			
BILL NO.2 - PILING WORKS	318,696.74			
BILL NO.3 - MULTI TYPES	2,485,305.45			
BILL NO.4 - SINGLE TYPE	244,920.16			
BILL NO.5 - PROVISIONAL SUM	16,626,000.00			

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

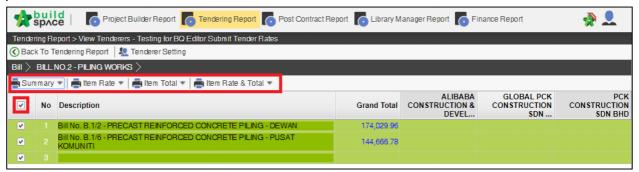
<b>P</b> P	rint S Close				
No	Description	Estimate	ALIBABA CONSTRUCTION & DEVEL	GLOBAL PCK CONSTRUCTION SDN	
1	Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
з	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) (Lov	vest to Highest)
Print 🛛 🌐 Export To Excel	😢 Close
Print Page Title	
*Print Page Title:	Summary (All Tenderers) (Lowest to Highest)
*Description Type:	Full Description
	One Line Description
*Price Display Format:	⊚ 1,000.00 ◯ 1.000,00
*Print Without Cents:	

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





# Award Recommendation Report

# Note: Make sure the tender is "Opened"

1. Click "Open Tender" and click "Tender"

Projects	System M Maintena Project D		<b>₽</b>		
Home / Kł	(257 Phase 1 (Award Rec Report & RFV) / C	Open Tender Tender			Closed Tende
Open T	Fender	★ Open Tender  Letter of Award			Action(s) -
Open Ter	nder Listing				
Q					Make sure the status is "Opened"
No 🔺	Reference	No. of Submitted Tender	Closing Date	Verifier 🗘	Status 🔇
1	Tender Resubmission 1	3	31-Jan-2019 11:00 AM	View Log	Opened
2	Tender	3	31-Jan-2019 11:00 AM	View Log	Opened
Showing	1 to 2 of 2 entries				Previous 1 Next

2. Tick which tenderer is selected and click "Award Recommendation"

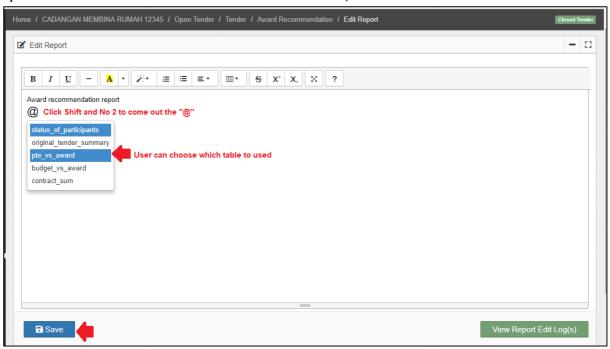
ome	/ CAD	ANGAN MEMBINA RUMAH 123	845 / Open 1	Tender / <b>Ten</b>	der					Closed Tende
•••	Tend	erer Rates Closed at (	)8-Jan-201	9 12:00 PN	n			Award Recomme	ndation	Action(s) -
Tend	lerer R	ate Listing								
Q										
		Filter Contractor Name								
	No 🔿	Name	Earnest	Remarks 🔿	Tender Alterr	native A	Tender Alterr	native B		
			Money ~		Amount (RM) 🗘	Month(s) 🗘	Amount (RM) 🗘	Month(s) 🛇		
۲	1	Buildspace Contractor 1 Submitted At 08-Jan-2019 3:07 PM			392,400.00	12	-	-		
•	2	Buildspace Contractor 2 Submitted At 08-Jan-2019 3:08 PM			313,920.00	12	-	-		
	3	Buildspace Contractor 3 Submitted At 08-Jan-2019 3:10 PM			324,804.00	12	-	-		

3. Click "Edit Report" to edit the report and pre-set the table

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation		Closed Tender
Award Recommendation Report	Tender Analysis Table	Attachments
Empty report content. Please click the button below to edit the report.		
Edit Report	View Verifier Log(s)	View Report Edit Log(s)
Select Verifiers:		
None +		
Submit Back		



4. User can directly type the content for the report. To set table, type @ and then system will list down which table to insert. After that, click **"Save"** 



5. Below is a sample table that set by user. To amend the report, click "Edit Report"

Rank	Tenderer's Name		Tender Sum (RM)		Variance from Lowest		Completion Period
T GITIN					Amount (RM)	%	(Month(s))
1	Buildspace Contractor 1		392,400.00		78,480.00	25.00	12
2	Buildspace Contractor 2		313,920.00		0.00	0.00	12
3	Buildspace Contractor 3		324,804.00		10,884.00	3.47	12
	Consultant's PTE		-		-	-	12
_	Budget		-		-	-	12
_			-			-	12
_	ommendation report	Budget	- Award	Savings / (O	- iverrrun) (RM)	Variance	
Budg	ommendation report jet Vs Award	Budget 0.00			-		
Budg Item	ommendation report Jet Vs Award Description		Award		iverrrun) (RM)	Variance	
Budg Item	promendation report set Vs Award Description BILL NO.4 - SINGLE TYPE	0.00	Award 392,400.00		verrrun) (RM) -	Variance	



6. To see which user edit the report, click "View Report Edit Log"

m	Description	Budget	Award	Savings / (Overrrun) (RM)	Variance (%)
	BILL NO.4 - SINGLE TYPE	0.00	392,400.00	-	-
	Total Amount (RM)	0.00	392,400.00	-	-
		0.00	332,400.00		

7. System record all the activities. To close the tab, click "Close"

Report Edit Logs	
1. Edited By Heng Chin Guan 08th January 2019 (Tuesday), 3.31 pm	
	Close

8. To key in/amend figure into table such as **Consultant's PTE & Budget**, click **"Tender Analysis Table"** 

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation		Closed Tender
Award Recommendation Report	Tender Analysis Table	Attachments

9. Click **"View"** to see the detail in the table

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Tender Analysis	Closed Tender
Tender Analysis Table(s)	
Status of Participants	View
Original Tender Summary	View
PTE vs Award	View
Budget Vs Award	View
Contract Sum	View
	View Log(s)



10. Example table "Status of Participants"

# Note: List of tenderers depends on finalize list of tenderers. Tenderer's name will be displayed even the tenderer never submit the tender rate

Sta	atus of Participants	
Partic	sipants	
Rank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	Buildspace Contractor 3	Participated

11. Example table **"Original Tender Summary"**. The **PTE & Budget** Amount requires to be key in by user. After inserted amount for PTE & Budget, click **"Submit"** and the amount will **auto updated** into the table.

Origir	nal Tender					
Rank	Tenderer's Name	Tender Sum (RM)		Variance from Lowe	st	Completio Period
капк	renderer s name	Tender Sum (RM)		Amount (RM)	%	(Month(s))
1	Buildspace Contractor 1	392,400.00		78,480.00	25.00	12
2	Buildspace Contractor 2	313,920.00		0.00	0.00	12
3	Buildspace Contractor 3	324,804.00		10,884.00	3.47	12
	Consultant's PTE	2,000,000,000.00		1,999,686,080.00	637,004.99	12
	Budget	1,200,000,000.00		1,199,686,080.00	382,163.00	12
	te Consultant's PTE		Update Budget udget (RM)			
	key in the amount		User key in the a	amount		



12. Example table **"PTE vs Award"**. **PTE Amount** must key in by user and click **"Submit"** and the amount **auto updated** into the table

PTE	vs Award		
		Consultant's PTE	Tenderer awarded Buildspace Contractor 1
tem	Description	RM	RM
1	BILL NO.4 - SINGLE TYPE	User key in the amount	392,400.00
	Total Amount (RM)	1.00	392,400.00

13. Examples table **"Budget vs Award"**. **Budget Amount** must key in by user and click **"Submit"** and the amount **auto updated** into the table

ime / C	ADANGAN MEMBINA RUMAH 12345	/ Open Tender / Tender / Award Recommendation	n / Tender Analysis	/ Budget Vs Award	Closed Tend
🖪 Bu	ldget Vs Award				
🗄 Budg	get Vs Award				
Item	Description	Budget (RM)	Award (RM)	Savings / (Overrrun) (RM)	Variance (%)
1	BILL NO.4 - SINGLE TYPE	User key in the amount	392,400.00	-	-
	Total Amount (RM)	0.00	392,400.00		-

14. Examples table "Contract Sum"

me / (	CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Te	ender Analysis / Contract Sum Cter	sed Tender						
Contract Sum									
Con	ilract Sum								
No.		1	_						
NO.	Description	Amount (RM)							
1	BILL NO.4 - SINGLE TYPE	forward from 392,400.00							
	Total Contract Sum	submitted 392,400.00							

15. To go back list of "Tender Analysis Table" click "Tender Analysis"

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation (Tender Analysis) Summary	Closed Tender
Criginal Tender Summary	

**\*** To see the details for others table just repeat step no. 9



16. Click **"View Logs"** to view all the activities record done by user. To close the table, click **"Close"** 

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Tender Analysis	Closed Tender
Tender Analysis Table(s)	
Status of Participants	View
Original Tender Summary	View
PTE vs Award	View
Budget Vs Award	View
Contract Sum	View
	View Log(s)

Tender Analysis Table Edit Logs	
1. Heng Chin Guan updatec Consultant's PTE in Original Tender Summary table on <mark>08th January 2019 (Tuesday), 3.38 pm</mark> 2. Heng Chin Guan updated Budget in Original Tender Summary table on 08th January 2019 (Tuesday), 3.38 pm	
	Close

17. After all the amount already key in the table, user can upload the attachment (If required). Click **"Award Recommendation"** to go front page

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender (Award Recommendation) / Tender Analysis	Closed Tender
Tender Analysis Table(s)	

#### 18. Click "Attachments"

	Attachments
Tab	Table

## 19. Click "Upload"

Iome / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Attachments	Closed Tender
Attachments	L Upload
Make sure you attach the following documents:	
1. Layout Plan	
2. e-Auction Result 3. Tender Opening Form (Original & Re-submssion)	



## 20. Click "Add Files"

Upload Files					×
+ Add files	Start upload	⊘ Cancel uplo	ad		
Preview	File Name		Size	Actions	

21. Select which file want to upload and click "Open"

^ N	ame	Date modified	Туре	Size	
	Drawing 1	15/1/2018 11:10 AM	PDF File	42 KB	
2	Drawing 2	15/1/2018 11:10 AM	PDF File	42 KB	Choose the which attachment want
2	Drawing 3	15/1/2018 11:10 AM	PDF File	42 KB	to upload
2	Drawing 4	15/1/2018 11:10 AM	PDF File	42 KB	
2	Drawing 5	15/1/2018 11:10 AM	PDF File	42 KB	
2	引 Drawing 6	15/1/2018 11:10 AM	PDF File	42 KB	
2	Drawing 7	15/1/2018 11:10 AM	PDF File	42 KB	
8	Drawing 8	15/1/2018 11:10 AM	PDF File	42 KB	
	Drawing 9	15/1/2018 11:10 AM	PDF File	42 KB	
	Drawing 10	15/1/2018 11:10 AM	PDF File	42 KB	
	Drawing 11	15/1/2018 11:10 AM	PDF File	42 KB	
~					
name:	Drawing 1				All Files



22. Click **"Star Upload"** to upload the all attachment in one time. Click **"Delete"** to delete the file and click **"x"** to close the tab

Jpload File	S				C
+ Add files	. ⑦ Start upload	O Cancel uplo	ad		
Preview	File Name		Size	Actions	
	Drawing 1_0000.pdf		42.75 KB	Delete	
	Drawing 2_0000.pdf	File already uploaded	42.75 KB	Delete	
	Drawing 3_0001.pdf		42.75 KB	Delete	
	2.2.1.1.g 0_0001.pdf				

23. The file already uploads in the system. To delete the file, click "x" and to upload again click upload and refer the step **no 20 until 22** 

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Attachments		Clo	sed Tender
La Attachments		1	Upload
Make sure you attach the following documents:			
1. Layout Plan 2. e-Auction Result 3. Tender Opening Form (Original & Re-submssion)			
Documents			
٩			
File Name	Uploaded By	Date	Delete
Drawing 2_0000.pdf	Heng Chin Guan	08-Jan-2019	×
Drawing 1_0000.pdf List of attachment that already uploaded	Heng Chin Guan	08-Jan-2019	×
Drawing 3_0001.pdf	Heng Chin Guan	08-Jan-2019	×
Showing 1 to 3 of 3 entries		Previous 1	Next

24. Click "Award Recommendation" to go front page and submit the report for approval

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Attachments	Closed Tender
La Attachments	🛓 Upload



#### 25. Select verifier and click "Submit"

Г

Mr. Majestic 1	Click "-" to delete the verifier
None	-
Mr. Majestic 1 Choose which user as	
Chien Zen verifier	
Nor Fatin Izzati Binti Yusop Muhammad Asyrul	Click "+" to add multi verifier
,	

26. Approval receive the email and click the lick to **approve or reject** the request

## 27. OR click the "View" at "To Do List" after login e-Tendering system

Carl Tendering 3	Post Contract Claims (8)			
Reviews: 3				
No.	Module	Days Pending	View	Project
1	List of Tenderer	97	View	test
2	Recommendation of Tenderer	81	View	CADANGAN MEMBINA RUMAH 123
3	Award Recommendation	0	View	CADANGAN MEMBINA RUMAH 12345



28. Verifier/Approval person can click the **"File Name"** to download uploaded attachment. After that, click **"Approve"** or **"Reject"**.

File Name	4
Drawing 2_0000.pdf	
Drawing 1_0000.pdf Click "file name" to down	nload the file
Drawing 3_0001.pdf	
howing 1 to 3 of 3 entries	Previous 1 Next
ack	
prove Reject	

29. Notify the editor when the request is "Approved" or "Rejected" by verifier

> Award Recommendation from BuildSpace
🖹 Text (2 KB) 🛓 🚔
To: Mr. Majestic 1
An Award Recommendation Report has been approved.
Project Name: CADANGAN MEMBINA RUMAH 12345
Visit this link for more information:
https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show Click this link

Award Recommendation from BuildSpace
Text (2 KB) 🛓 🚔
Mr. Majestic 1 has rejected your Award Recommendation Report.
Project Name: CADANGAN MEMBINA RUMAH 12345
Visit this link for more information:
https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show Click this link



30. Click **"View Verifier Logs"** to view the record approval approve or reject the report. To close the tab, click **"Close"** 

View Verifier Log(s) View Report Edit Log(s)

Verifier Logs	
<ol> <li>Rejected by Mr. Majestic 1 on 09th January 2019 (Wednesday), 12.04 pm Remarks reject</li> <li>Approved by Heng Chin Guan on 09th January 2019 (Wednesday), 12.05 pm Remarks approve</li> </ol>	
	Close



# How To Prepare Rate Rationalization

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

1. Click Project Title or Open Project

EMSB/BLD/C037/18	CADANGAN MEMBINA PANGSAPURI 123	Open Project Sub Packages [0]	Closed Tender
	27-Nov-2018 Malaysia , Putrajaya Standard	-	

2. Click to open Buildspace Pro

	Search Project	Q ≡ ?0 ↔
Home / CADANGAN MEMBINA PANGSAPURI 123 / Open Tender		Closed Tender

3. Click Project Addendum

space		
Tendering > CADANGAN MEMBINA PANGSAPURI 123 (Status::TENDERING)		
🕥 Export Project 🛛 🔮 Project Analyzer 🔻 📔 Sub-Packages 🛛 🚖 Schedule Of Quantities 🛛 📀 Push To Post Contract		
Project Breakdown Project Properties Project Addendum		
🚯 Import Rates 🛛 🤽 View Tenderers 🛛 🧮 Project Summary 🔻 🕥 Export Bill 🕥 Export Backup 🛛 🔯 Log 🛛 🤡 Reload		
No. Description	Original Amount	Tota
CADANGAN MEMBINA PANGSAPURI 123		
1 BILL NO.1 - SINGLE TYPE	1,612,724.62	

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

	spid				A	
Tenderin	g > CADANGAN MEMBINA PANGSAPURI 123 (Status::TENDERING)					
Expo	rt Project   🔮 Project Analyzer 🔻  🖶 Sub-Packages   📥 Schedule Of Quantities   📀 Push To Post Contract					
Project B	treakdown Project Properties Project Addendum					
	Addendum di Addendum addendum					
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Actio
1	Original Bill	٦	Print This Revision	Locked	27 Nov 2018	-
2	Addendum 1	T	Print This Revision	Locked	30 Nov 2018	-
3	Addendum 2	1	Print This Revision	Locked	30 Nov 2018	-
4	Addendum 3		<	In Progress	19 Dec 2018	<i>P</i>
				Still in progress		

5. To do rates rationalization, Click View Tenderers



space
CADANGAN MEMBINA PANGSAPURI 123 (Status: TENDERING)
🚯 Export Project 🛛 🥗 Project Analyzer 🔻 📔 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Push To Post Contract
Project Breakdown Project Properties Project Addendum
🕘 Import Rates 🖳 View Tenderers 🚽 oject Summary 🔻 💮 Export Bill 💮 Export Backup 🛛 🔞 Reload
No. Description
CADANGAN MEMBINA PANG SAPURI 123
1 BILL NO.1 - SINGLE TYPE

6. Click Tenderer Setting

-	sp/ce		
Tend	ering > View Tend	erers - CADANGAN MEM	IBINA PANGSAPURI 123
🔇 Ba	ack To Tendering	👤 Tenderer Setting	t Estimation BQ
Bills )	>		
No.	Description		
	CADANGAN M	EMBINA PANGSAPUR	र। 123
1	BILL NO.1 -	SINGLE TYPE	

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

		rs :: CADANGAN MEMBINA PANG SAPURI 123		
🔕 Close	J			
- Select C	ontract	or		
*Contra	actor :		•	
Sa Sa				
Remo	vel	🕑 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 🔻 🛛 🔯 Log 🛛 🥝 Refresh		
Show	No.	Name	Original Total Adjusted Total Diff: 0.00	Action
~		Buildspace Contractor 1	460,154.00	Select
				Select
	2	Buildspace Contractor 2	448,054.00	Select
	3			

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

Assign C	ontracto	ors :: CADANGAN MEMBINA PANGSAPURI 123			
8 Close					
- Select C	ontract	or			
*Contra	actor :		Ŧ		
💾 Sa	ve				
- Remo	ve 6	🕽 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		nouon
	1	Buildspace Contractor 1	460,154.00	460,154.00	Selected
	2	Buildspace Contractor 2	448,054.00		Select

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



1	build space				
Tend	tering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123				
ØВ	ack To Tendering 🛛 🧟 Tenderer Setting 🛛 💼 Print Estimation BQ				
Bills			Selected Contracto	r	
	Description	Amount	Buildspace Contractor	Buildspac	ce 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**

1	build space				
Tend	dering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123				
ØВ	Sack To Tendering   💐 Tenderer Setting   ឝ Print Estimation BQ.				
Bills	$\rangle$				
No.	Description	Amount	Buildspace Contractor	Buildspace Cor	ntractor 2
-	CADANGAN MEMBINA PANGSABURI 123	1,619,103.37	460,154.00	448	3,054.00
1	BILL NO.1 - SINGLE TYPE Double click "Bill No."	1,619,103.37	460,154.00	448	3,054.00

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

space			À
Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123			
🔇 Back To Tendering 🛛 🚇 Tenderer Setting 🛛 🚔 Print Estimation BQ			
Bills > BILL NO.1 - SINGLE TYPE >			
No Description	Grand Total	Buildspace Contractor 1	Buildspace Contracto
1 Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL Double the "Element"	631,018.27	423,204.00	382,047.0
2 Bill No. B.4/2 - FRAME	92,636.42	15,990.00	40,444.0
3 Bill No. B. 4/3 - UPPER FLOORS	21,786.02	20,960.00	25,563.0
	100.000.00		

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)

*	space								À 💄
		nderers - CADANGAN MEMBINA PANGSAPURI 123							
C) Bac	k To Tendering	🛛 🤽 Tenderer Setting 🛛 🚔 Print Estimation BQ							
Sills $>$	BILL NO.1 -	SINGLE TYPE $>$ Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL $>$							
No	Bill Ref	Description	Туре	Unit	Grand Total Qty	Rate	Grand Total	Qty Amo Re-measurement	unt 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 c	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		



space												
Tendering > View Tenderers - CADANGAN	MEMBINA PANG	SAPURI 1	23									
🔇 Back To Tendering 🛛 🚨 Tenderer Setti	ng 🛛 📥 Print Est	timation BO	2									
Bills $ ightarrow$ BILL NO.1 - SINGLE TYPE $ ightarrow$ Bil	No. B.4/1 - WOR	K BELOW	GROUND FLOOR LEV	el >					Compari	son rate from di	ferent tendere	r
	Tuma	Unit	Created Tetal Obv	Rate	Grand Total	Qty	Amount	Historical Rate	Rate	Grand Total	Rate	Grand Total
	Туре	Unit	Grand Total Qty	Rate	Grand Total	Re-measurement		Historical Rate	Buildspace Co	ontractor 1	Buildspace C	ontractor 2
	HEAD 1											
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
	ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
	ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
ified, in,	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
num vield stress 250N per sg. mm)	HEAD 1											



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

spAce											1	🔔	
Tendering > View Tenderers - CADANGAN	MEMBINA PANG	SAPURI 12	23										
🔇 Back To Tendering 🛛 🤽 Tenderer Setti	ng 🛛 🖶 Print Est	timation BC	2										
Bills $ ightarrow$ BILL NO.1 - SINGLE TYPE $ ightarrow$ Bill	No. B.4/1 - WOR	K BELOW	GROUND FLOOR LEVI	el >									
	Туре	Unit	Grand Total Qty	Rate	Grand Total	Qty	Amount	Historical Rate	Rate		Rate	Grand Total	
	Type	Unit	Grand Total Qty	hait	Grand Total	Re-measurement	measurement		Buildspace Co	ontractor 1	Buildspace Co	ontractor 2	
	HEAD 1												
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00	
	ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00	
	ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00	
fied, in,	HEAD 1												
			20.00		5,900.00			type and press	320.00000			6,600.00	
	ITEM	m3	9.00	295.00	2,655.00	"Enter"	to save		320.00	2,880.00	330.00	2,970.00	
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00	
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00	
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00	
um yield stress 250N per sq. mm)	HEAD 1												

14. Or can adjust the rate by trade. (*This function only can be conducted if consultants used Import Rate function to prepare PTE*). If no, please skip to step 22.

## 15. Click Back To Tendering to go front page

										1	ا
ADANGAN MEMBINA PANG	SAPURI 1	23									
nderer Setting 🛛 📥 Print Es	timation BC	2									
YPE > Bill No. B.4/1 - WOR	<b>RK BELOW</b>	GROUND FLOOR LEV	el >								
Turne	Unit	Crand Total Oty	Data	Crand Total	Qty	Amount	Historical Data	Rate Grand Total		Rate	Grand Total
Type	Unit	Grand Total Qty	Rate	Grand Total	Re-measurement		historical Rate	Buildspace Contractor 1		Buildspace Contractor 2	
HEAD 1											
ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
HEAD 1											
ITEM		20.00		5,900.00				320.00			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
	Herer Setting References Setting Here Setting Here Setting Set 1 - WOR WPE > Bill No. B.4/1 - WOR HEAD 1 ITEM ITEM ITEM ITEM ITEM ITEM ITEM ITEM	hderer Setting  → Print Estimation Bi VPE → Bill No. B.4/1 - WORK BELOW HEAD 1 ITEM m2 ITEM m2 ITEM m2 ITEM m3 ITEM m3 ITEM m3 ITEM m3 ITEM m3	Type         Unit         Grand Total Qry           HEAD 1         0         0           ITEM         m2         29.00           ITEM         m2         97.00           ITEM         m2         567.00           HEAD 1         0         0           ITEM         m2         567.00           ITEM         m3         20.00           ITEM         m3         56.00           ITEM         m3         56.00           ITEM         m3         56.00           ITEM         m3         56.00           ITEM         m2         69.00	Image: Setting         Print Estimation BQ           YPE > Bill No. B 4/1 - WORK BELOW GROUND FLOOR LEVEL >           Type         Unit         Grand Total Qty         Rate           HEAD 1	Image: Setting         Print Estimation BQ           YPE > Bill No. 8.4/1 - WORK BELOW GROUND FLOOR LEVEL >           Type         Unit         Grand Total Qty         Rate         Grand Total           HEAD 1	Image: Setting         Print Estimation B0           YPE > Bit No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL.>         Only         Only <thonly< th=""> <thonly< th=""></thonly<></thonly<>	Image: Setting in the Setting in the Setting in the Setting in the Set in t	Image: Part Estimation BA           YPE > Bit No. B.41 - WORK BELOW GROUND FLOOR LEVEL >           Type         Unit         Grand Total Qty         Rate         Grand Total Re-measurement         Historical Rete           HEAD 1         0	Hoter Setting         Print Estimation BA           YPE         Bit No. B.41- WORK BELOW CROUND FLOOR LEVEL         Setting         Amount Re-measurement         Historical Rate         Rate           HEAD 1         0         0         0         1000000000000000000000000000000000000	Meter Setting         Print Estimation BOUND FLOOR LEVEL           YPE         Bit No. B.41 - WORK BELOW GROUND FLOOR LEVEL         Canad Total         Oty Amount Re-measurement         Matorical Rate         Rate         Grand Total Duildspace Contractor 1           HEAD 1         0	Meter Setting         Print Estimation BOUND FLOOR LEVEL           YPE         Bit No. B.41 - WORK BELOW         Grand Total Qty         Rate         Grand Total Qty         Amount Re-measurement         Historical Rate         Rate         Grand Total Qty         Buildspace Contractor 1         Buildspace Contract

16. Click Project Analyzer and choose Schedule Of Rates Analysis

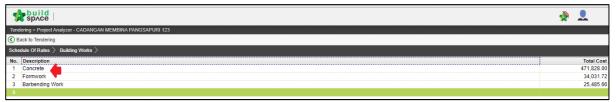
- 🍫	sp/ce	
CAD	ANGAN MEME	3INA PANGSAPURI 123 (Status: TENDERING)
() E	ort Project	Schedule Of Quantities 🕒 Push To Post Contract
Proje	ect Breakdown	Resource Analysis um
(1) In	nport Rates	Schedule Of Rates Analysis and mary V A Export Bill A Export Backup G Log O Reload
No.	Description	
	CADANGAN	I 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)

1	build space		
Ten	ndering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123		
<b>(</b> )	Back to Tendering		
Sch	redule Of Rates >		
No.	Name	_	Total Cost
1	Building Works		531,345.38
2	UNSORTED		1,087,757.99
3			



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



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

used the	e grade,	/type
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sp sp/ce								
Tend	ring > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123							
🔇 Ba	ck to Tendering							
Schedule Of Rates > Building Works > Concrete)>								
No.	Description	Unit	Rate	Item Markup (%)	Total Qty	Total Cost		
1	Ready-mix concrete (normal mix)							
2	Vibrated reinforced concrete (Grade 15)	m3	350.00		693.00	242,550.00		
3	Vibrated reinforced concrete (Grade 25)	m3	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

1	sp/ce							<b>*</b>	
Tend	ering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123								
🔇 Ва	ack to Tendering								
Scher	dule Of Rates $>$ Building Works $>$ Concrete $>$ Vibrated reinforced concrete (Grade 25) $>$								
No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace C	ontractor 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,				Rate by Consultan	t	Rate by	Tenderer	
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00		330.00
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00		330.00

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

Suvc										
🏫 👌	build space									
Tendering	> Project Analyzer - CADANGAN MEMBINA PANGSAPURI 12	3								
C Back to	o Tendering									
Schedule (	Of Rates $>$ Building Works $>$ Concrete $>$ Vibrated reinforce	ed concrete (Grade 25) $ ightarrow$								
No. Des	o. Description			Total Qty	Rate	Total	ltem Markup (%)	Buildspace Contractor 1	Buildspace (	Contractor
	LNO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME									
2 Vibr	rated Reinforced Concrete Grade 25, as specified in,	System auto filter which								
	Columns.	item used the same rate during Consultant					Press "Enter" to	<u>195.00000</u>		
4 F	Floor beams.	prepare PTE and used	m3	24.00	253.00	6,072.00	type and press	195.00		300.00
5 F	Roof beams	"Import Rate"	m3	17.00	253.00	4,301.00	"Enter" to save	195.00		300.00
6 BILL	LNO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOORS	;								
7 Vibr	rated reinforced concrete Grade 25, as specified, in,									
8 1	100mm Thick floors.		m2	10.00	253.00	2,530.00		300.00		330.00
9 1	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

1	spild							<b>^</b>	
Tend	ering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123								
🔇 Ві	ack to Tendering To go front page								
Sche	dule Of Rates > Building Works > Concrete > Vibrated reinforced concrete (Grade 25)	>							
No.	Description	Unit	Total Qty	Rate	Total	ltem Markup (%)	Buildspace Contractor 1	Buildspace (	Contractor 2
1	BILL NO.1 - SINGLE TYPE > 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

📌 🕏	uild pʌce		
CADANG	AN MEMB	INA PANGSAPURI 1	23 (Status: TENDERING)
() Export	Project	Service Analyzer	🔻 📔 Sub-Packages 🛛 🛓 Schedule Of Quantities 🛛 📀 Push To Post Contract
Project B	reakdown	Project Properties	Project Addendum
(1) Import	Rates	🔍 View Tenderers	ject Summary 🔻 🕜 Export Bill 🆙 Export Backup 🛛 🔯 Log 🛛 🤡 Reload
No. Des	scription		
CA	DANGAN	MEMBINA PANG	SAPURI 123
1	BILL NO.1	- SINGLE TYPE	

#### 24. Click Tenderer Setting

-	space			
Tend	lering > View Tend	erers - CADANGAN MEI	MBIN	A PANGSAPURI 123
ØВ	ack To Tendering	🗶 Tenderer Setting	<	int Estimation BQ
Bills	>			
No.	Description			
	CADANGAN M	EMBINA PANGSAPUI	RI 12	3
1	BILL NO.1 - S	SINGLE TYPE		

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

Assign Co	ontracto	rs :: CADANGAN MEMBINA PANGSAPURI 123			
🔇 Close					
- Select C	ontract	or			
*Contra	actor :		*		
💷 Sa					
30	ve				
⊖ Remo	ve 🤇	🕽 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 💌 🛛 🔯 Log 🛛 🥝 Refresh	🚔 Print Contractor's Rate	Sort 🔻	
Show	No.	Name	Original Total	Adjusted Total	Action
	no.	Name	Diff: 205.00		Action
1	1	Buildspace Contractor 1	460,154.00	460,359.00	Selected
	2	Buildspace Contractor 2	448,054.00		Select
	3				

Consultant have to do adjustment until the different between Original Total with Adjusted Total is zero/equivalent.



26. After rate rationalization, you can click at the selected tenderer's name, then click **Print Contractor's Rate** to print out the BQ or click at "**Log**" button to view the comparison between before rationalise & after rationalise rates.

Assign Co	ontract	rs :: Test open tender error 5			
🔕 Close					
- Select C	ontrac	or			
*Contra	ctor :		Ŧ		
P Sa			-		
Remo	ve (	🕽 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 🕶 🛛 🔯 Log 🔵 Refresh	Print Contractor's Rate	Sort 🔻	
Show	No.	Name	Original Total	Adjusted Total	Action
	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	858,200.00	858,200.00	Selected
	2				