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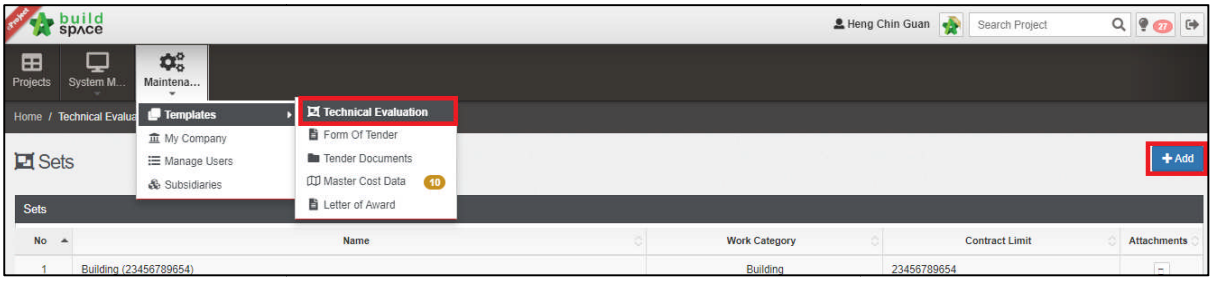
Create Template Technical Evaluation (only by Selected User)

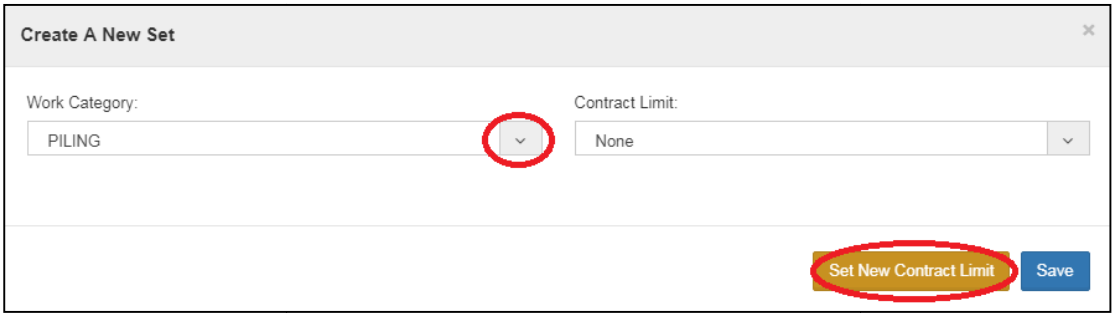
Note: Please ask your IT department to assign user to access this module.

1. Login to eTender system with **Username and Passwords**

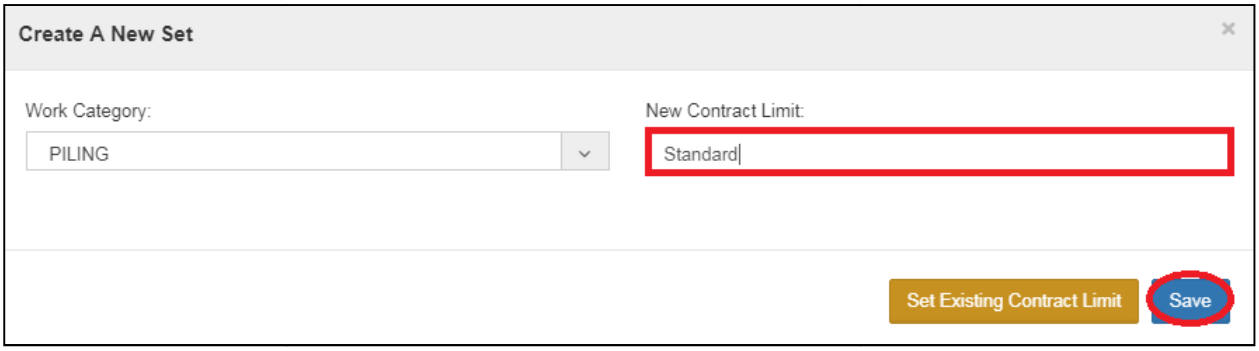
2. Click at "**Maintenance**" menu, select **"Templates"** and "**Technical Evaluation**". Then click at "**Add**" button to create a new template.



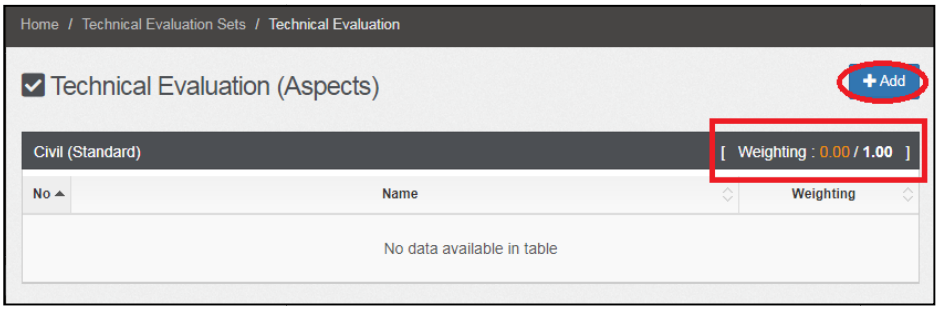
3. Select which "**Work Category**" and click at "**Set New Contract Limit**" to set this technical evaluation's contract limit or can put sub work category.



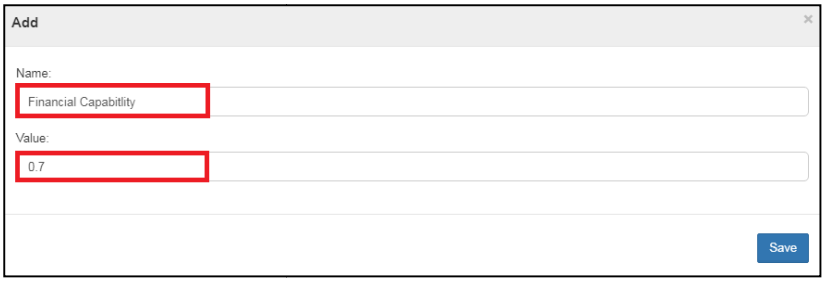
4. If clicked **“Set Existing Contract Limit”,** key in the new contract limit or can type any name for this technical evaluation such as standard, play equipment or others and click “**Save**”.



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

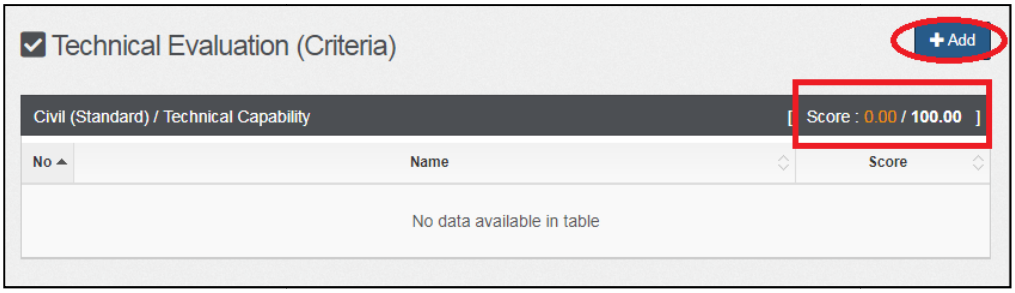


6. Let say I put “**Financial Capability**” to cover 0.7 score from total of 1.

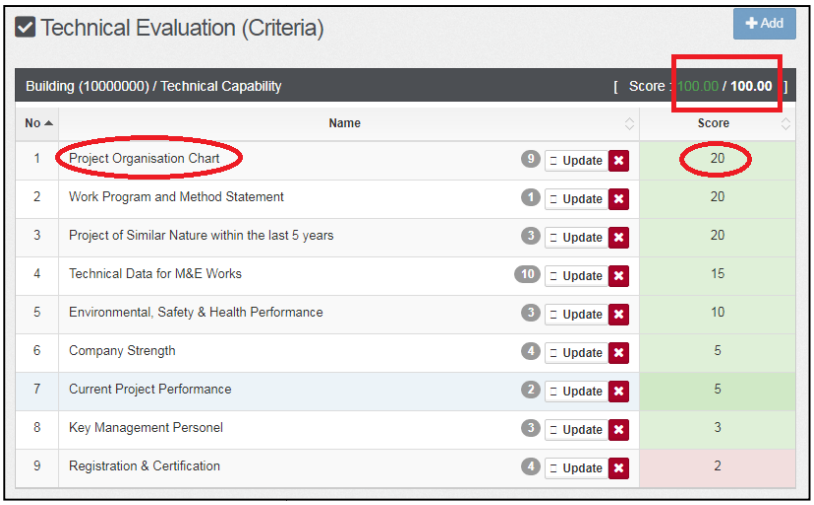


7. Then I put the rest of 0.3 score on “**Technical Capability**”. Click at “Technical Capability” to input the main criteria for technical capability.

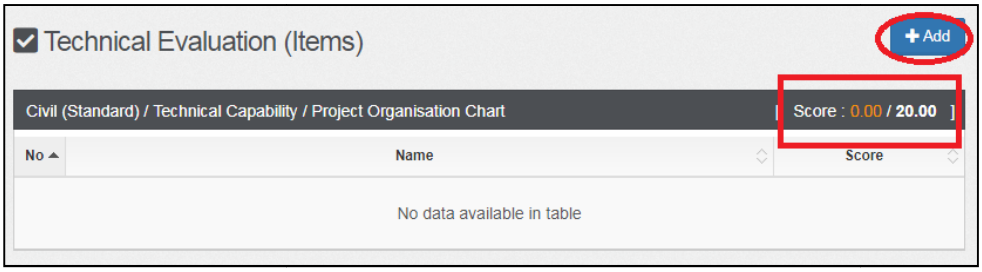
8. Here the maximum score is 100 and click "**Add**" to add criteria



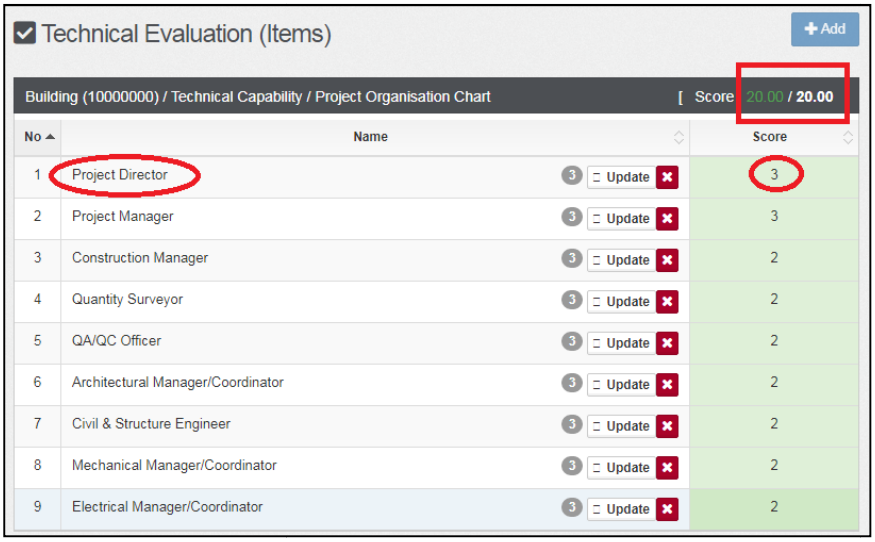
9. After created criteria, click at criteria to add "Items". Let say "**Project Organisation Chart**" is allocated 10 score from total of 100.



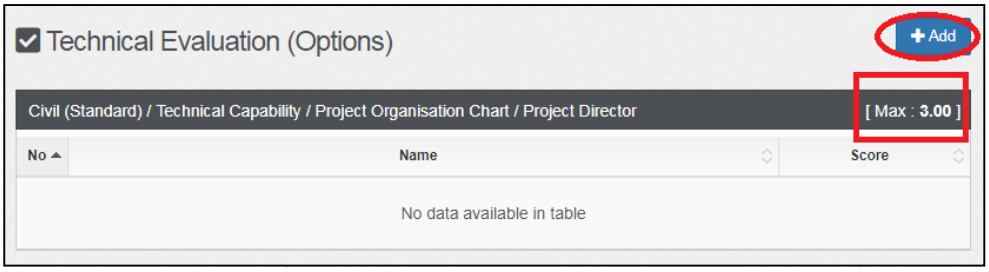
10. You can see maximum 20 score and click "Add" to add items (sub criteria).



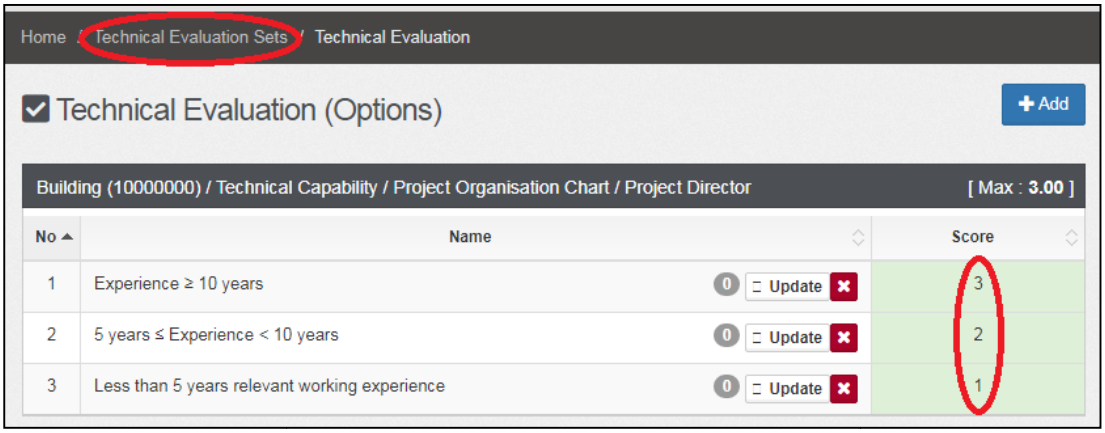
11. After created items (sub criteria), click at item to add “Options”. Let say “**Project Director**” is allocated 3 score from total of 20.



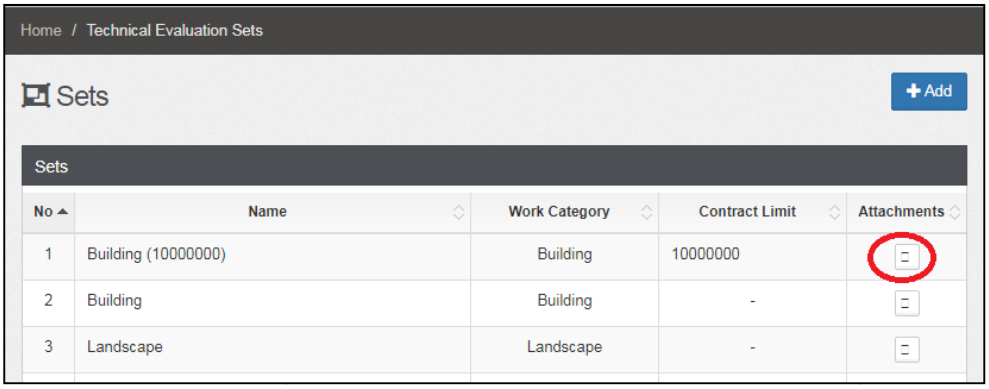
12. You can see maximum 3 score for each “**Options**” and click “Add” to add options.



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.

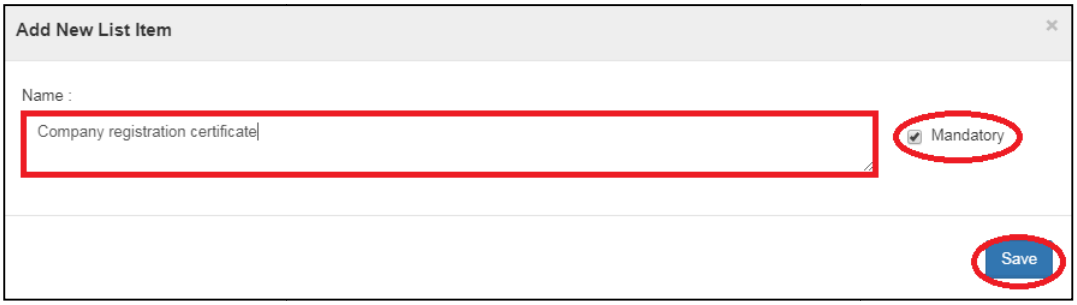


14. Click at "**Attachments**" to set a list of attachments need to be submitted by the tenderer during calling tender.

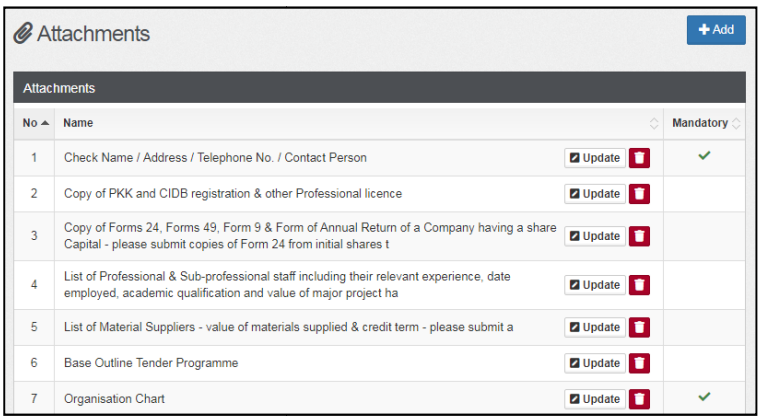


15. Click "**Add**" to add attachment name.

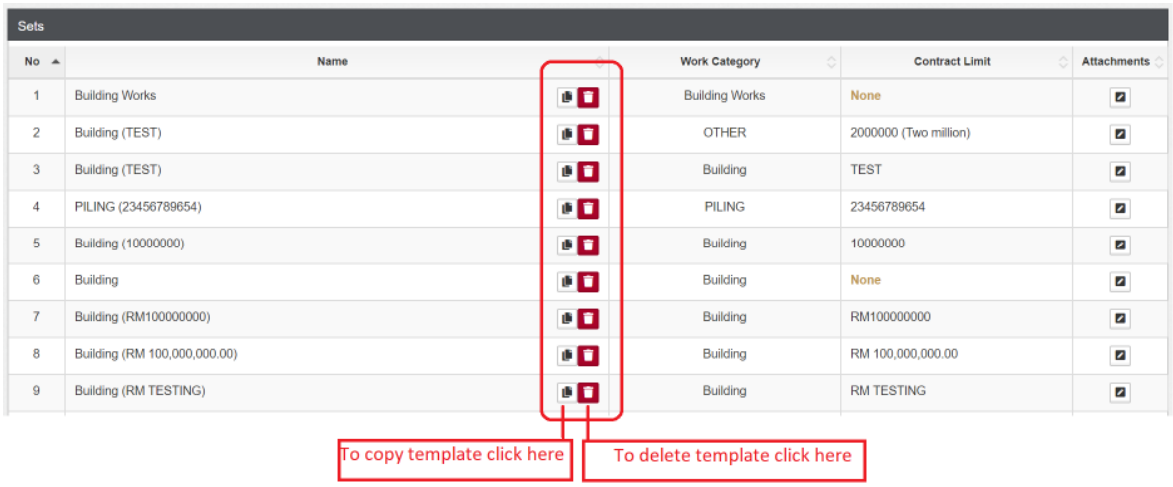
16. Type the attachment name and set whether it's "**Mandatory**" or not, then click "**Save**".



17. After created, it will look like below;

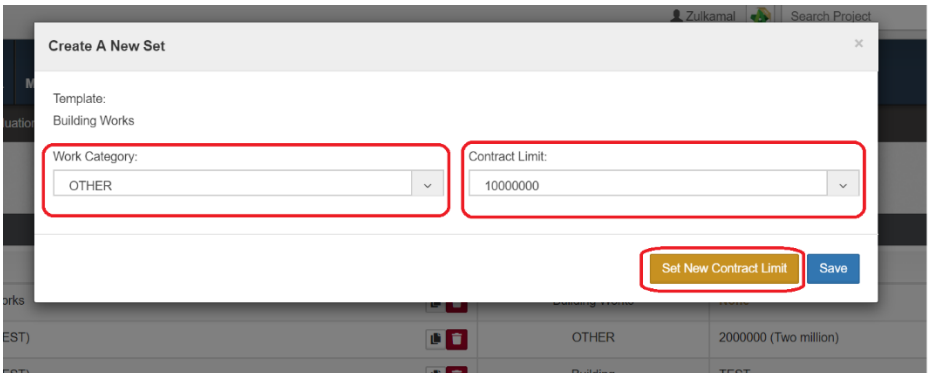


18. Once you already finalized with “Technical Evaluation Template” it will show the list. To delete you can click on the “Bin Icon”



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.



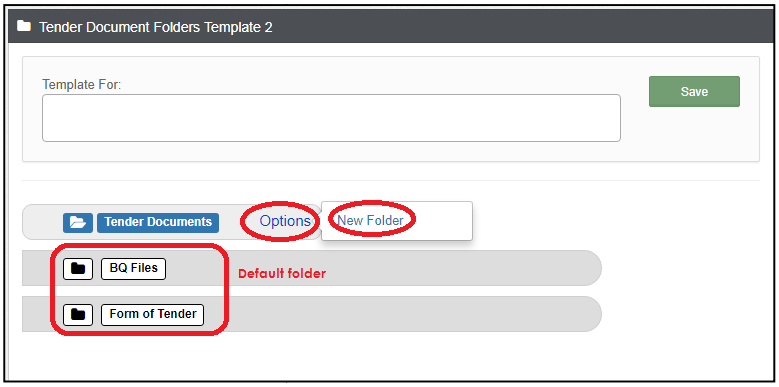
Note: You need to do this whenever you had created a new work category.

Create Template Tender Documents (only by Selected User)

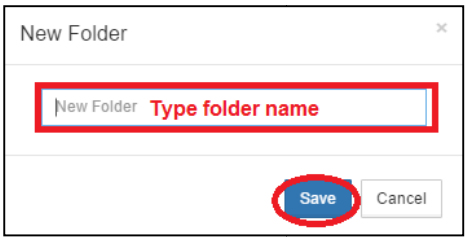
Note: Super Admin can assign user to access this module.

1. 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.

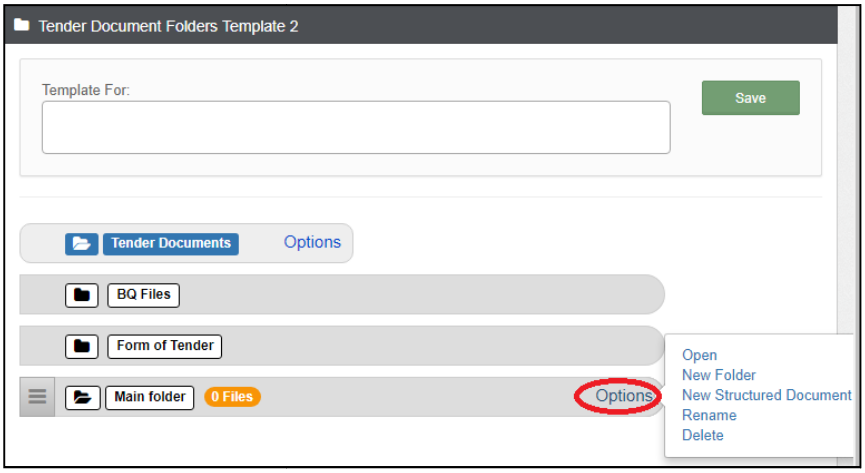
2. Click at "**Options**" and select "**New Folder**" to create a folder.



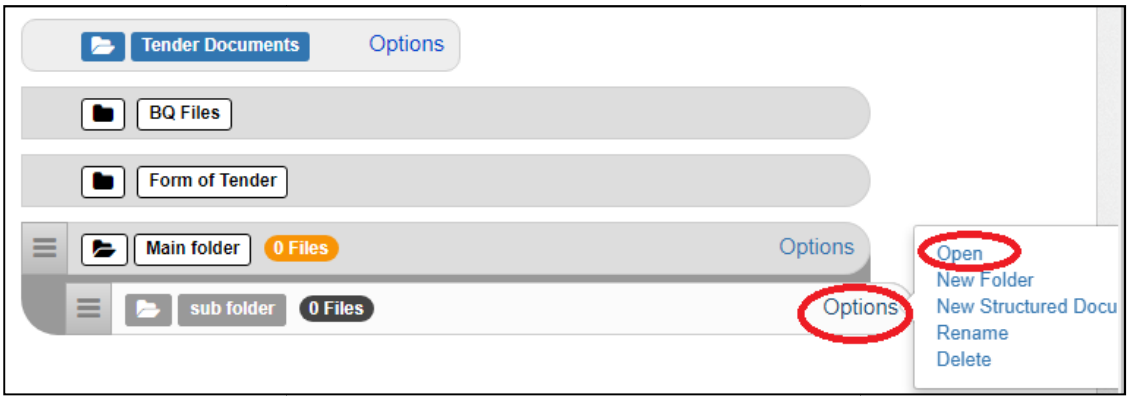
3. Type in folder name and click "**Save**".



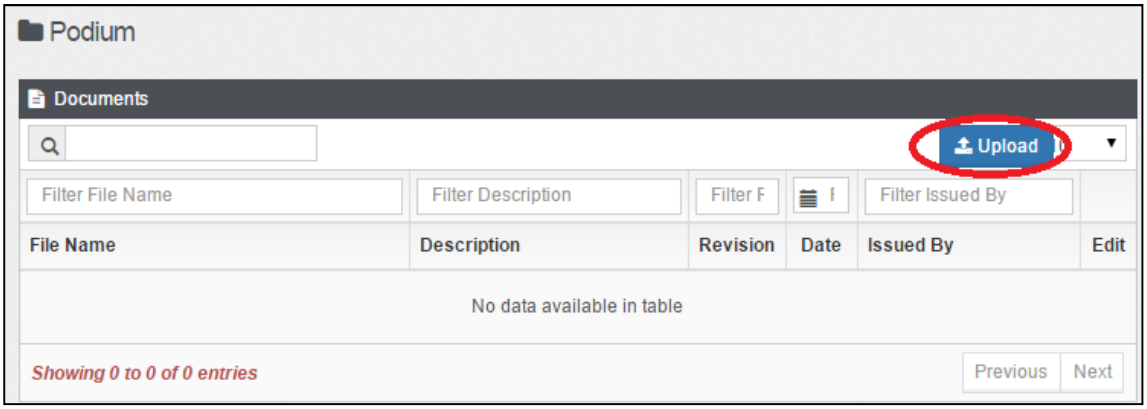
4. Click at created folder's "**Options**" and select "**New Folder**" to create a sub folder.



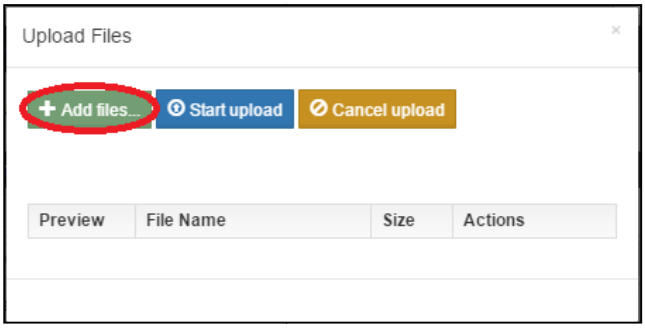
5. Click "**Options**" again and select "**Open**" to access folder.



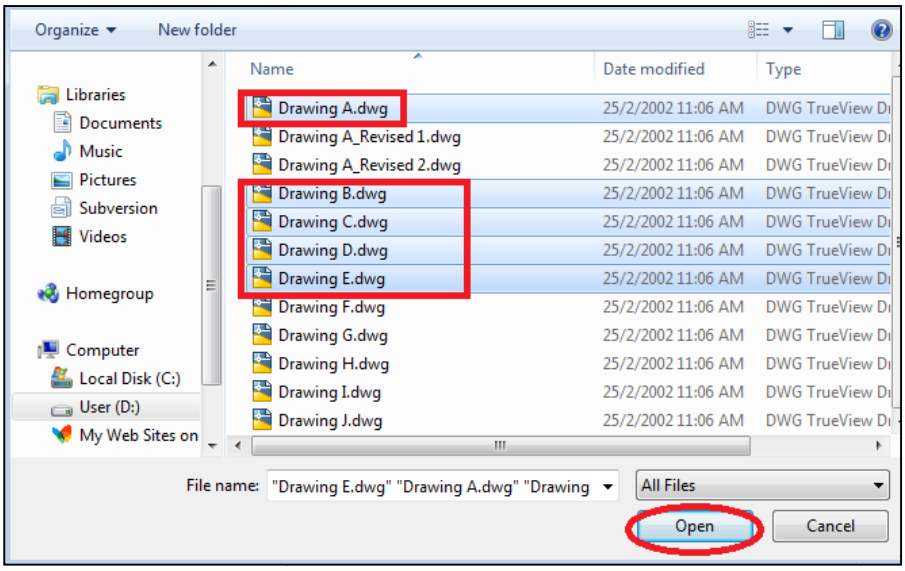
6. Click "**Upload**" to upload files (you can upload standard tender document file which will be used for each tender project, if not just leave it blank).



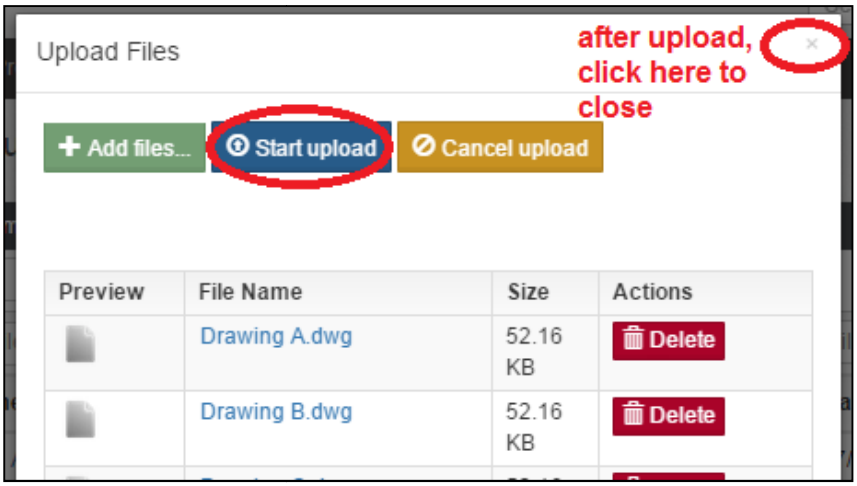
7. Click "**Add Files**" to browse and select files that you want to upload.



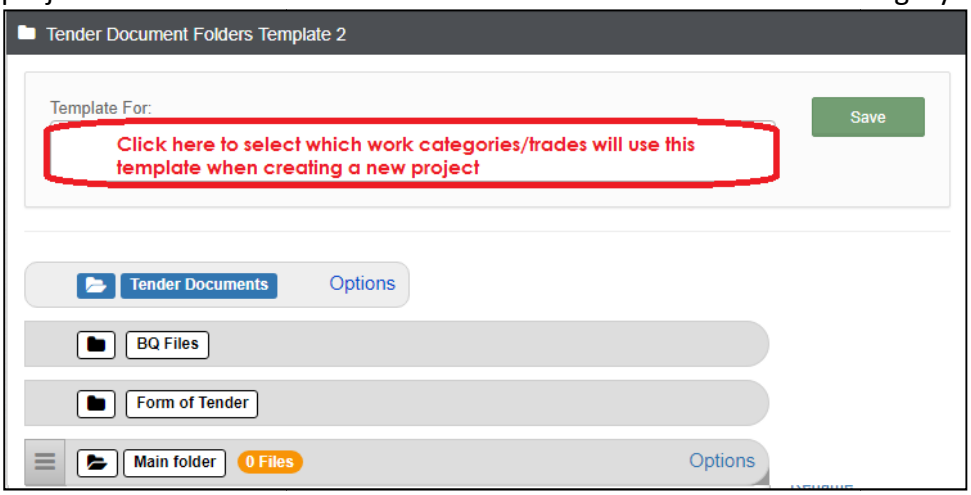
8. Can multi select files and click "**Open**"



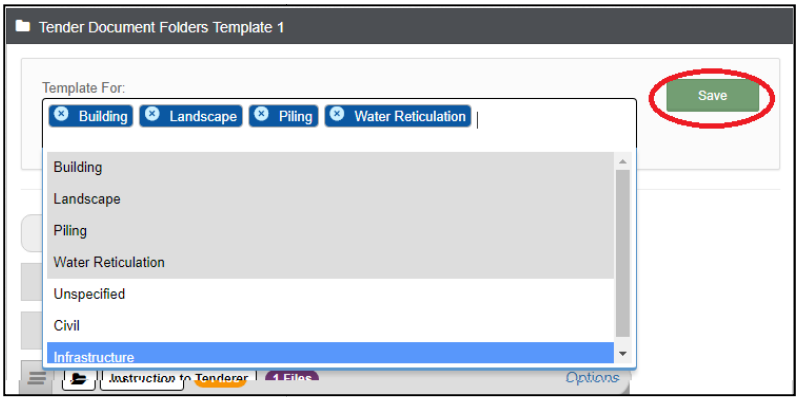
9. Click "**Start upload**" and after finish uploaded, **click "x" sign** to return.



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.



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

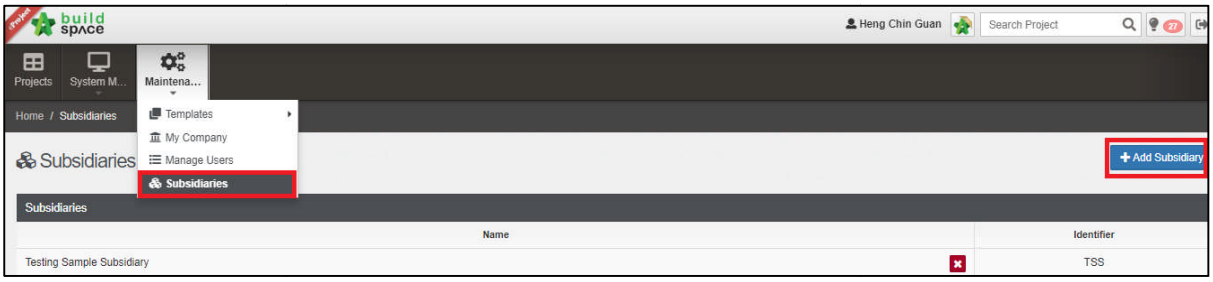


12. Here's sample tender document template;

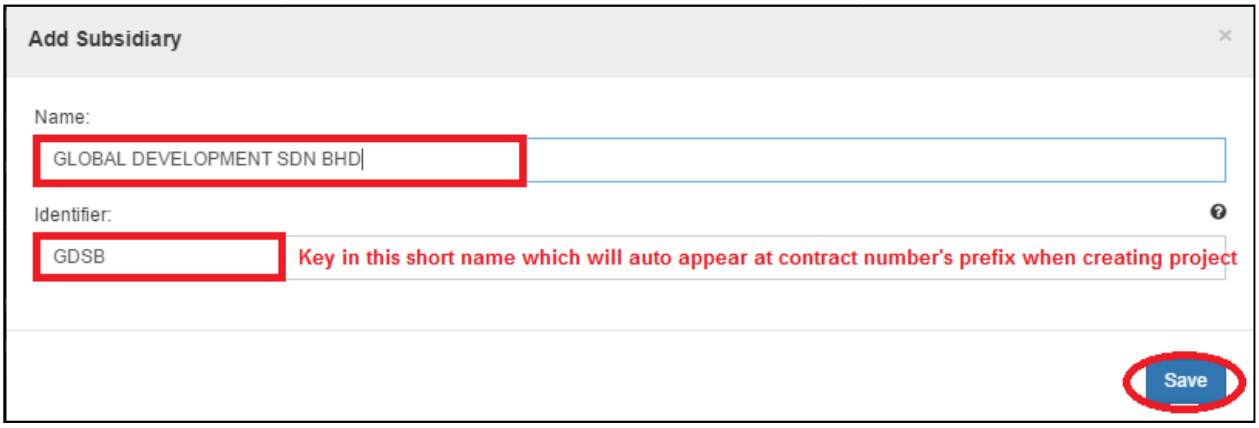
Create Subsidiary/Township Name (only by Admin User)

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

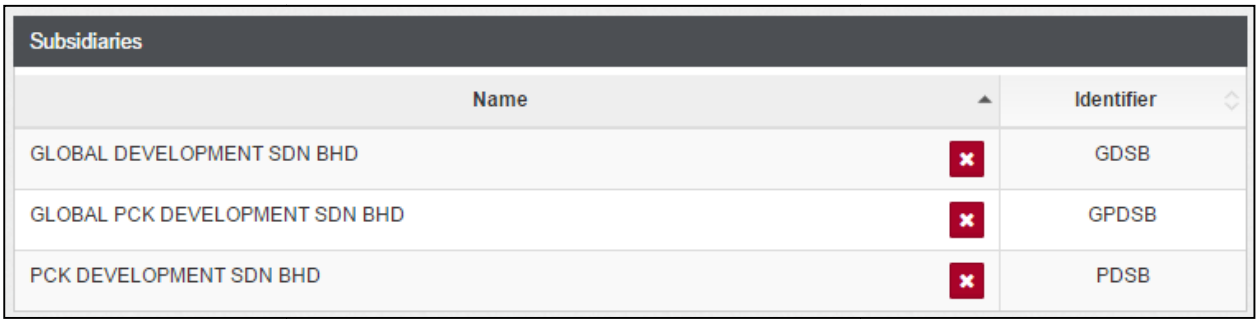
1. Login to eTender system, click on "**Maintenance**" and select "**Subsidiaries**". Then click at **"+ Add Subsidiary**".



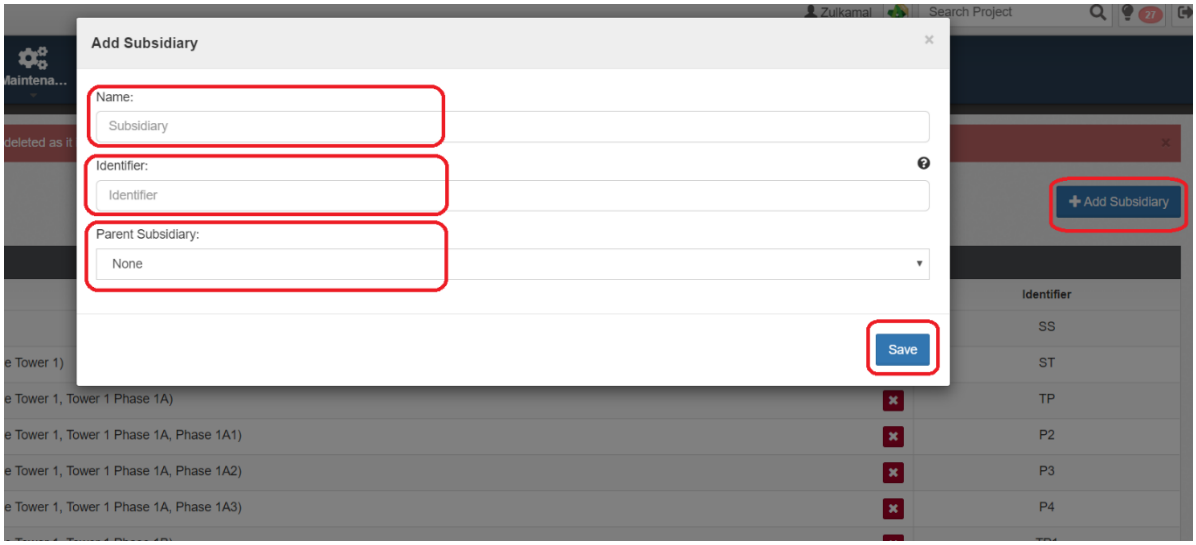
2. Fill up the name of subsidiary and also identifier (short name). Then click "**Save**" button.



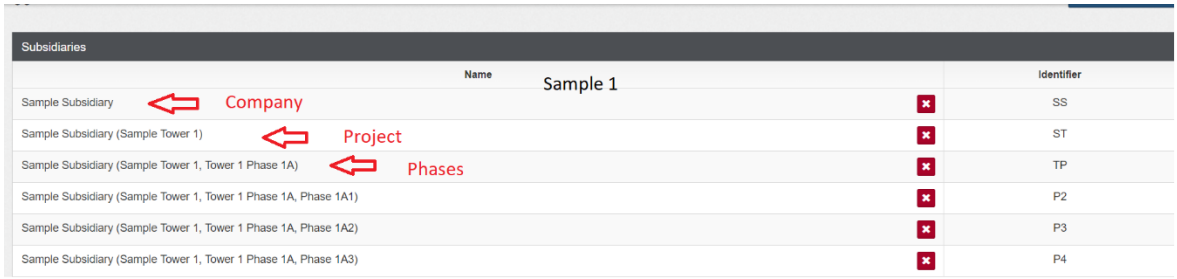
3. Then you can see the subsidiary had been added. Click at subsidiary name to edit if needed.



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.



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

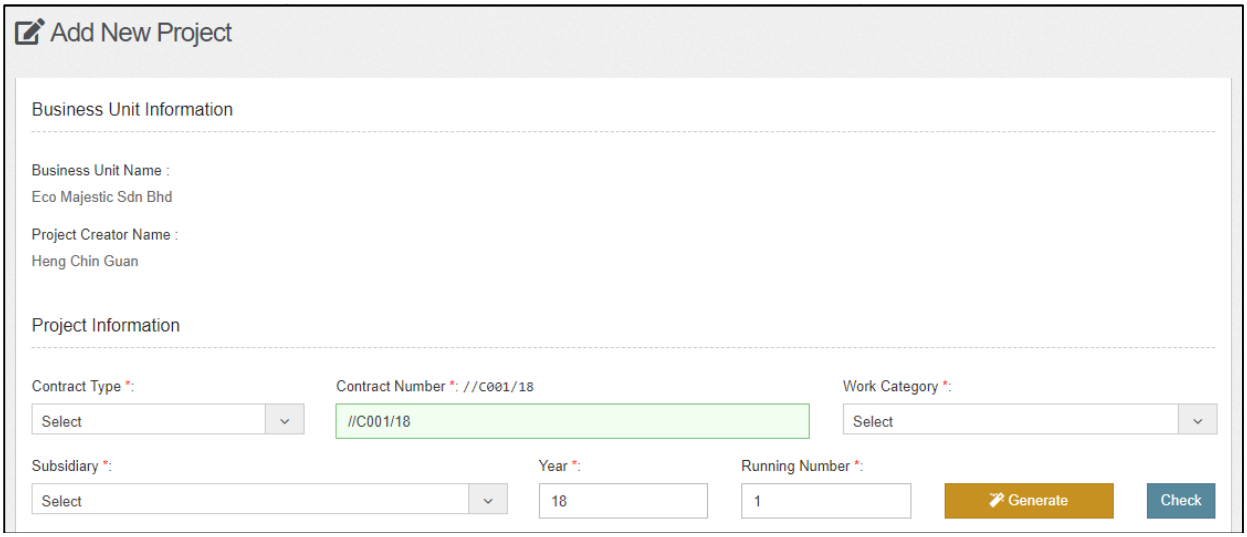


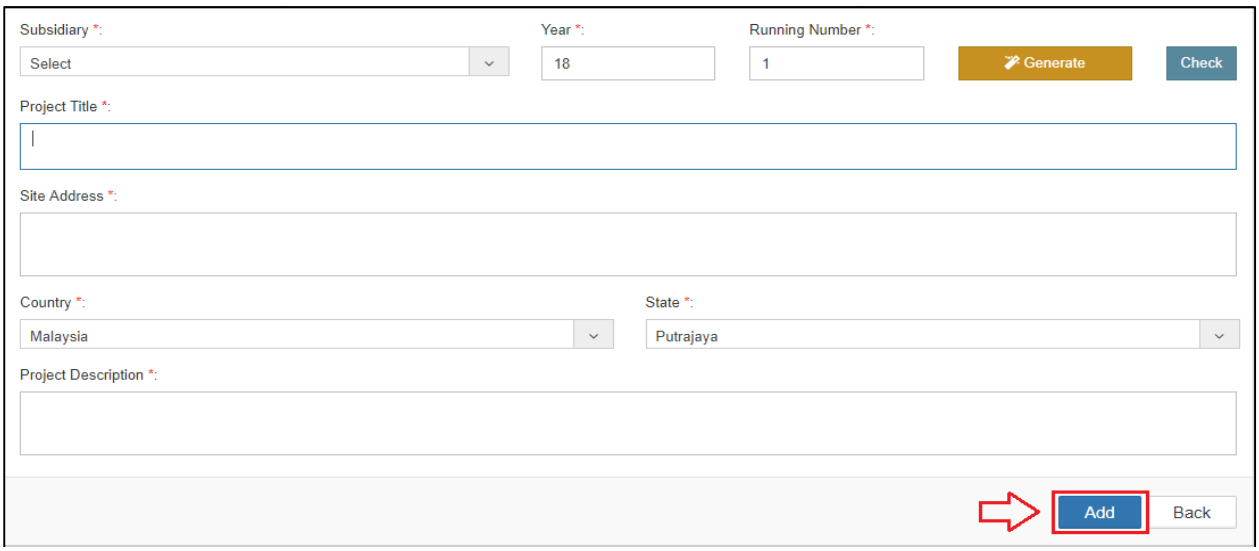
Create project & Assign company (only by Admin User)

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)**

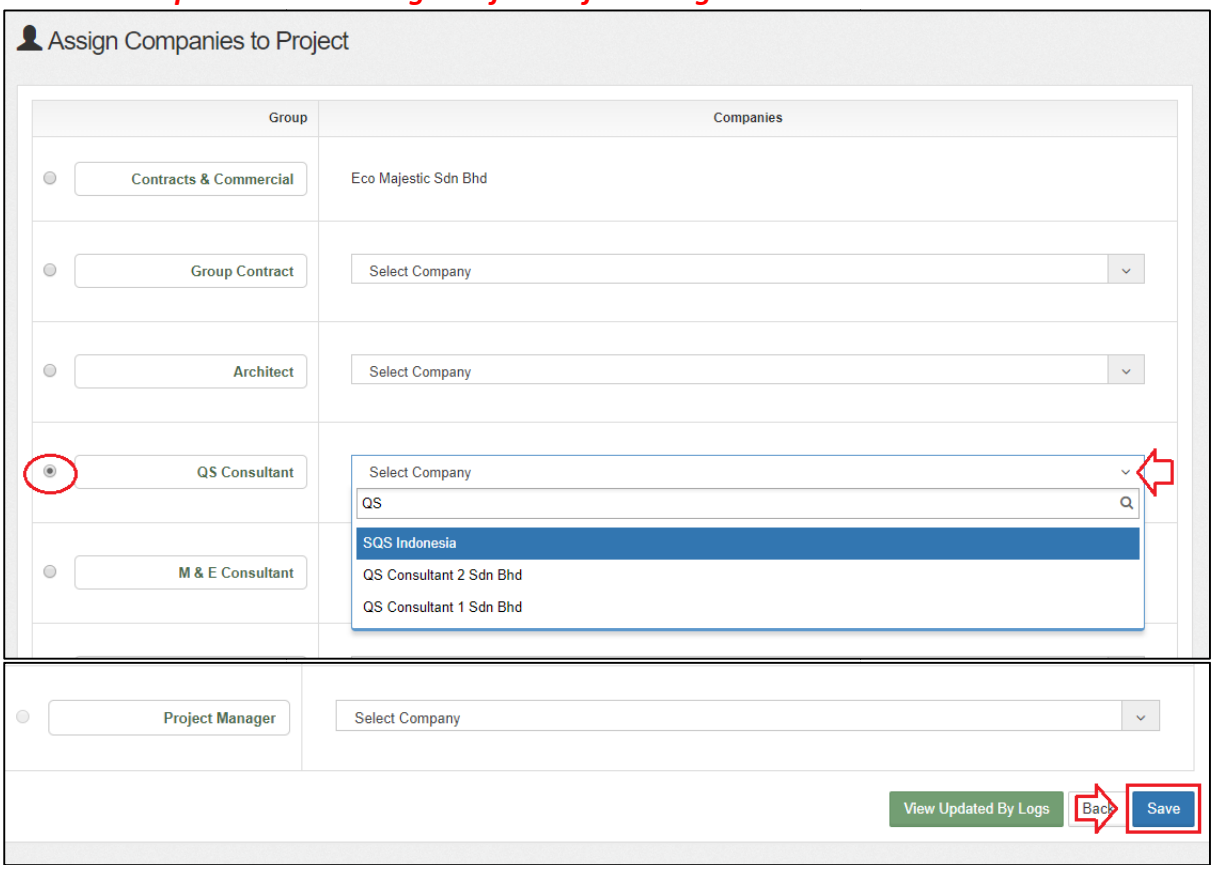
2. Fill up all the project information and click **Add** to save.





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.**

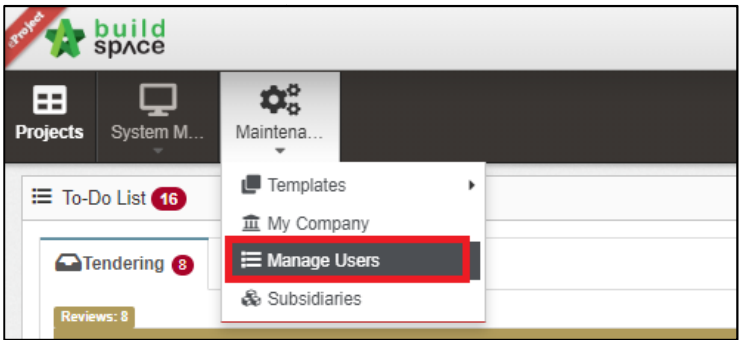
Note: All the parties have to register first before assign.



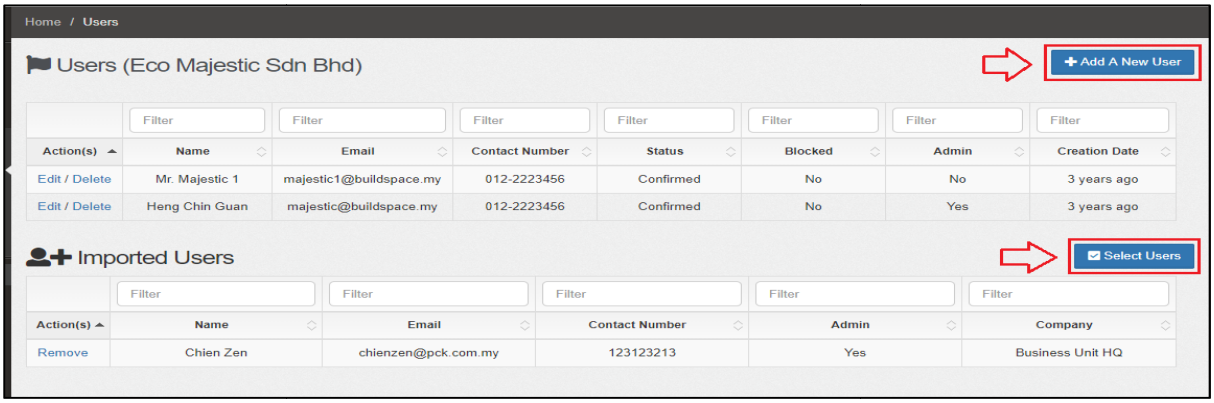
Manage Users / Import User (only by Admin User)

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

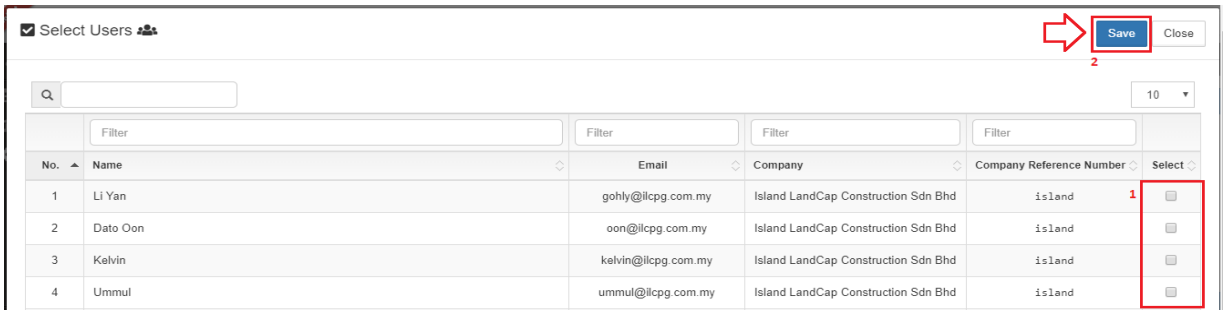
1. Can import user (top management) as a verifier, click "**Manage Users**".



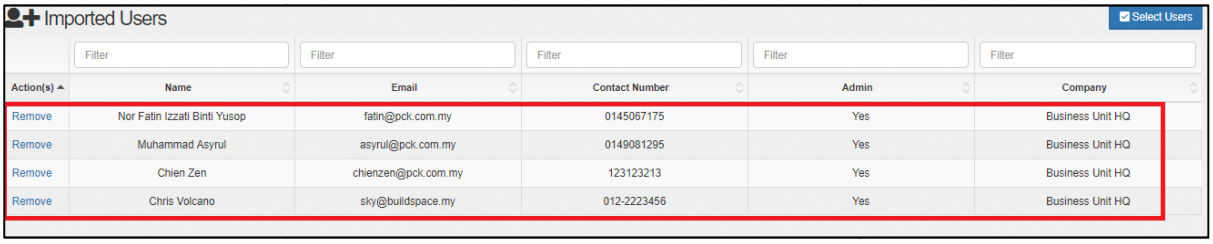
2. To **import user**, click **select user.**



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



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

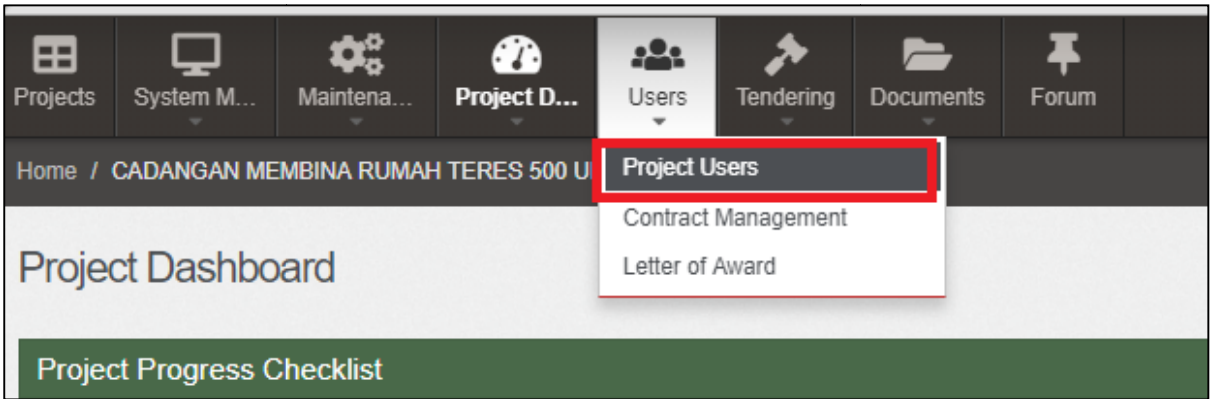


Assign User (Only by admin user only)

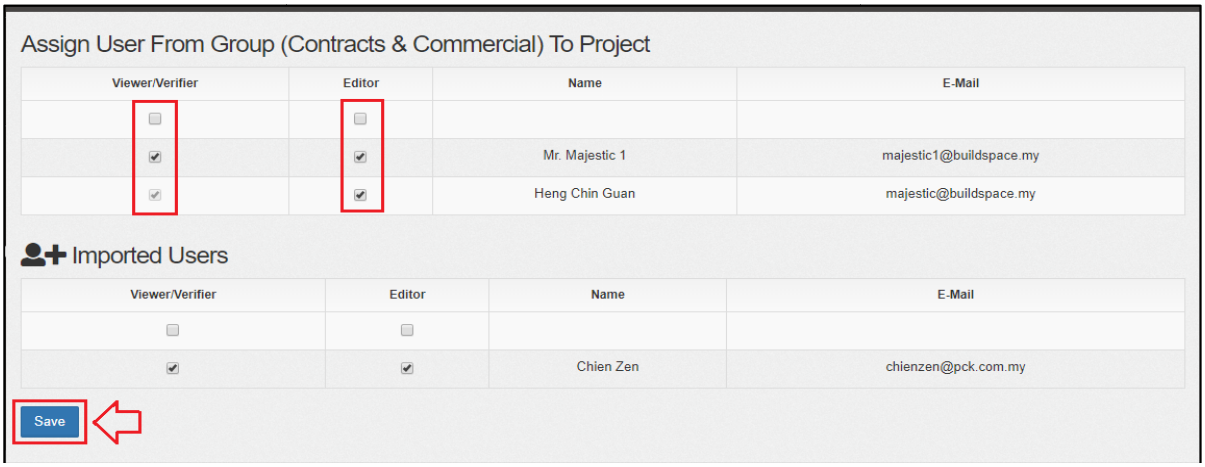
Note: Only C&C Admin user can do this.

1. Click the **project title** or **click Open Project.**

2. Click **"Users"** and select **Project Users**.

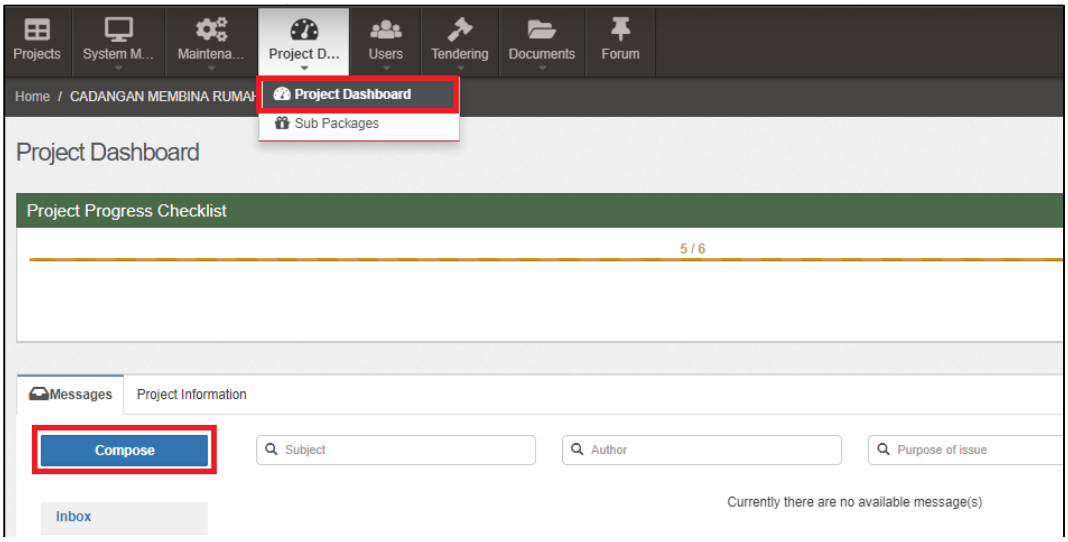


3. Tick to assign user as a **verifier & editor / verifier only.** After that, click **Save.**
Note: User as editor will receive all the notification from email and system. In contrast, user as a verifier will receive notification from system only.

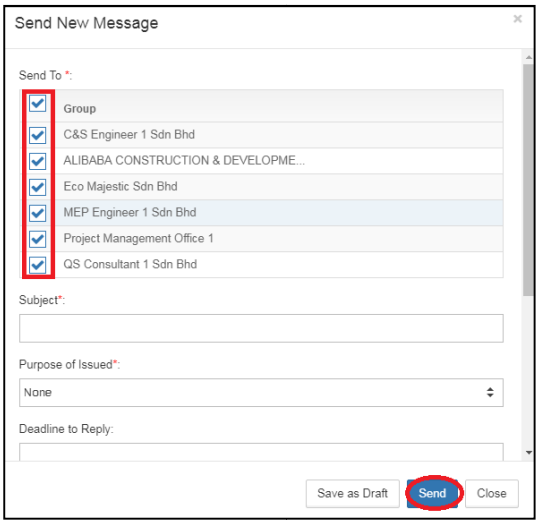


How to compose message to project team member

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



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**".

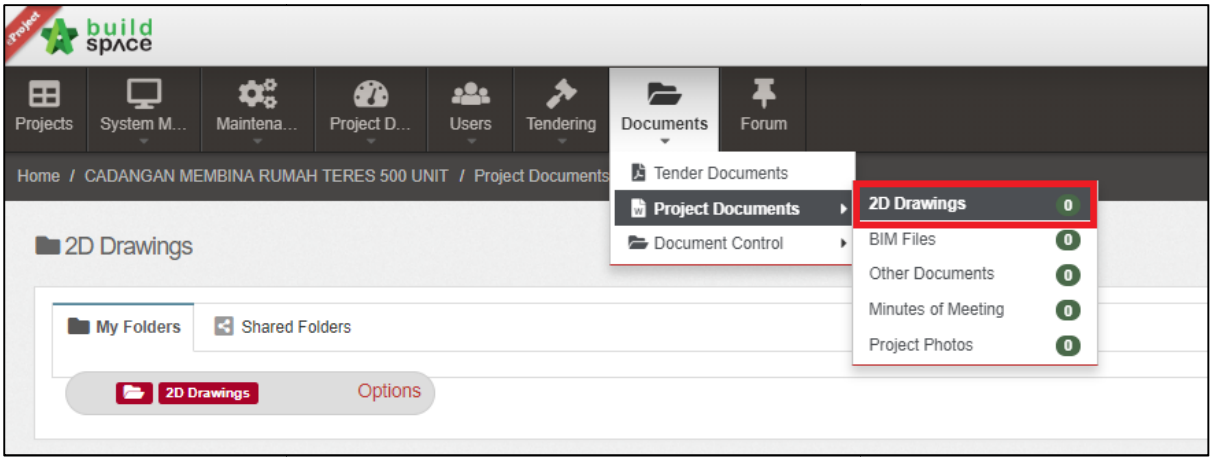


3. The message will keep at your "**Sent**" menu.

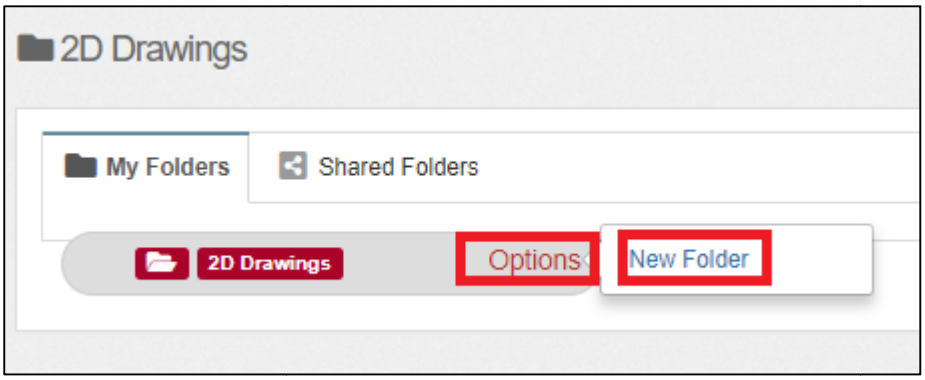
4. The receiver will receive the message at their "**Inbox**" and they can open it and reply the message if they want.

How to upload & share documents/drawings

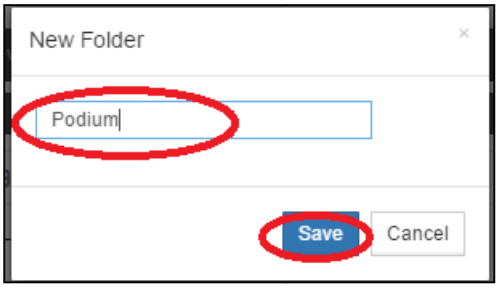
1. Click at "**Project Document**" and select any sub menus such as **"2D Drawings".**



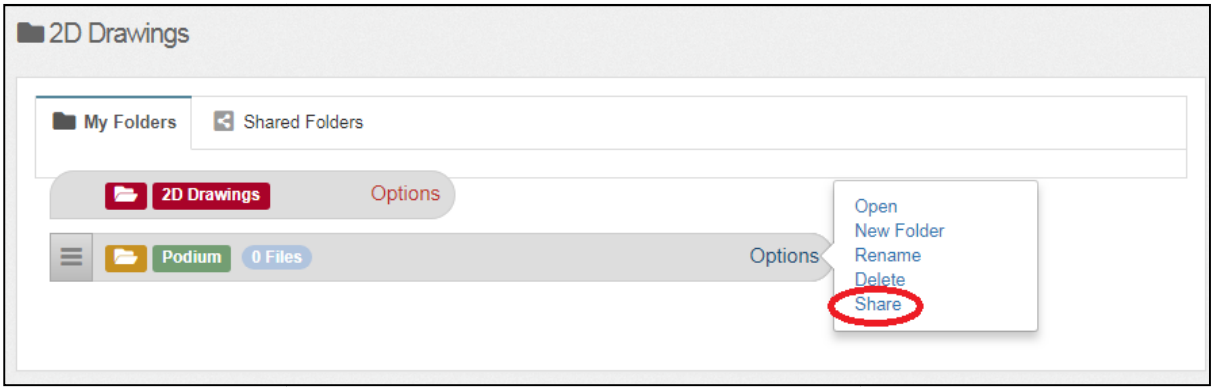
2. Then click "**Options**" and select "**New Folder**" to create a new folder.



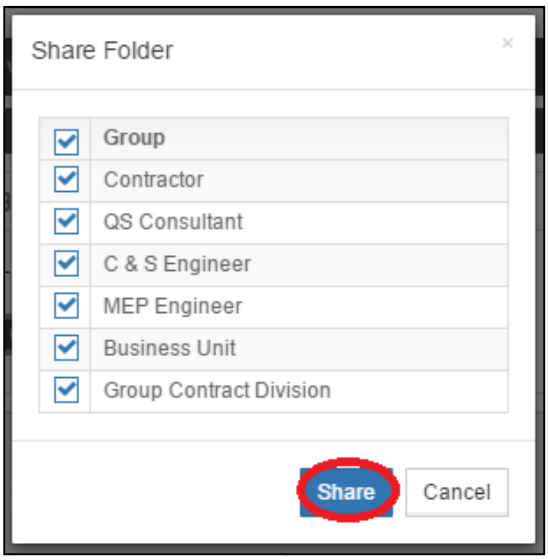
3. **Type in new folder name** and click "**Save**".



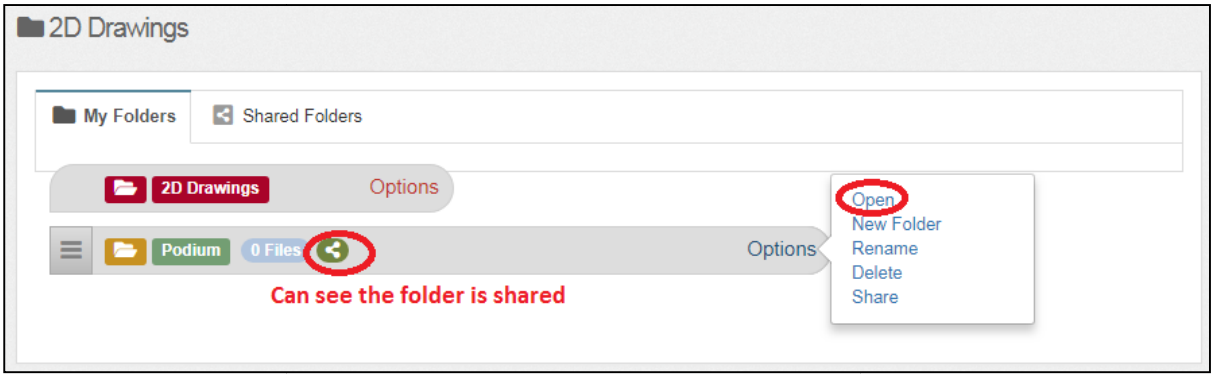
4. Click “**Options**” again to create sub folder if want or click “**Share**” to share to other parties.



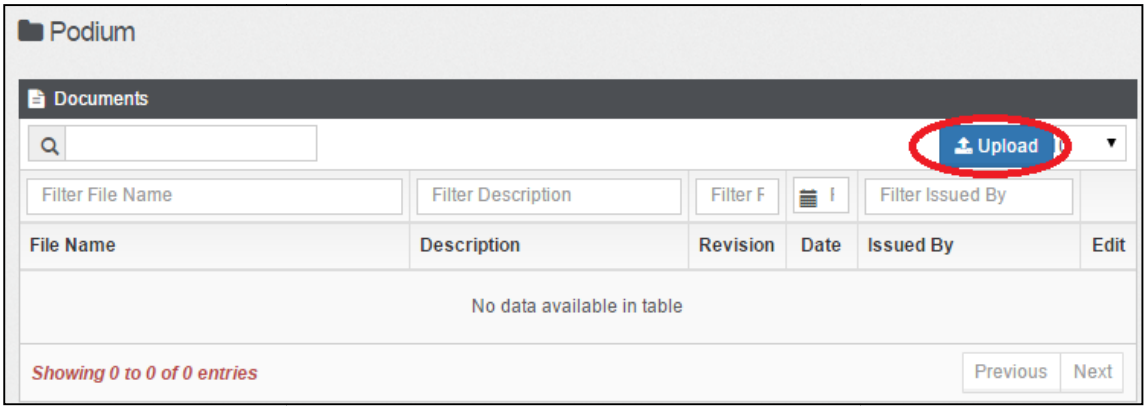
5. **Tick** on which parties you want to share with and click “**Share**”.



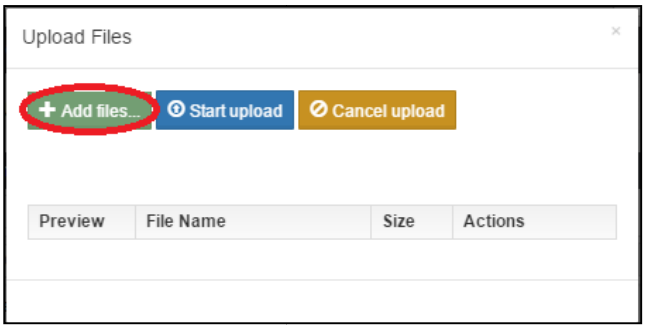
6. Click “**Options**” again and select “**Open**” to access folder.



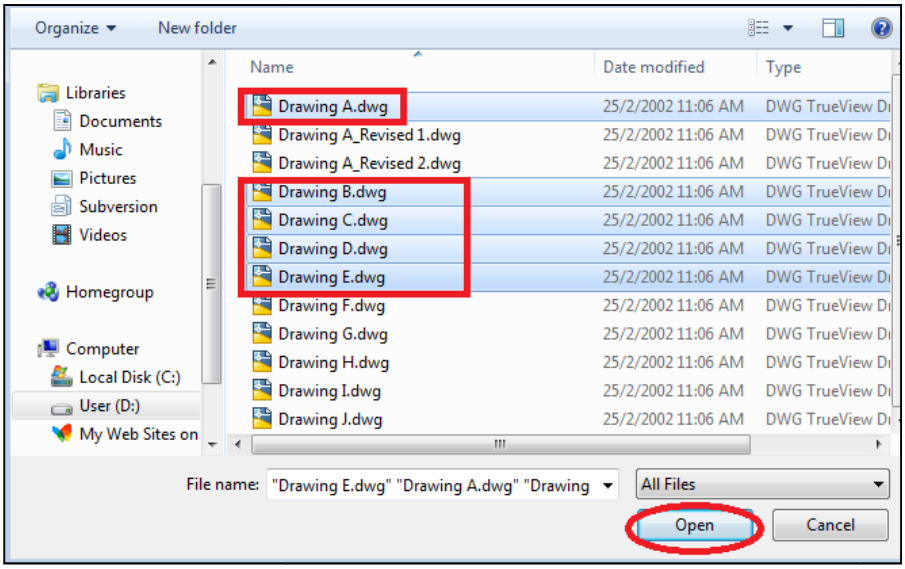
7. Click “**Upload**” to upload files.



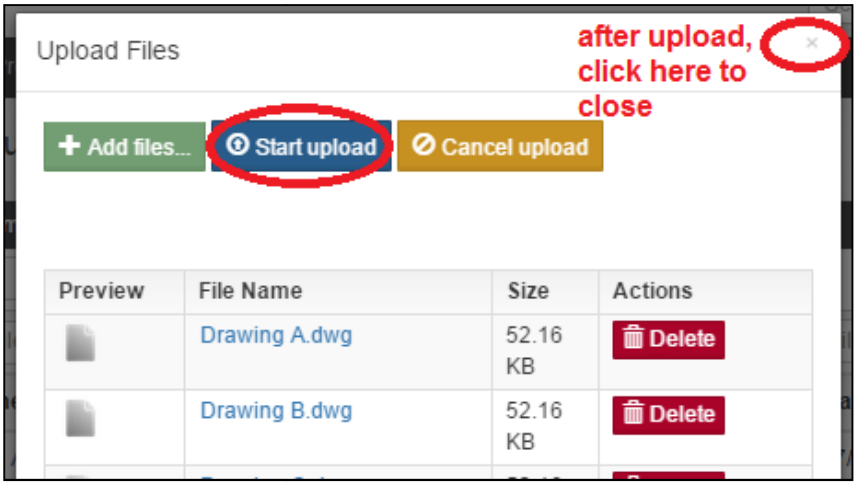
8. Click “**Add Files**” to browse and select files that you want to upload.



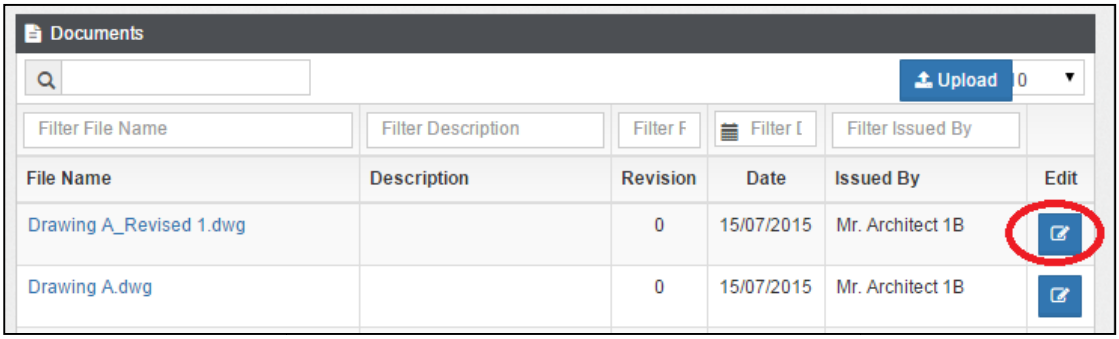
9. Can multi select files and click “**Open**”



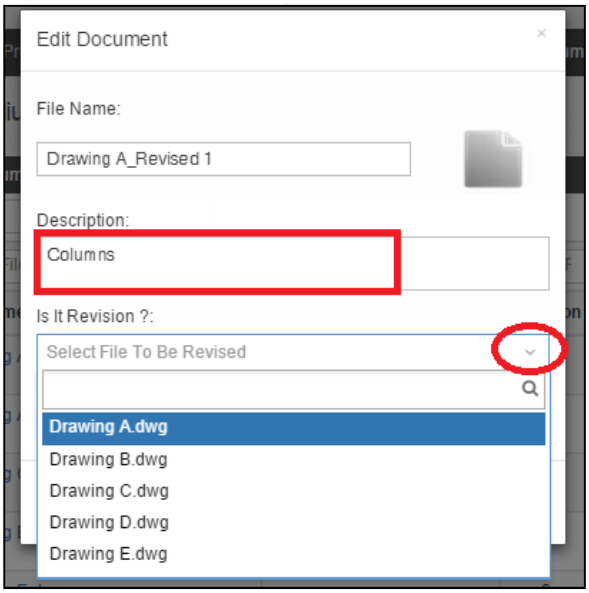
10. Click "**Start upload**" and after finish uploaded, **click "x" sign** to return.



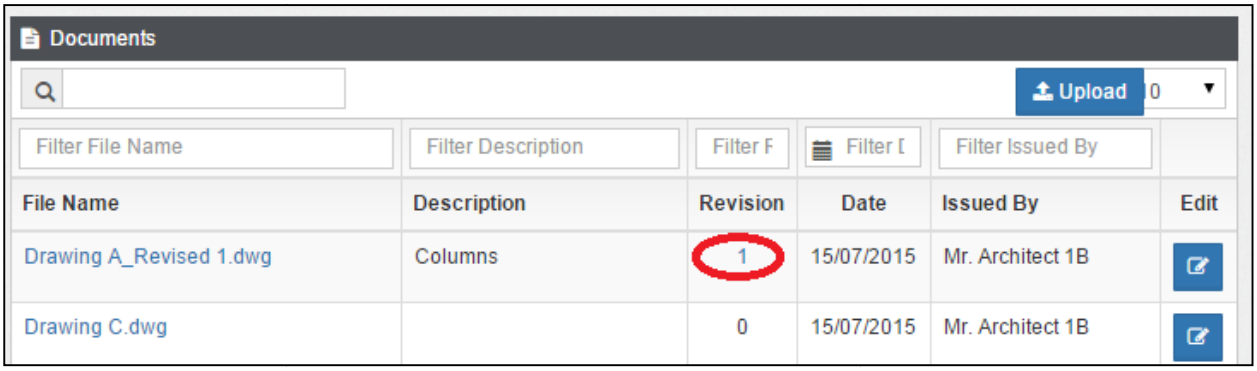
11. Click "**Edit**" to edit the file description or select any revision of file.



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



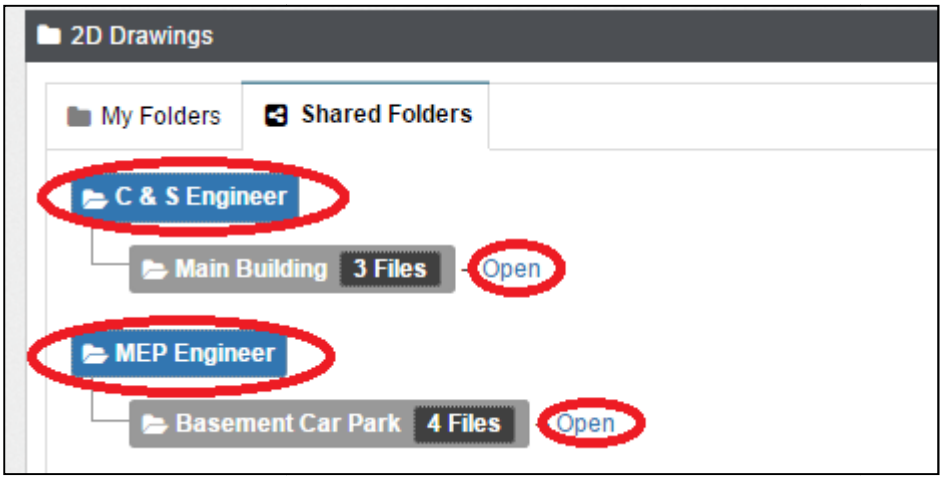
13. You can see the have with **number of revision**.



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

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

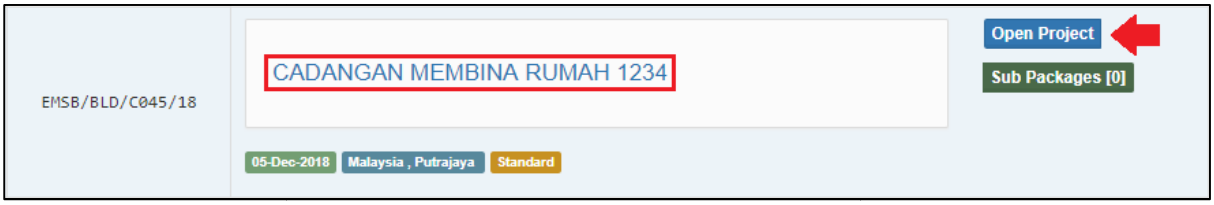
16. Can see other parties' shared files and click open to see & download the files.



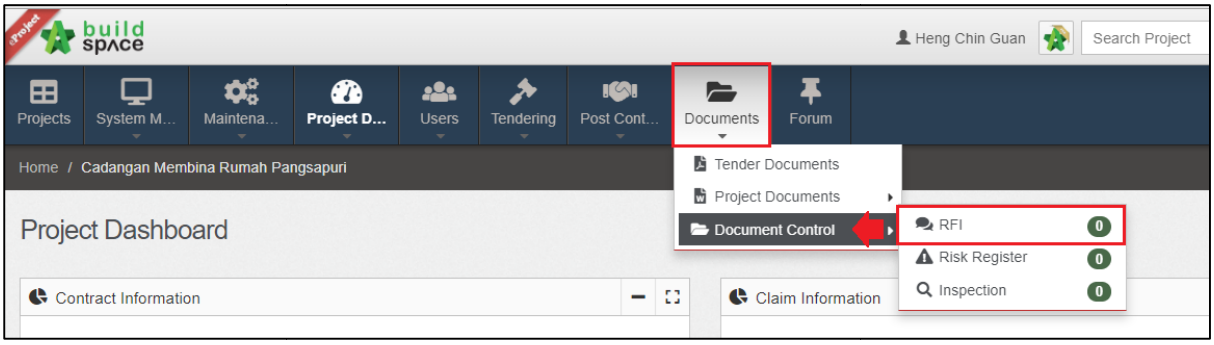
Document Control (Request for Information)

How to issue RFI

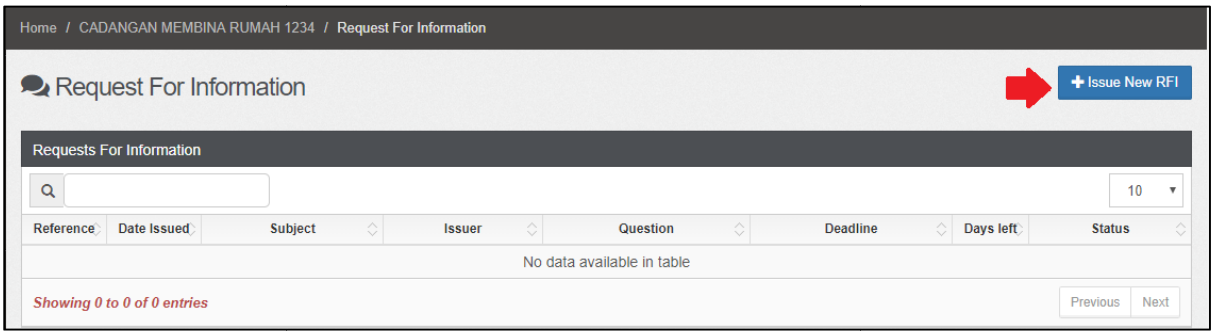
1. Login eTender system with **Username and Password,**click the **project title** or click **open tender**



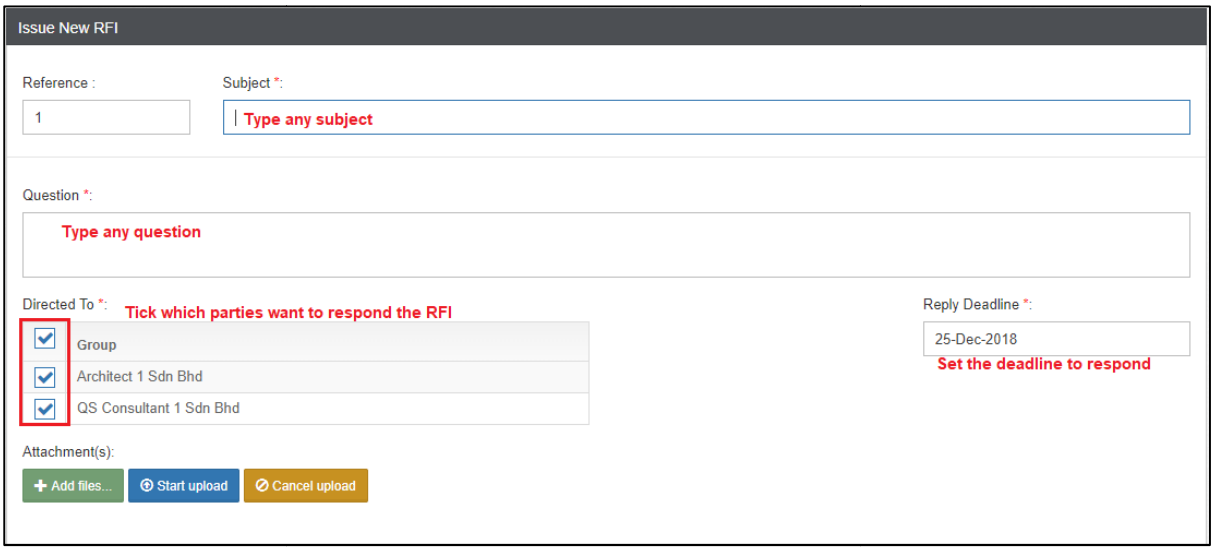
2. Click **"Documents"**, choose **"Document Control"** and select **"RFI"**



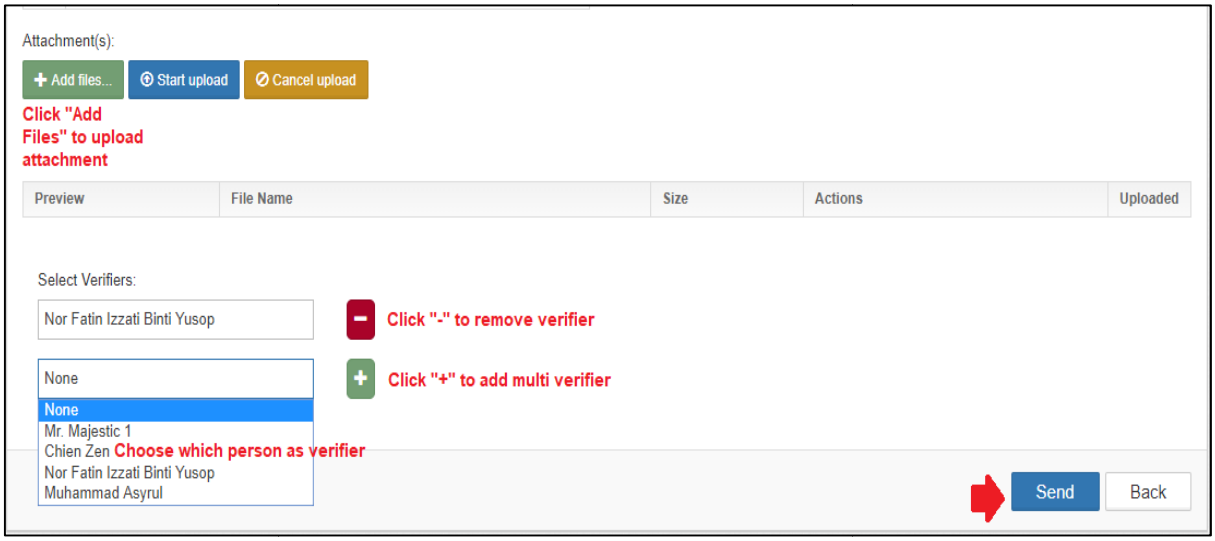
3. Click **"Issue New RFI"** to issue RFI



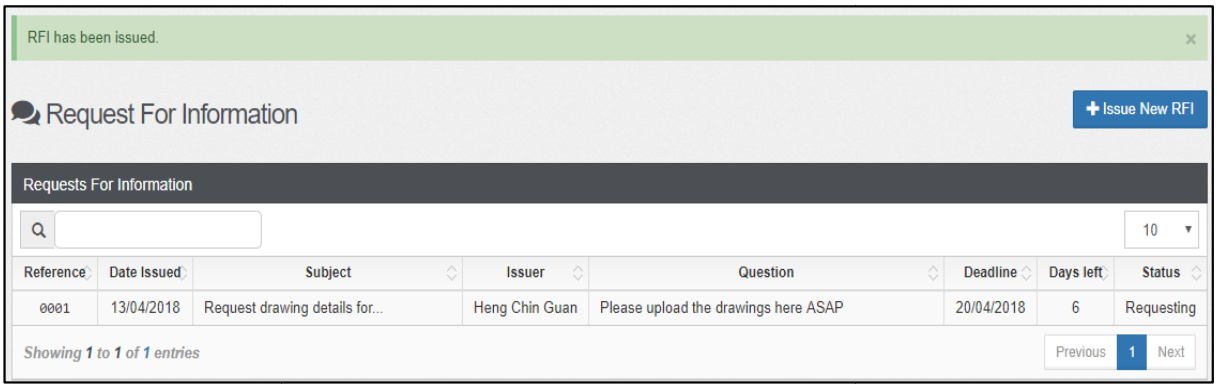
4. Fill in the information and **select which parties** want to send the RFI



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

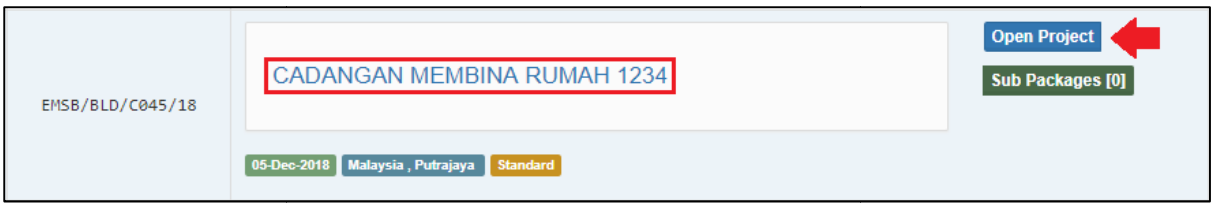


6. Once clicked **Send**, the RFI will automatically recorded in Buildspace system.

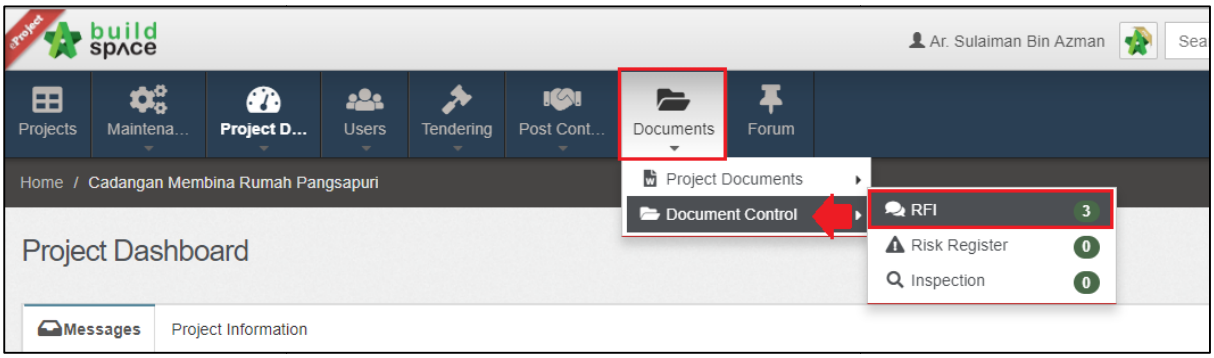


How to respond RFI

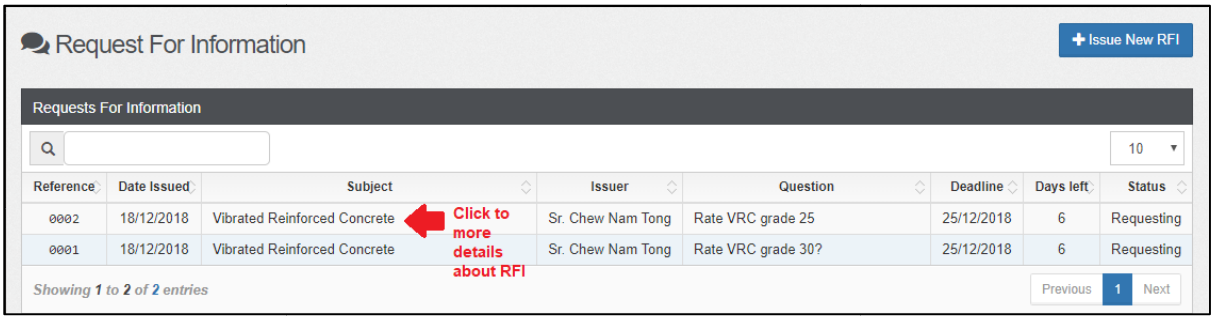
1. Login eTender system with **Username and passwords**, click **"Project Title"** or click **"Open Project"**



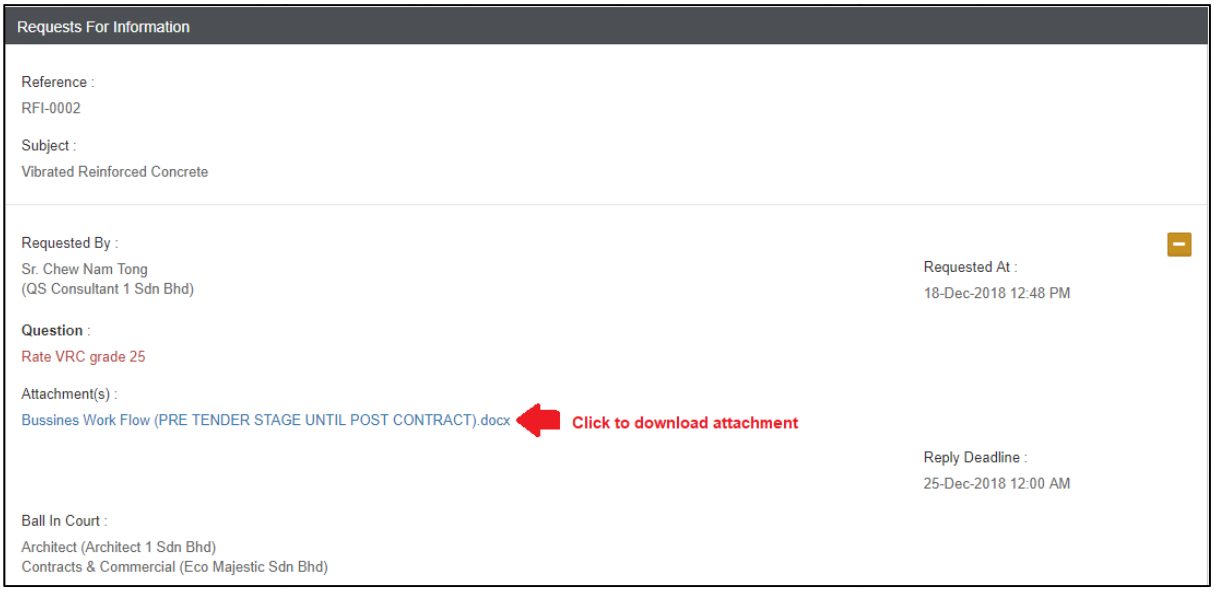
2. Click **"Documents"**, choose **"Document Control"** and select **"RFI"**



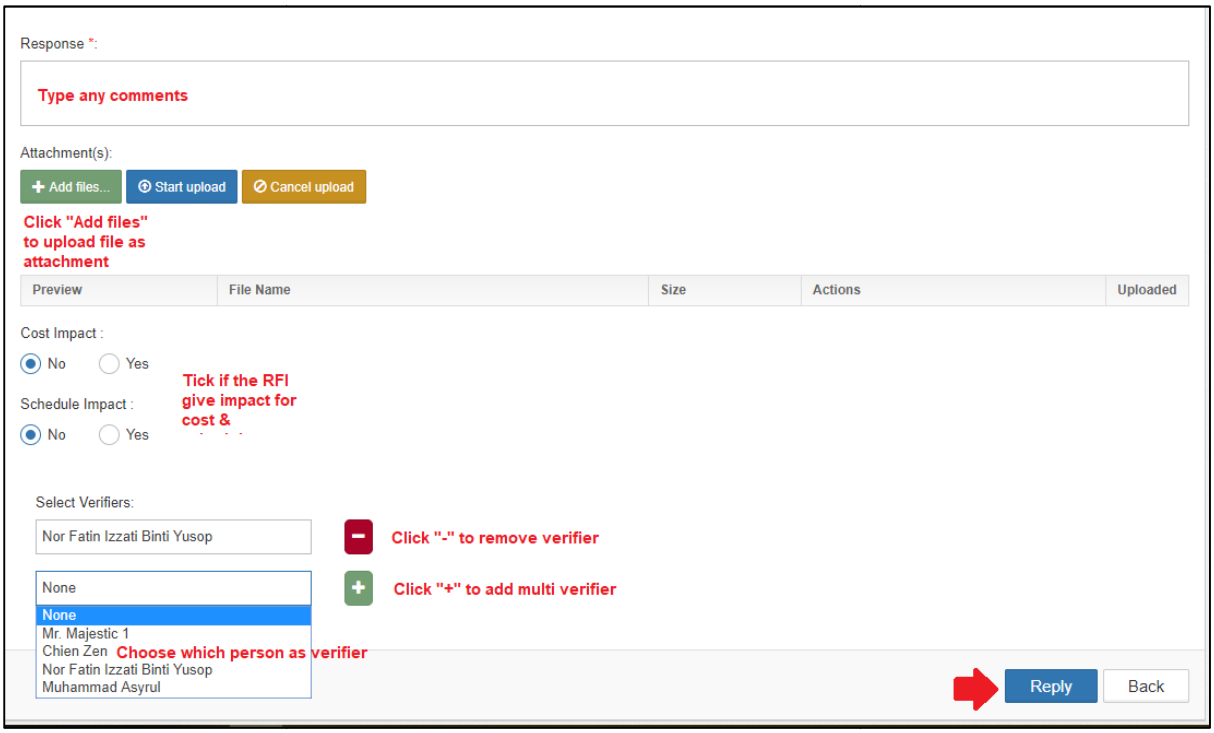
3. Click at the **RFI Subject** to see more details



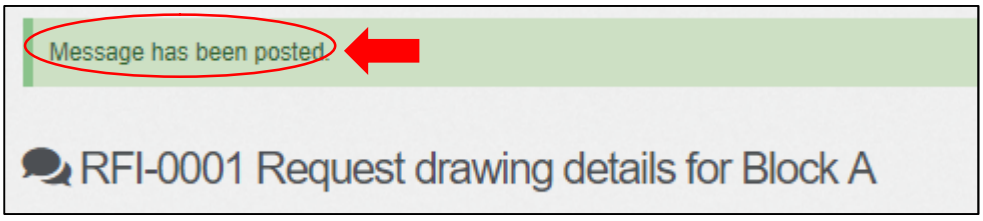
4. Responded can view the question before respond and can download the attachment



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



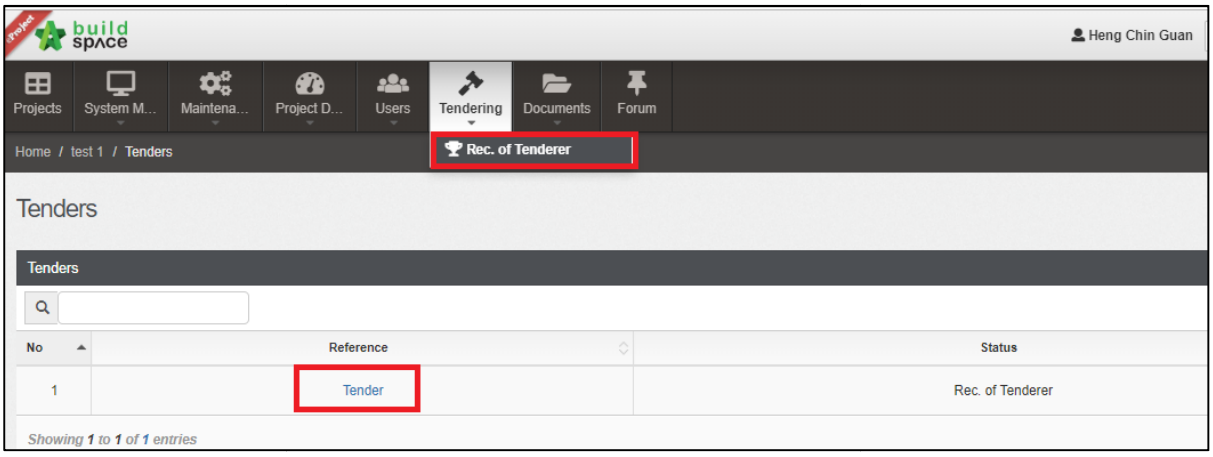
6. Once replied, the system will pop out a message (in green colour) to notify the user that the reply message has been posted.



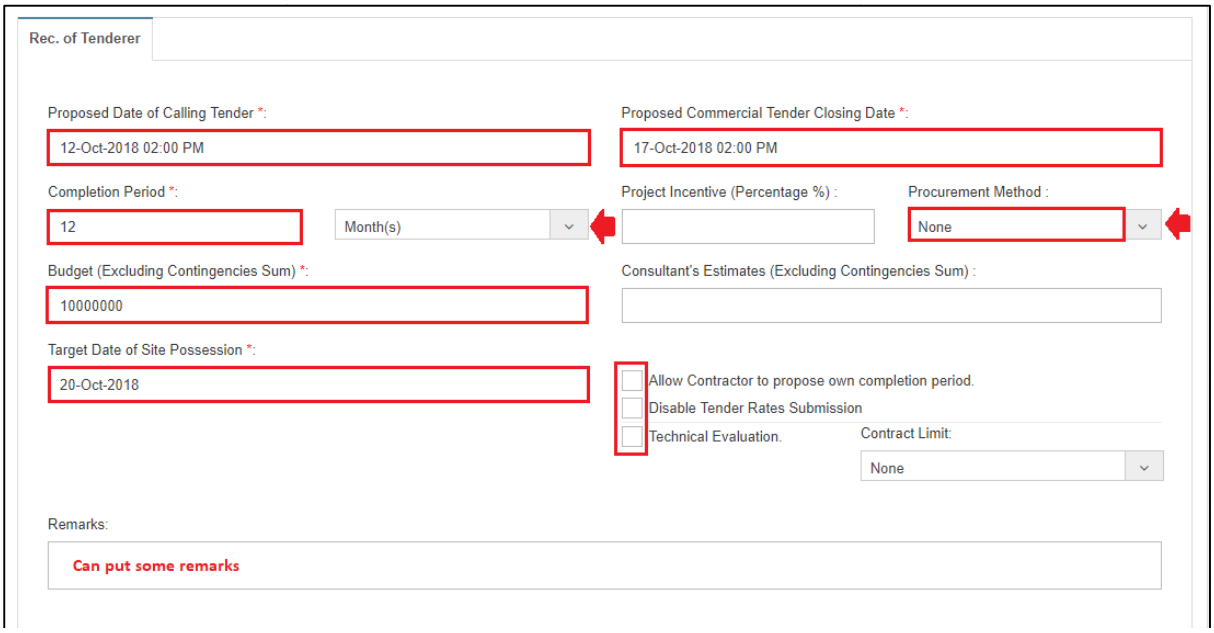
Recommendation of Tenderer (only by Editor of Project)

Note: "Editor" of project can do this.

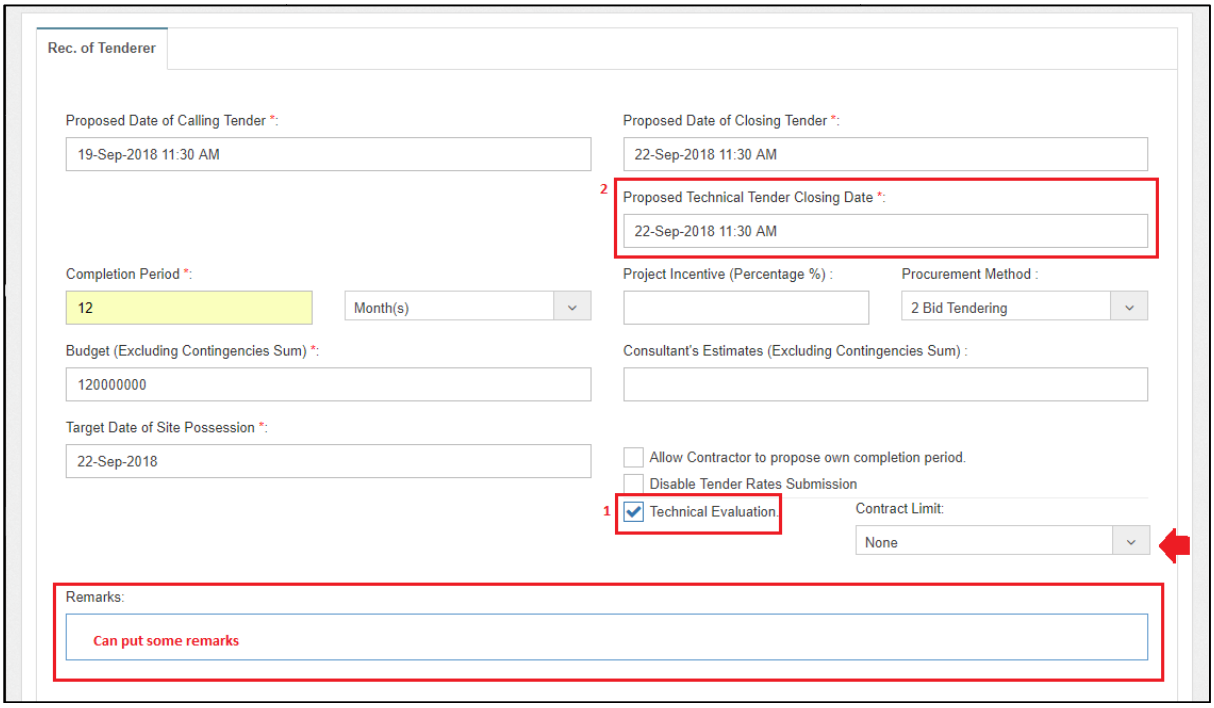
1. Click at **"Tendering"** and **"Rec. of Tenderer"**, after that click "**Tender"**.



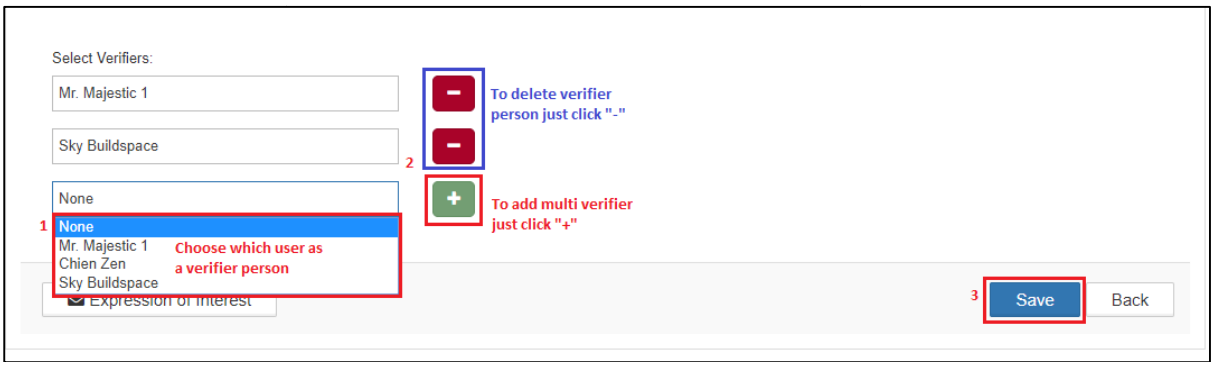
2. Insert the project information.



3. 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.



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



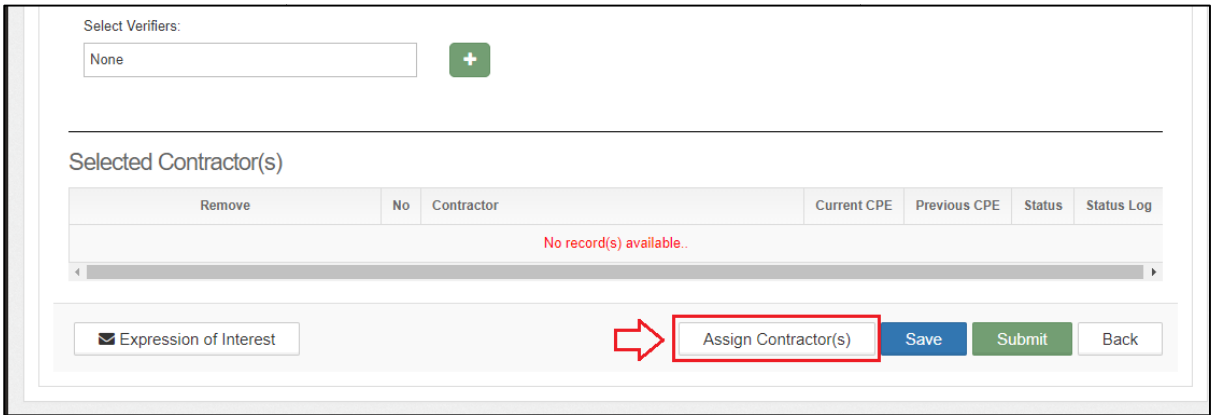
Note:

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.

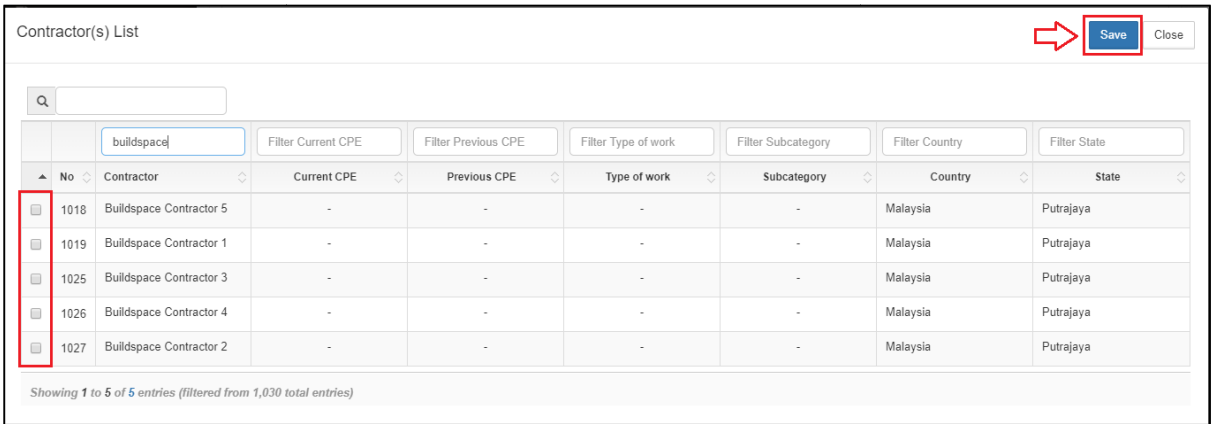
VII. **Allow contractor to propose own completion period, disable tender rate submission and technical evaluation:** Can tick this requirement during list of tenderer stage.

VIII. **Contract Limit:** It will be change during list of tenderer stage.

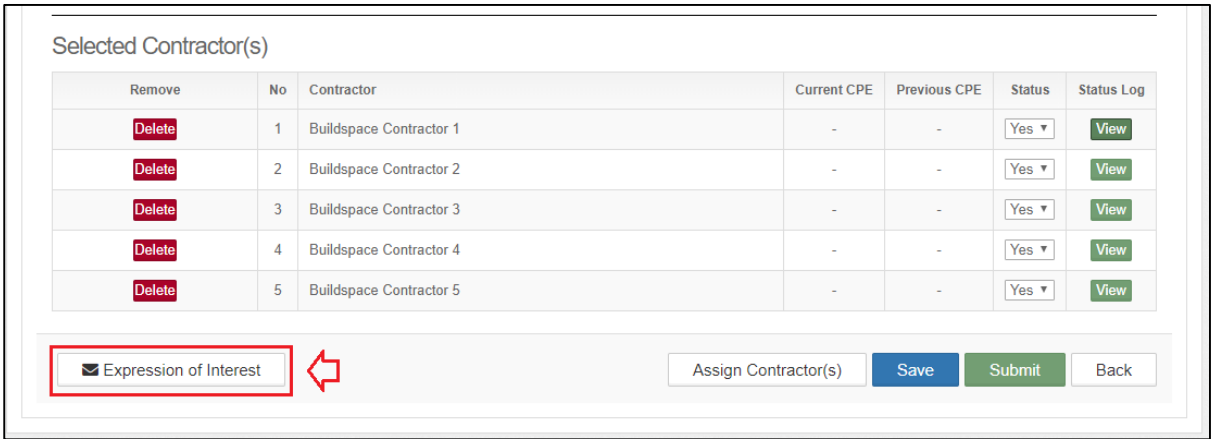
5. Click **"Assign Contractor"** to select recommended contractors



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

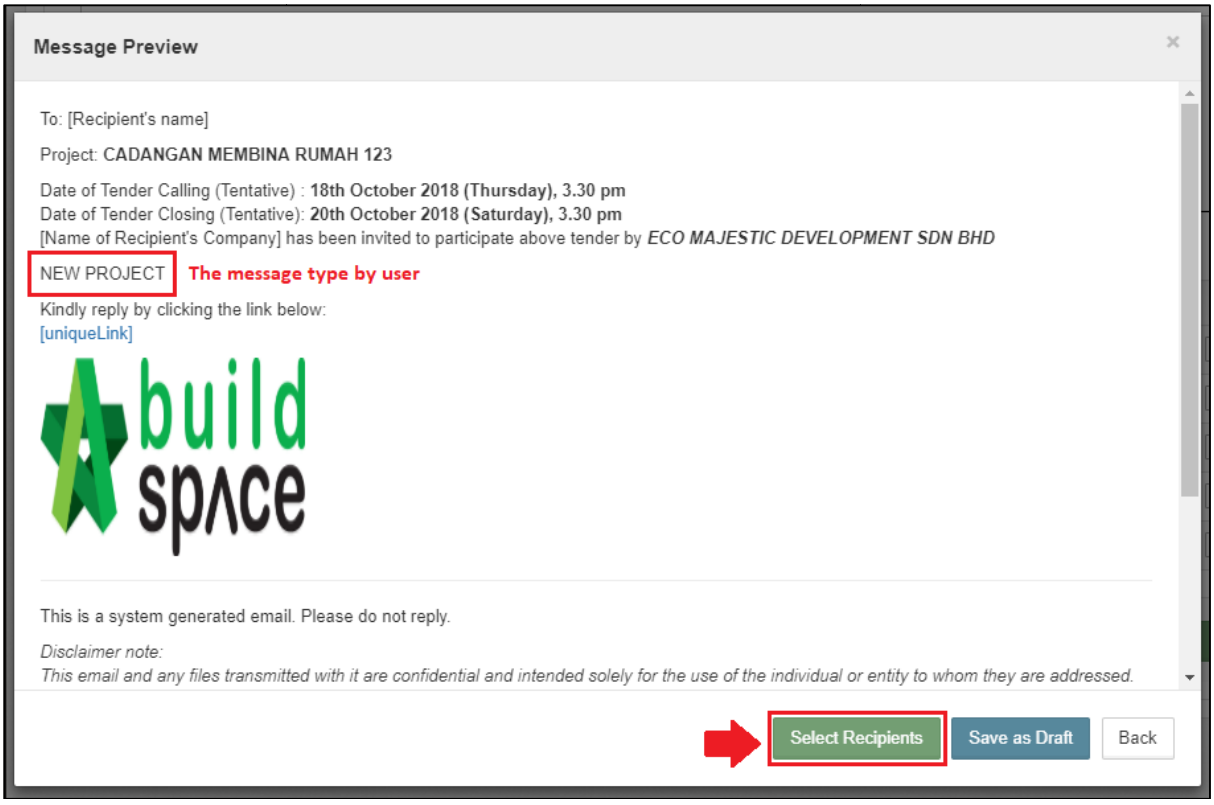


7. Click "**Expression of Interest**" to seek for contractors' interest to participate the tender. *(User can send out expression of interest email through the system)*

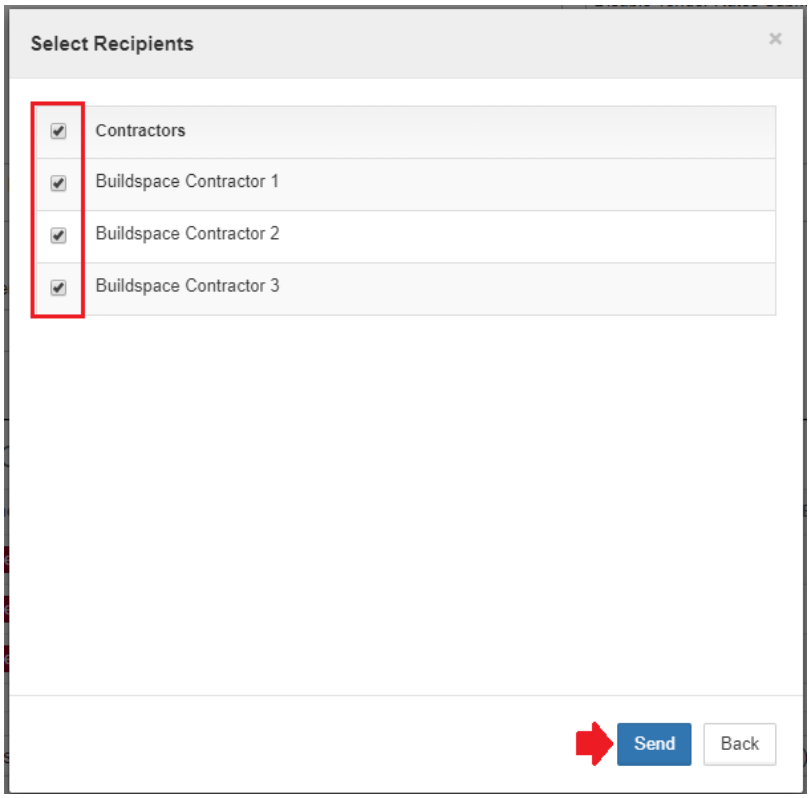


8. After clicking **Expression of Interest** button, user can type any message before sending out to contractors. After that can **save as draft** or click **preview** and send to contractors.

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

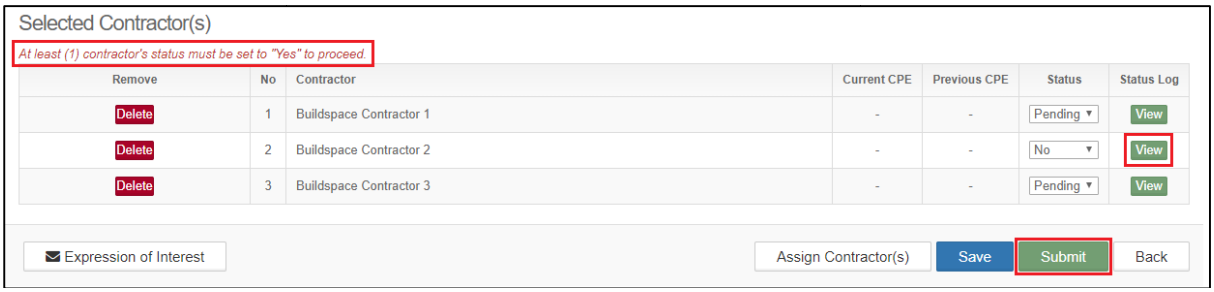


10. By default, the all contractors' name is ticked but the user still can untick *(Optional)* and click **send**.



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.

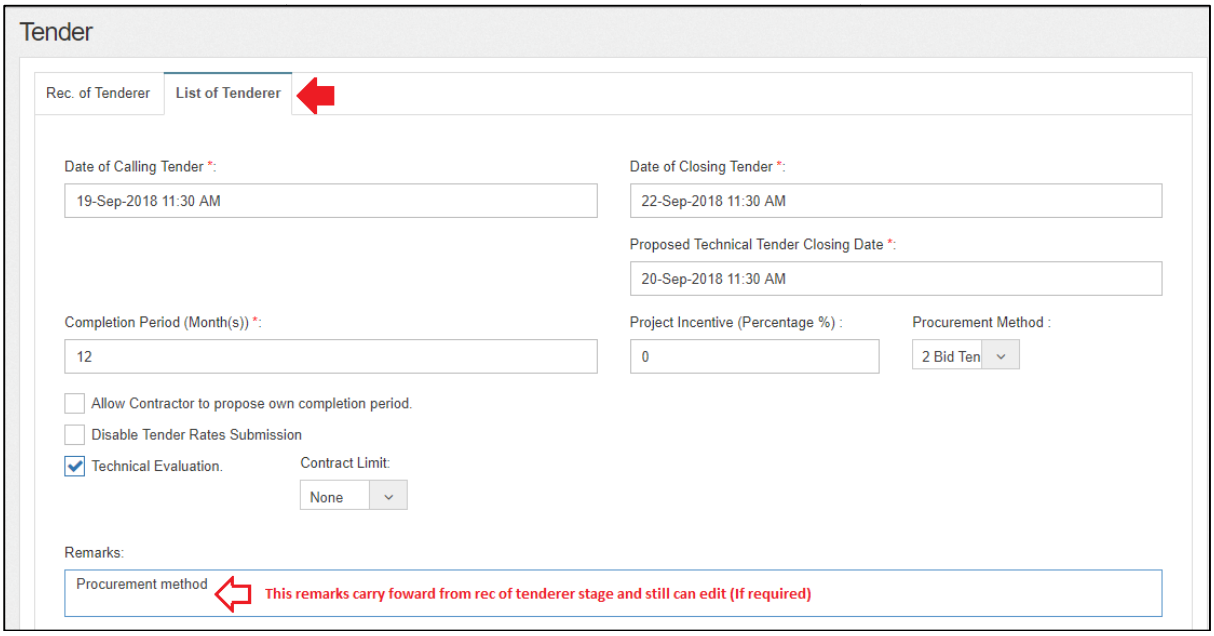


****At least one contractor responds to the expression of interest as "Yes" before submitting the form, otherwise the form will not be allowed to submit.***

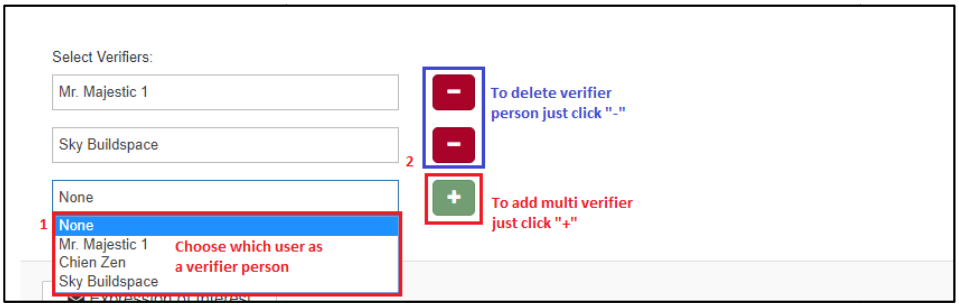
List of Tenderer (only by Editor of Project)

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

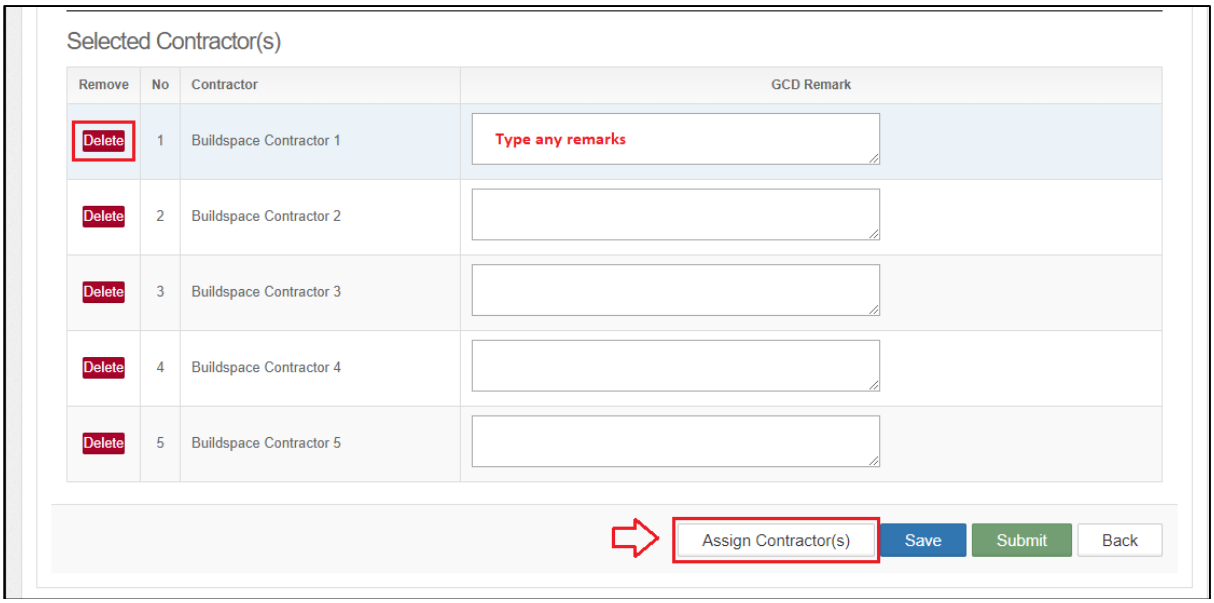
1. Once Rec. of Tenderer form is submitted and approved, a new tab **"List of Tenderers"** will be created automatically. Click at **"List of Tenderer"**.
   Note: All information is carried forward from rec. of tenderer, user still can edit project information.



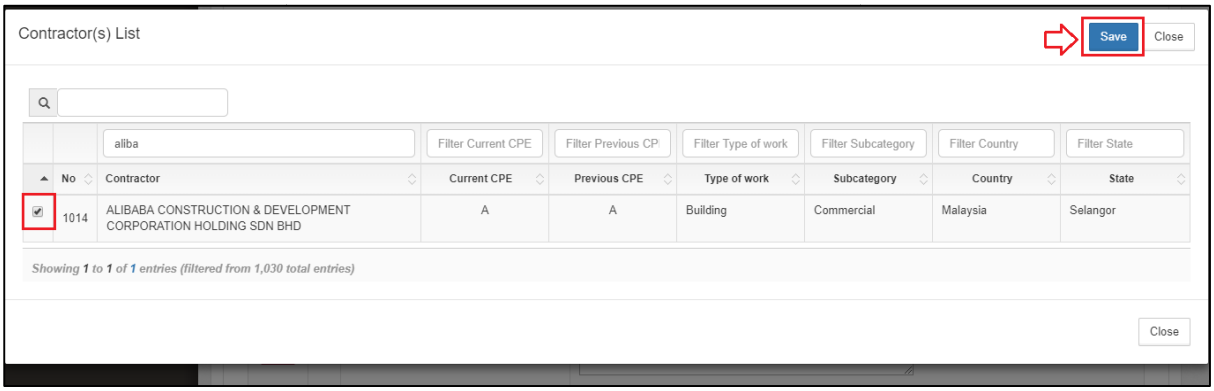
2. User can assign verifier/approval person for approval process before submitting the form.



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.

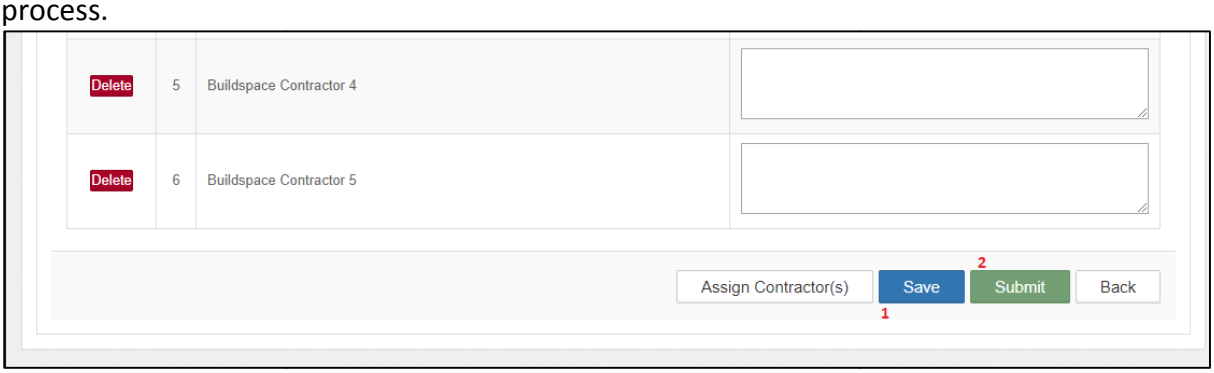


4. Tick to select contractor, then click **Save**.

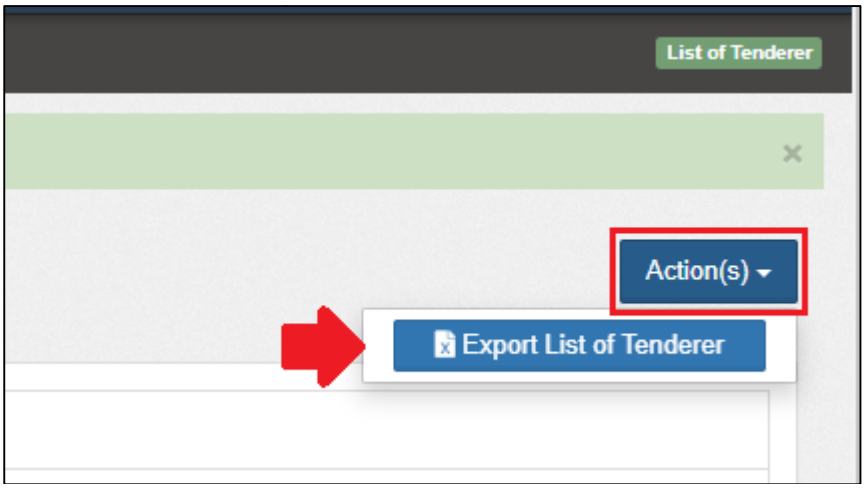


5. The new added contractor's name will be display in blue colour. If user wants to re-assign deleted contractor, click **Re-enable**.

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



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

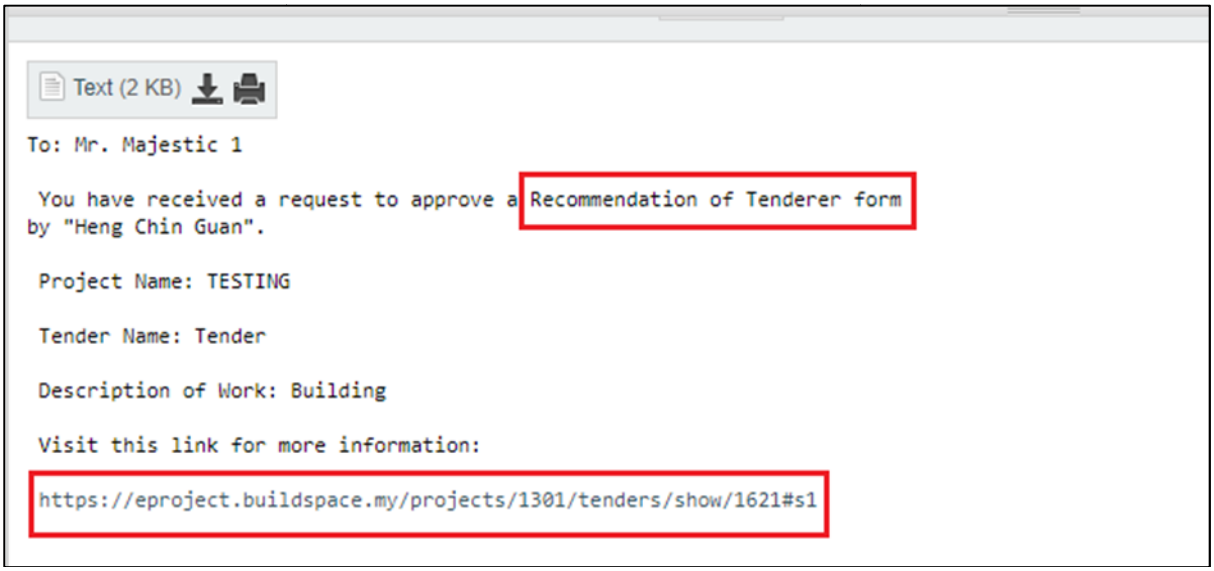


Note: Consultant who prepared tender document will receive notification after list of tenderer form is submitted.

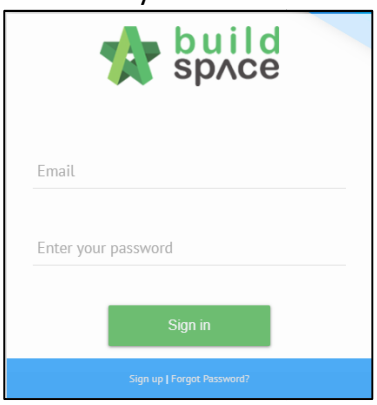
User as a verifier to approve through email (only for approver)

Note: Only for Verifier/Approval person

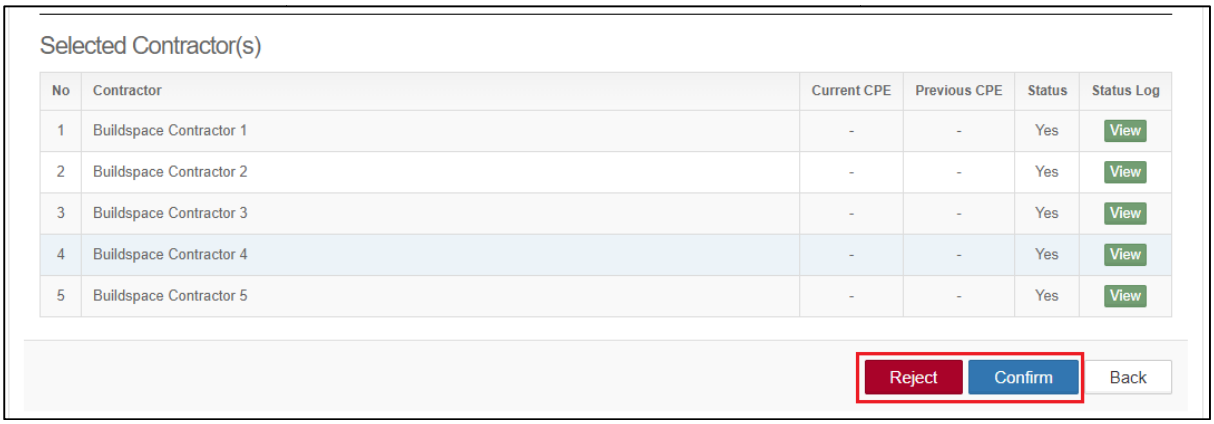
1. Verifier will receive email notification for the forms that pending for his/her approval. Verifier can click at the **link** from email to view for more information.



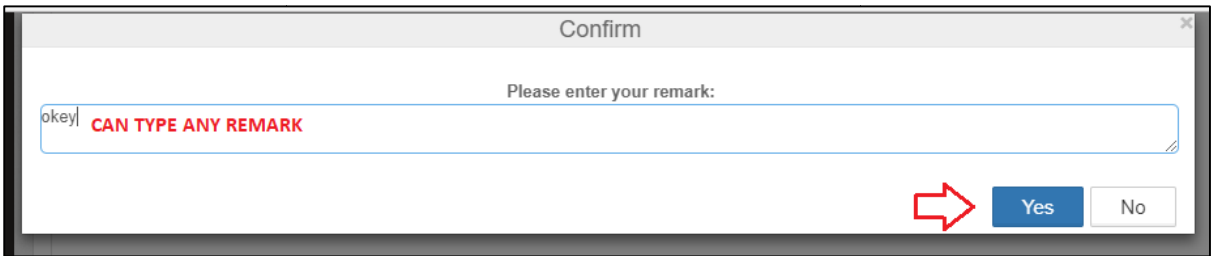
2. Then the system will divert verifier into eProject system.



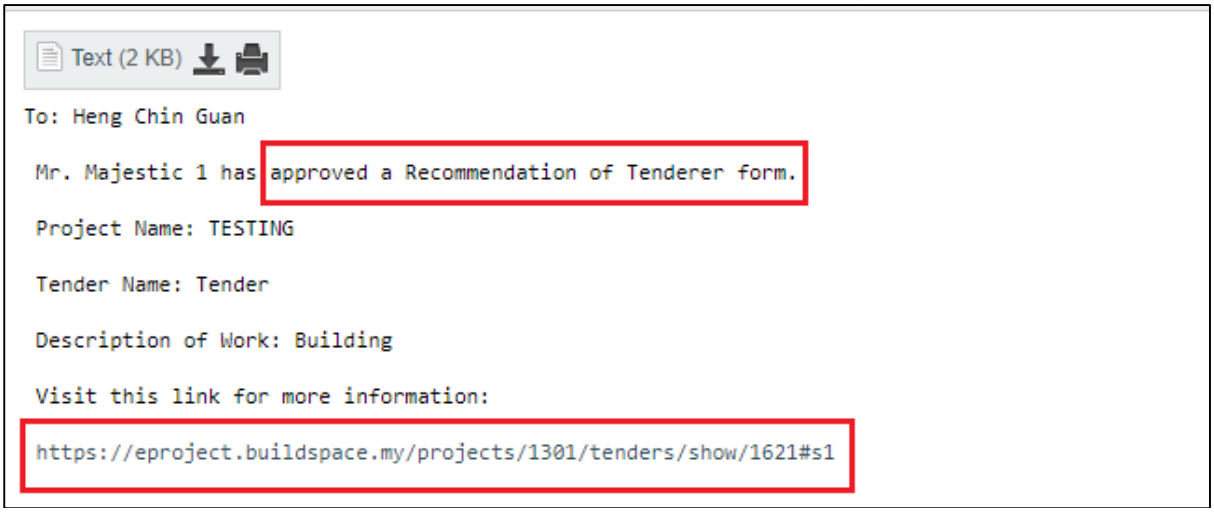
3. Once logged in, system will divert user into the task that pending for his/her approval. Verifier can click **Confirm / Reject.**



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



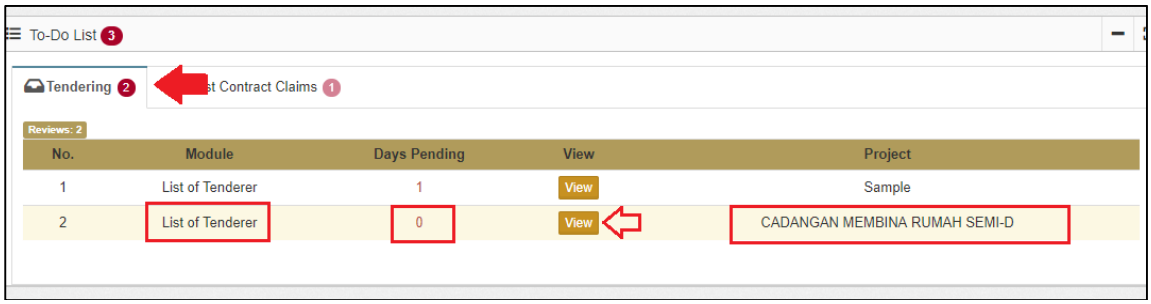
5. Editor will receive email notification whenever the verifier has responded to the approval task. Editor also can click at the link from email to view for more details.



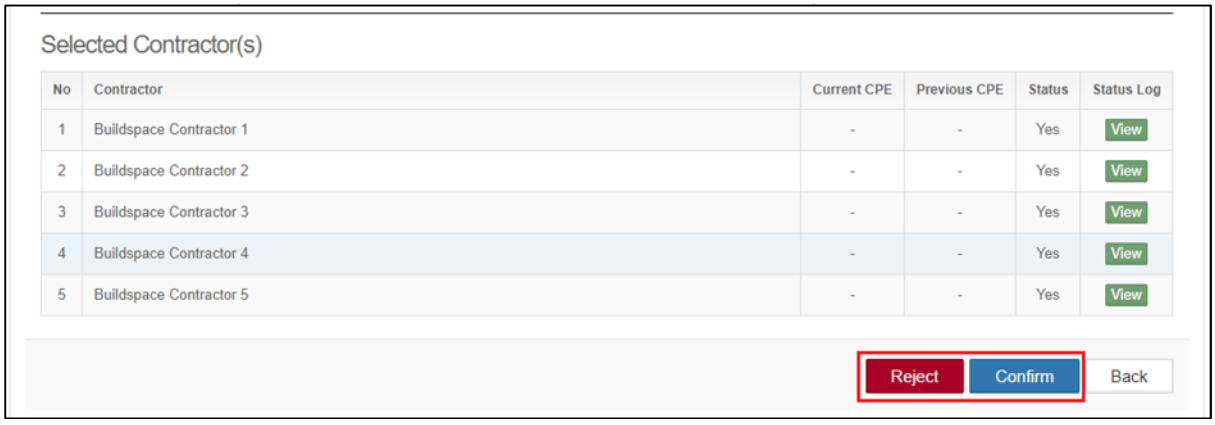
User as a verifier to approve through system without login email (Only for approver)

1. Login eProject system

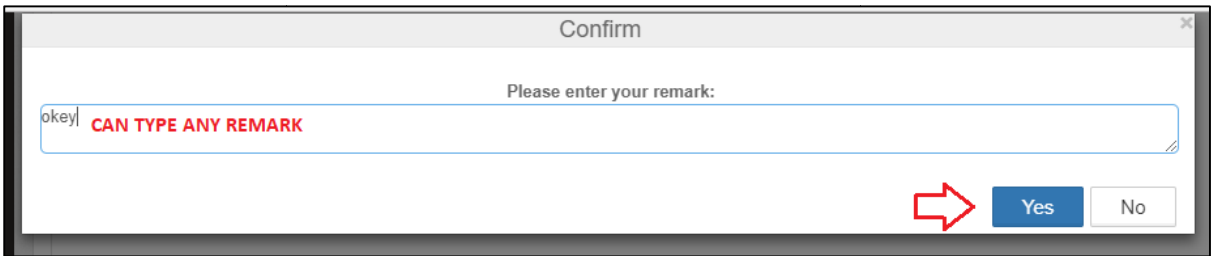
2. After login, user can see a table called “To-Do-List”, from this table user can view a list of tasks that pending for their approval. Click **View** to respond to the task.



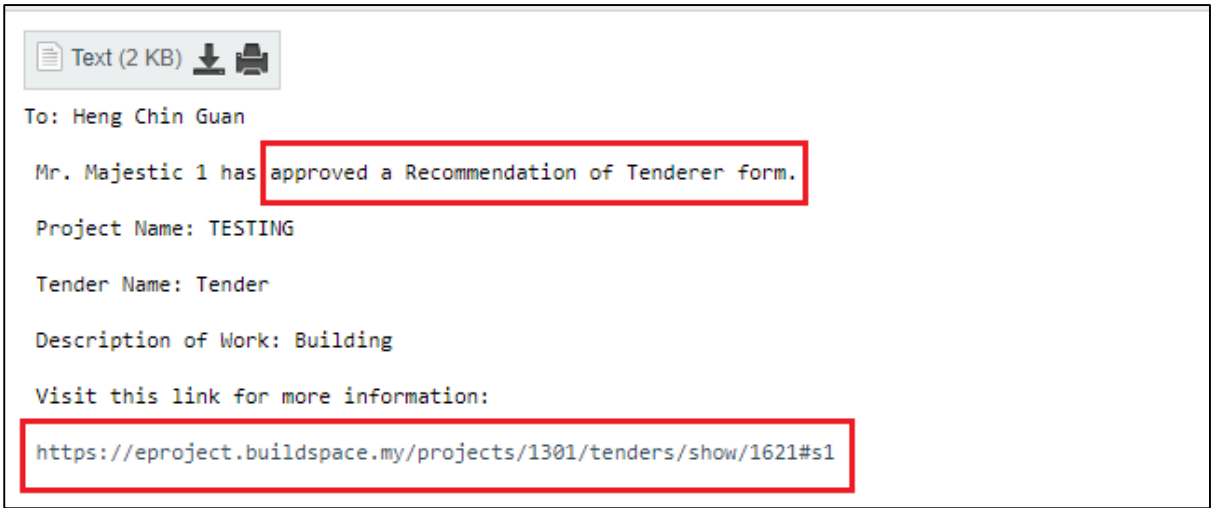
3. Then the system will divert verifier to the task that pending for his/her approval. Verifier can click **Confirm / Reject** to respond to the approval task.



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



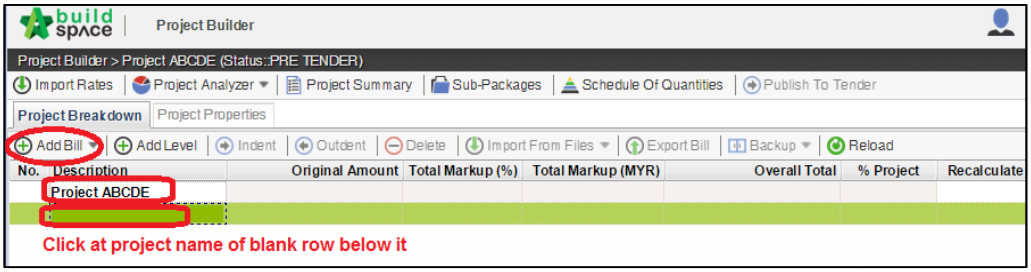
7. Editor will receive email notification whenever the verifier has responded to the approval task. Editor also can click at the link from email to view for more details.



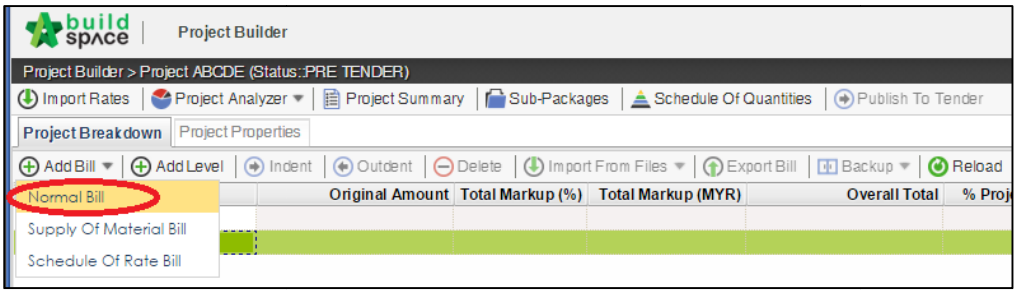
How to access & prepare the BQ

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

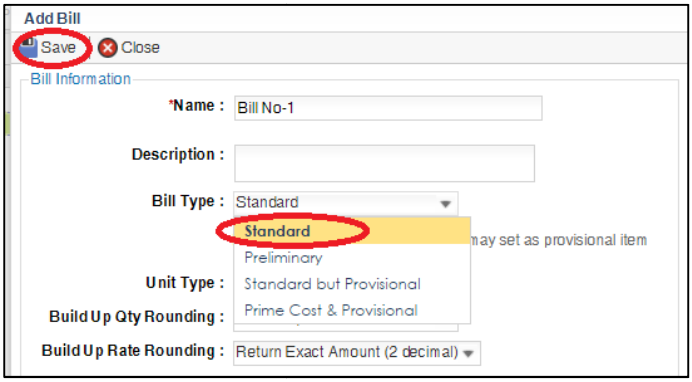
2. **Click at project name** or **blank row** below it, and then click at "**Add Bill**".



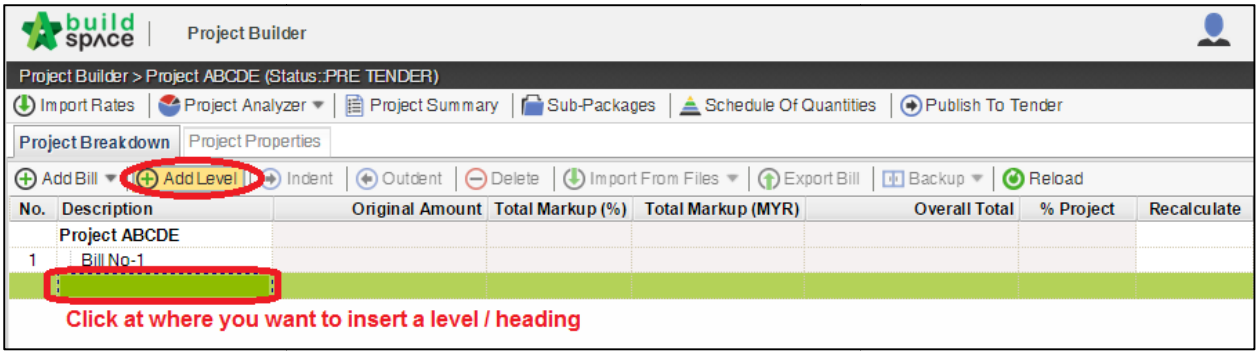
3. Select "**Normal Bill**";



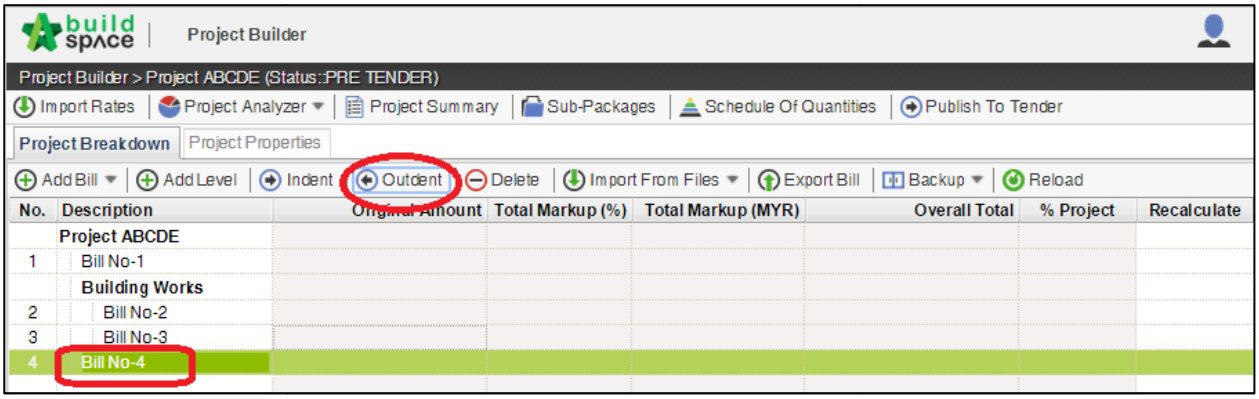
4. Fill up the bill name and select "**Standard**" bill type.



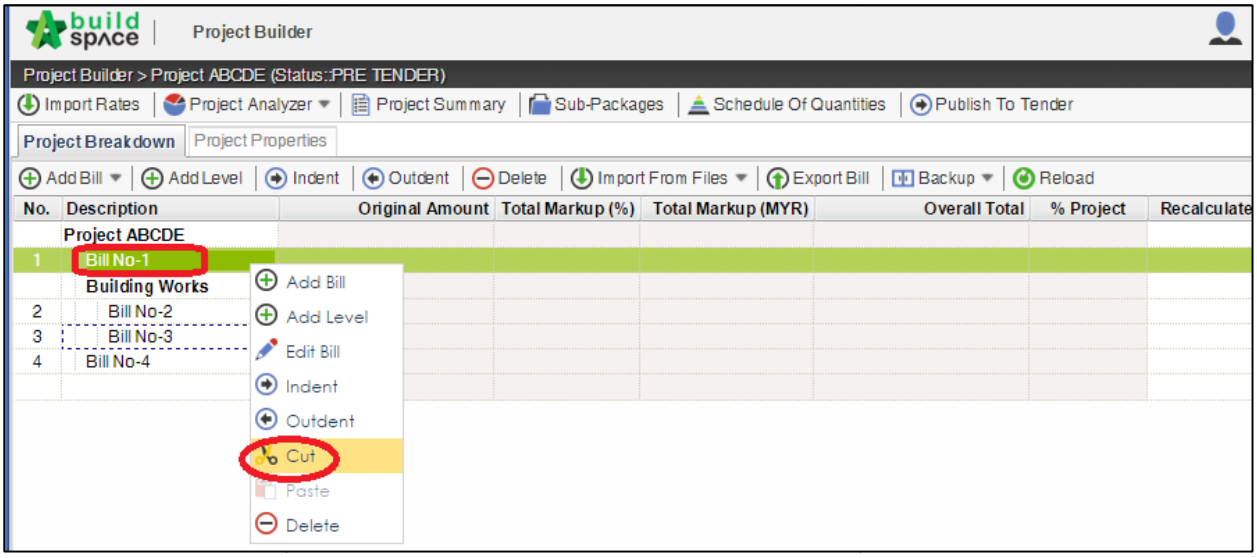
5. Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click "**Add Level**".



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

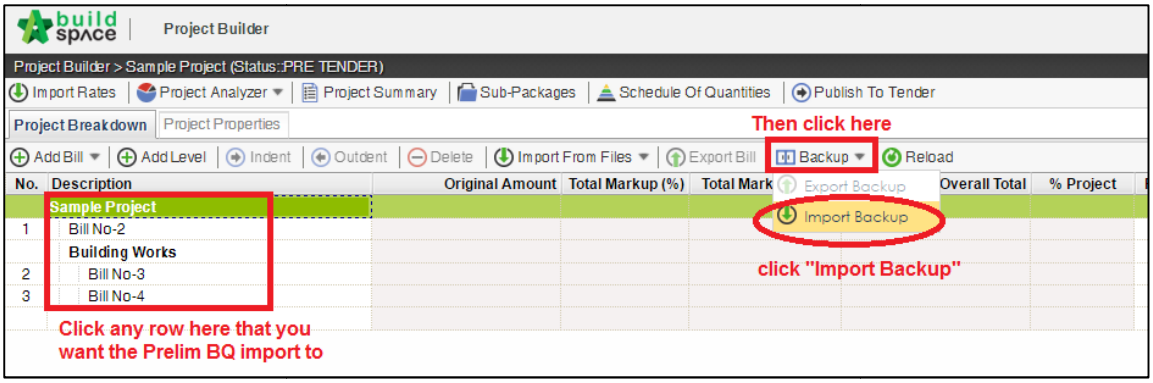


7. Can **cut & paste** bill. Right click at a bill and select "**Cut**". Then right click at the row that you want to paste and select "**Paste**" (it will paste above the selected row).



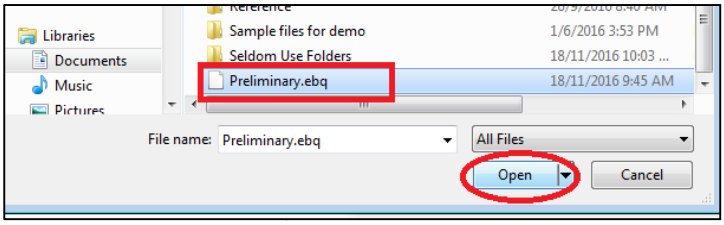
How to Import sample ebq file

1. You can email your Excel BQ to support@pck.com.my 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**".

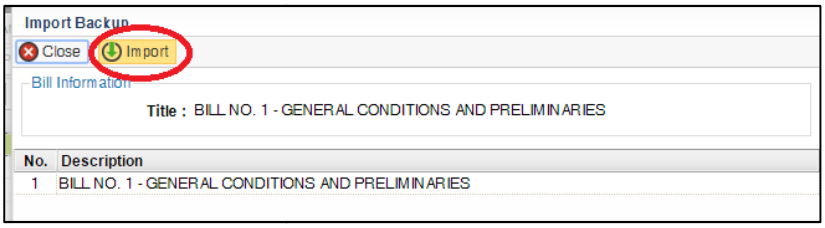


3. Click "**Select Backup File**".

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



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

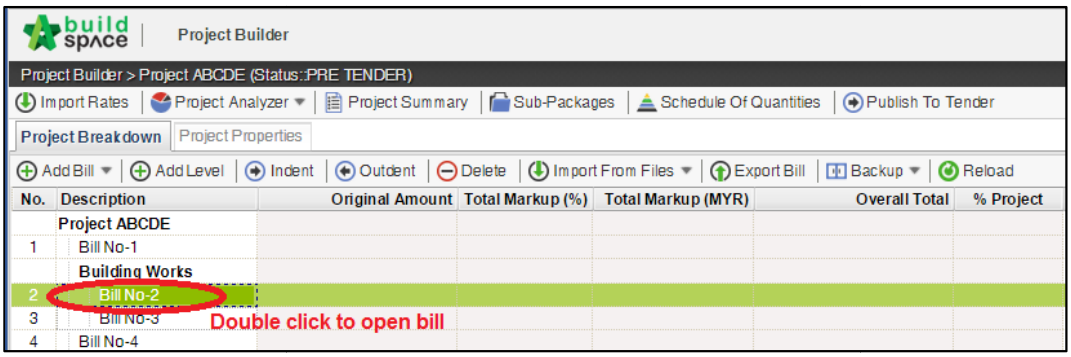


6. Then you can see file imported.

Note: You can "Export Backup" to export bill from previous project and "Import Backup" into new project that have similar bill items.

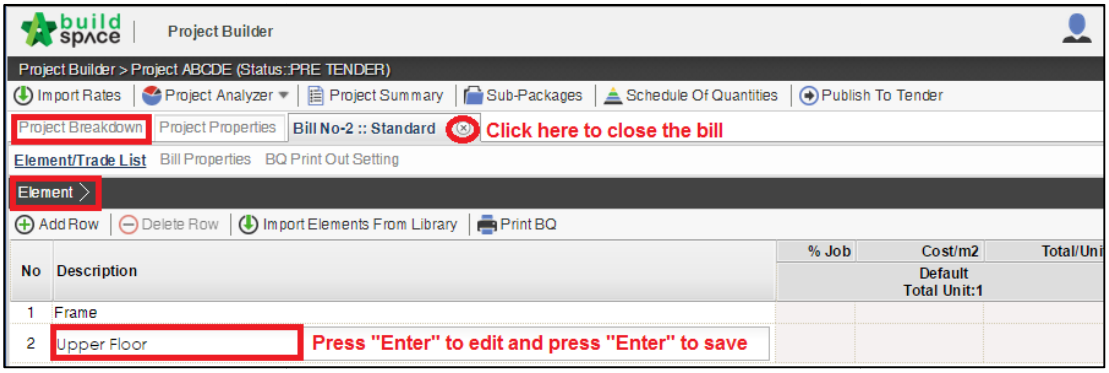
How to open a bill, key in elements & items

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



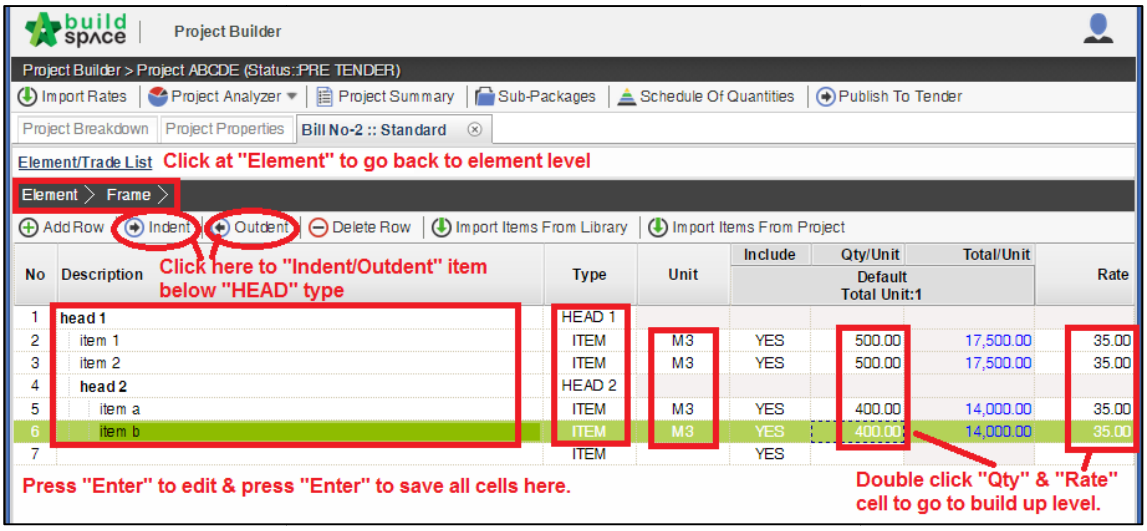
2. Press "**Enter**" to key in element name and press "**Enter**" to save. Click at "**Project Breakdown**" to open other bills. **Double click** at element name to go to **item level**.

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



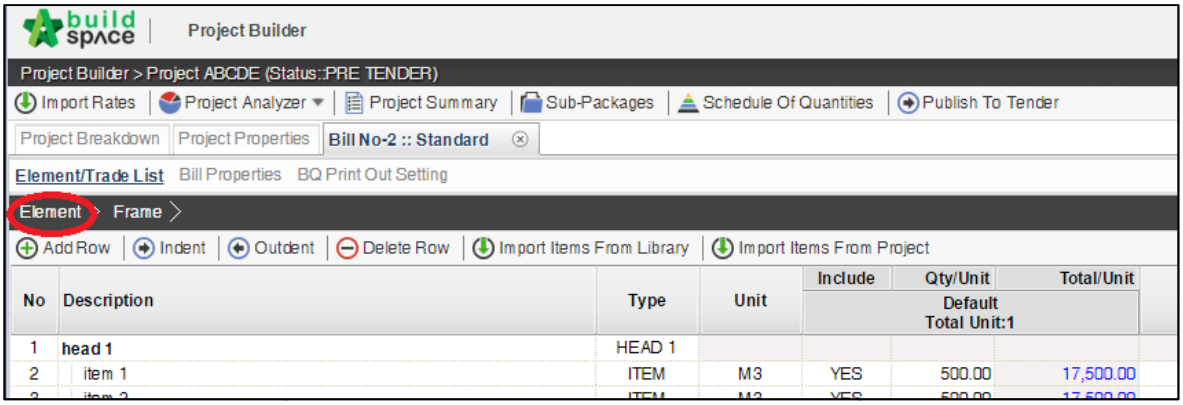
3. At item level, press "**Enter**" at all cells to edit and press "**Enter**" again to save.

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

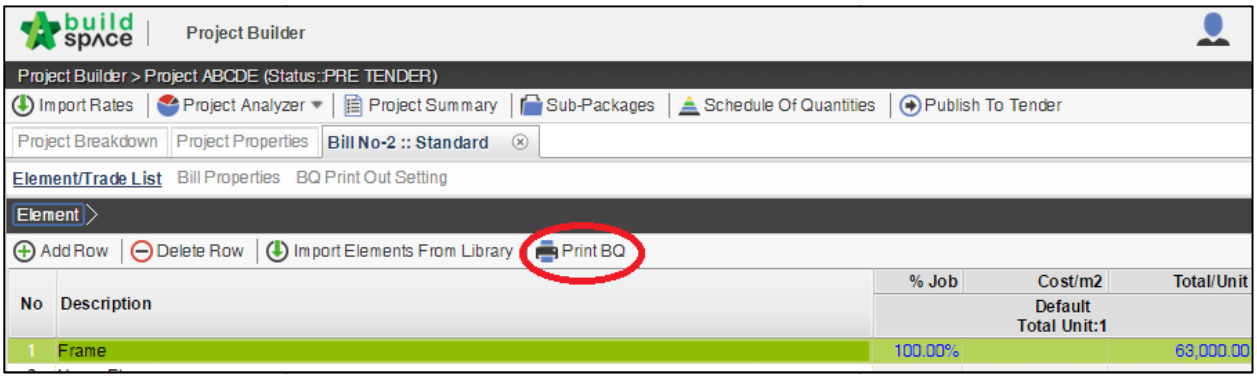


Note: For rate, no need to put "," for that amount because the system automated generate.

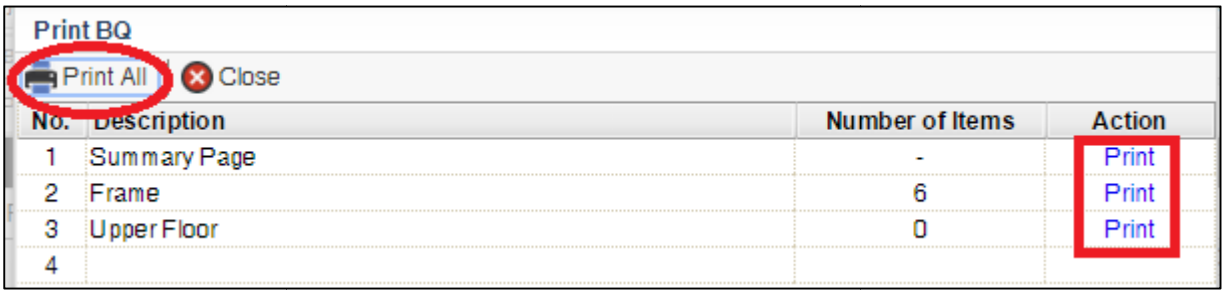
4. Click at "**Element**" to go back to element level to print BQ.



5. Click at "**Print BQ**".



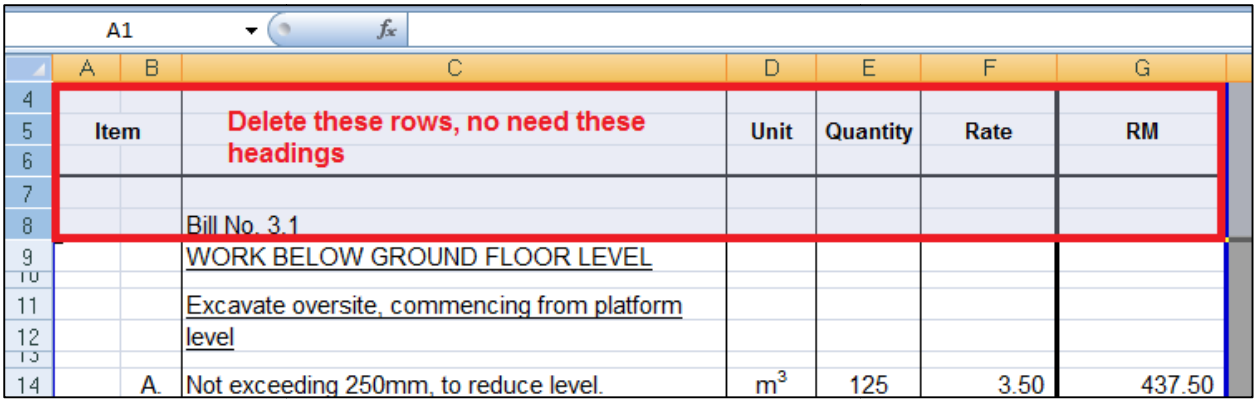
6. You have option to print by elements or print all.



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

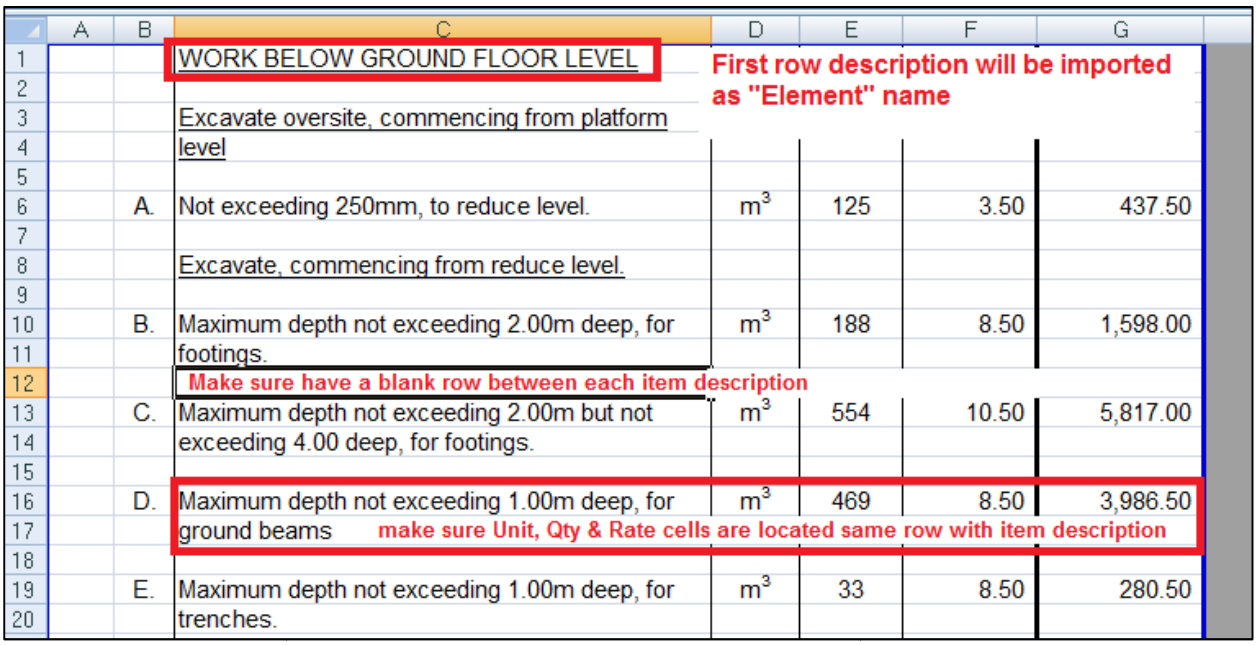
Note: - You can import all sheets at the same time
- Make sure you had unmerged all cells

1. Open Microsoft Excel BQ file. Delete headings and unnecessary descriptions.



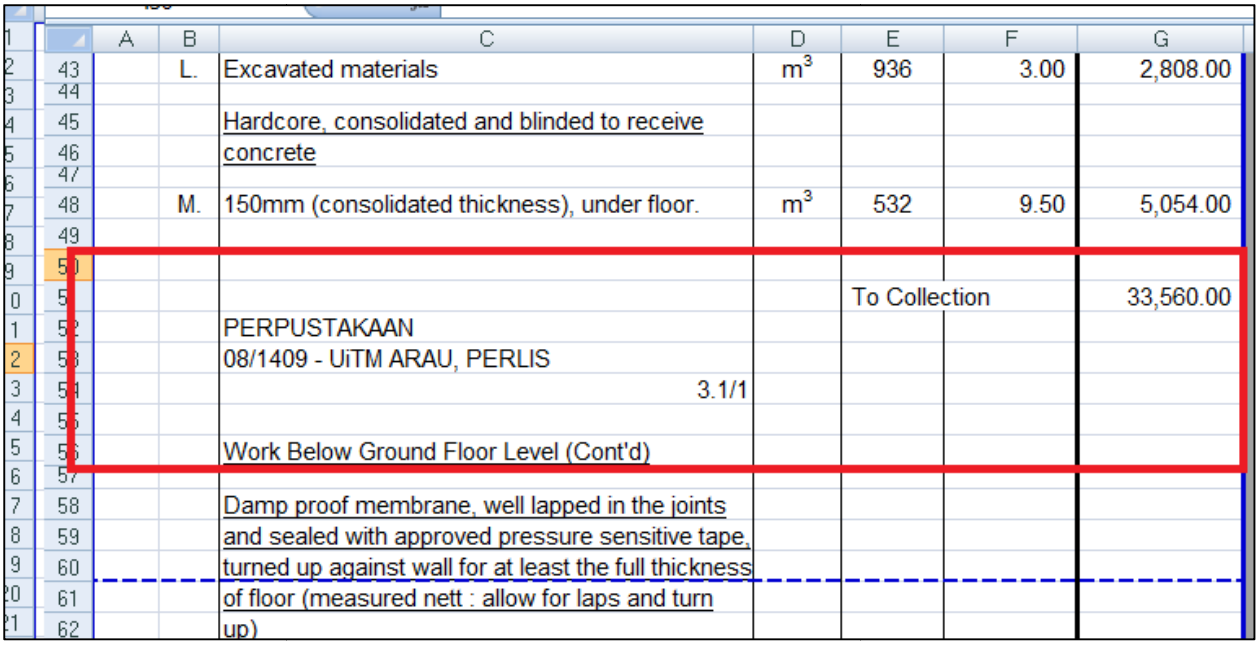
	Item		Unit	Quantity	Rate	RM
		Bill No. 3.1				
		WORK BELOW GROUND FLOOR LEVEL				
		Excavate oversite, commencing from platform level				
A.		Not exceeding 250mm, to reduce level.	m^3	125	3.50	437.50

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



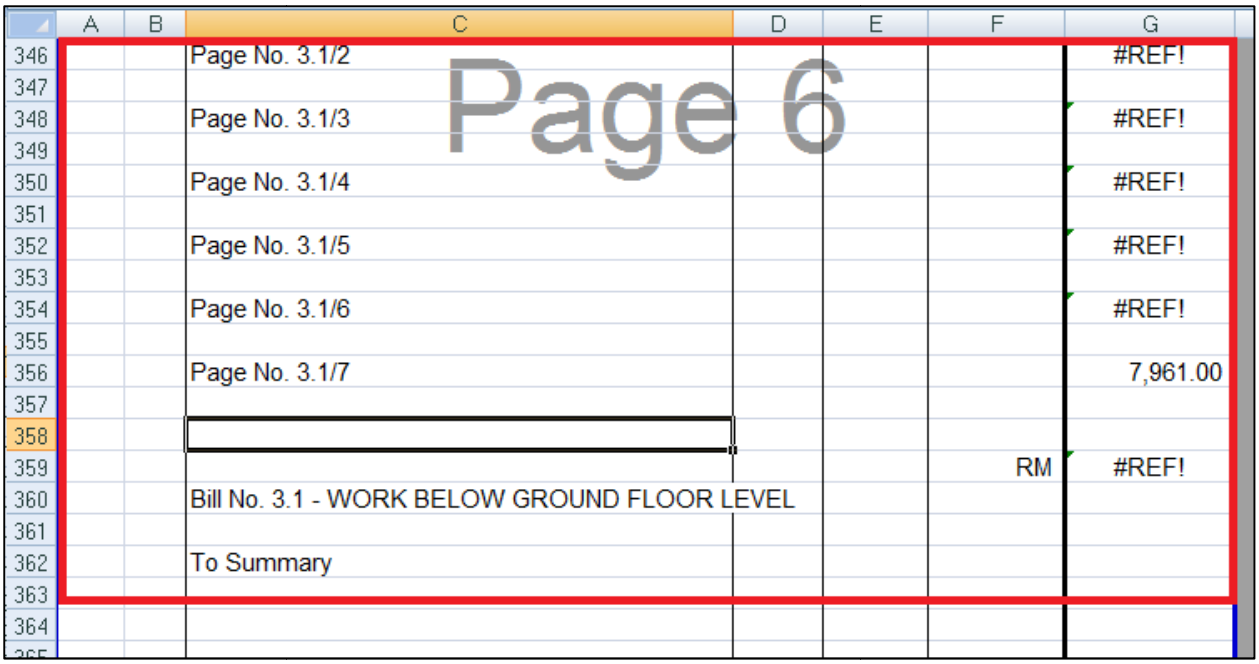
	WORK BELOW GROUND FLOOR LEVEL				
	Excavate oversite, commencing from platform level				
A.	Not exceeding 250mm, to reduce level.	m^3	125	3.50	437.50
	Excavate, commencing from reduce level.				
B.	Maximum depth not exceeding 2.00m deep, for footings.	m^3	188	8.50	1,598.00
C.	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m^3	554	10.50	5,817.00
D.	Maximum depth not exceeding 1.00m deep, for ground beams	m^3	469	8.50	3,986.50
E.	Maximum depth not exceeding 1.00m deep, for trenches.	m^3	33	8.50	280.50

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



	A	B	C	D	E	F	G
43		L.	Excavated materials	m^3	936	3.00	2,808.00
44							
45			Hardcore, consolidated and blinded to receive				
46			concrete				
47							
48		M.	150mm (consolidated thickness), under floor.	m^3	532	9.50	5,054.00
49							
50							
51					To Collection		33,560.00
52			PERPUSTAKAAN				
53			08/1409 - UiTM ARAU, PERLIS				
54			3.1/1				
55							
56			Work Below Ground Floor Level (Cont'd)				
57							
58			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				
62			up)				

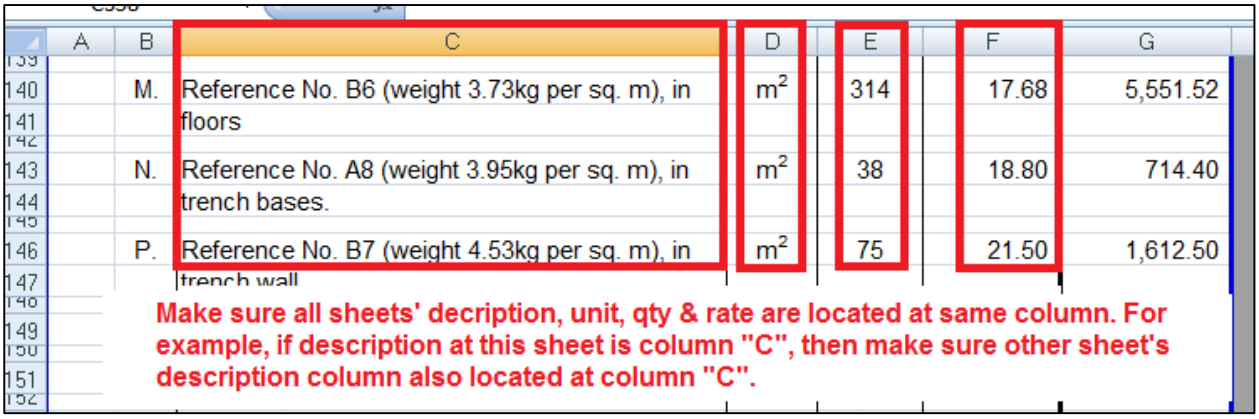
d) Delete **collection page** and the rest of unnecessary descriptions.



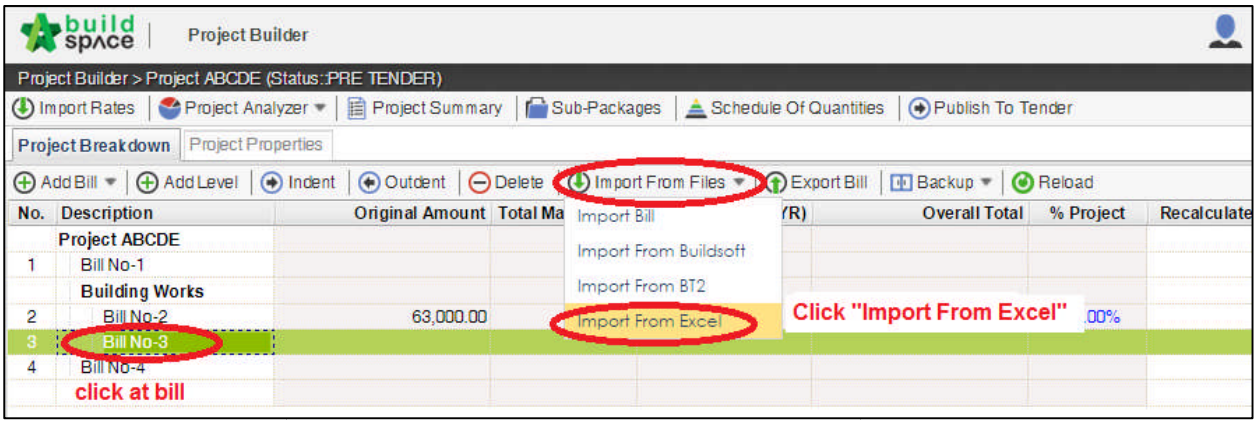
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill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

Page 6

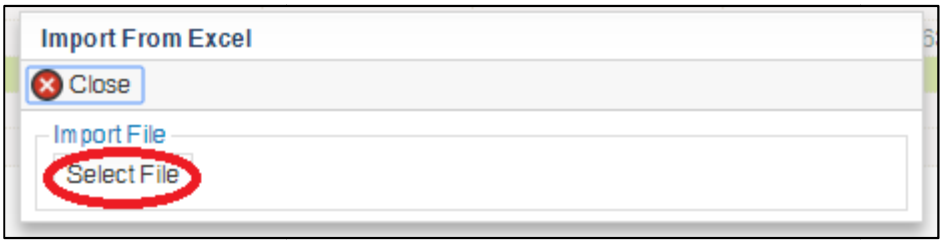
3. Repeat the above steps for other sheets and make sure each sheets have same position of Description, Unit, Qty & Rate such as if description at sheet 1 is located at column “C”, make sure description at other sheets also at column “C”.



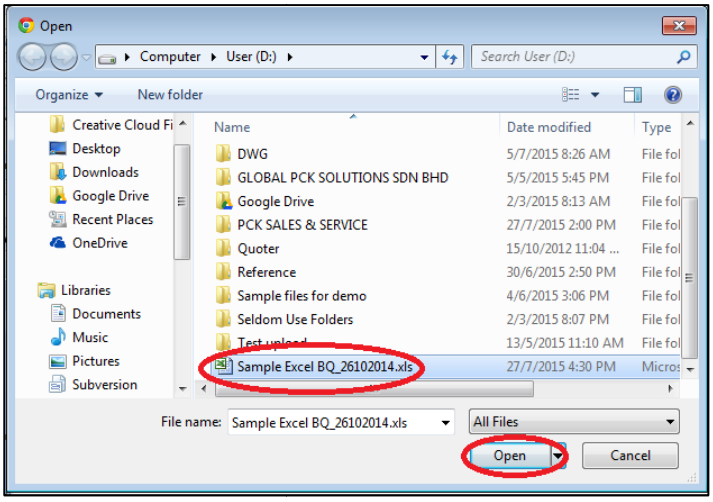
4. After that save or save as the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at “**Import From Files**” icon and select “**Import From Excel**”.



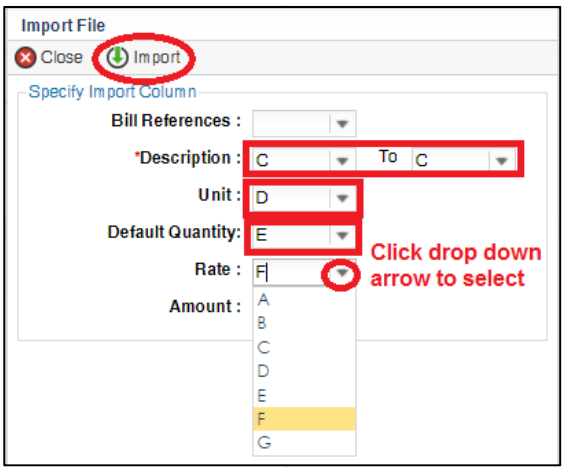
5. Click at “**Select File**”.



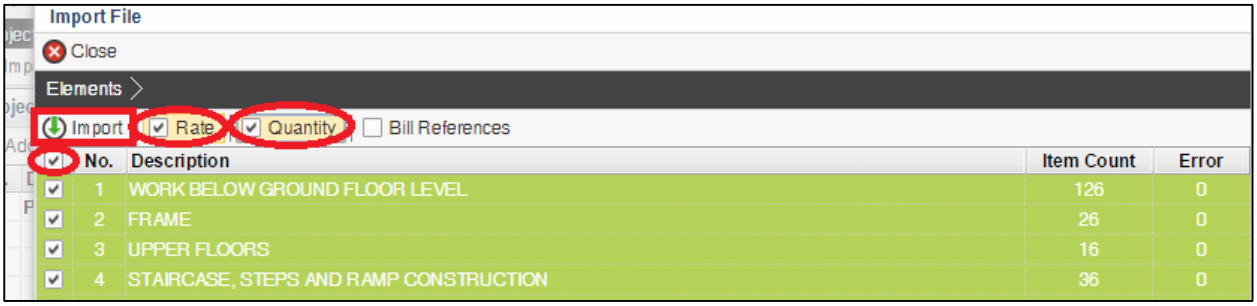
6. **Select excel file** and click at "**Open**".



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



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



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

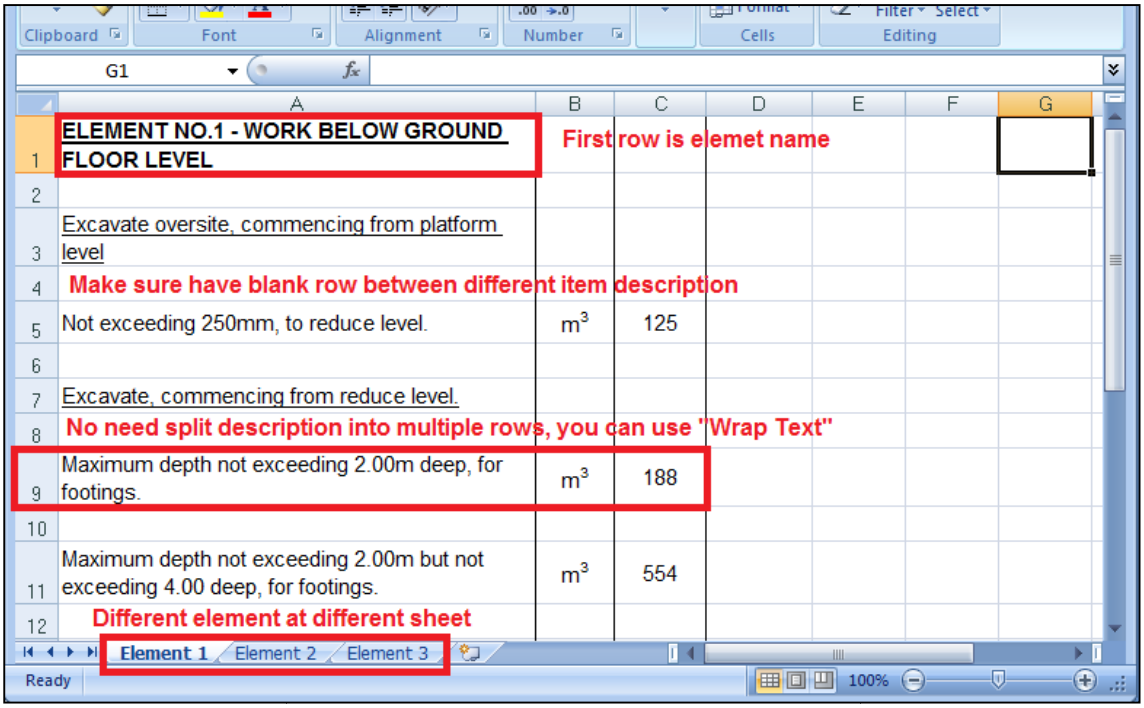
Note: If you want to import from multi columns Excel BQ, please refer to http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf

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

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

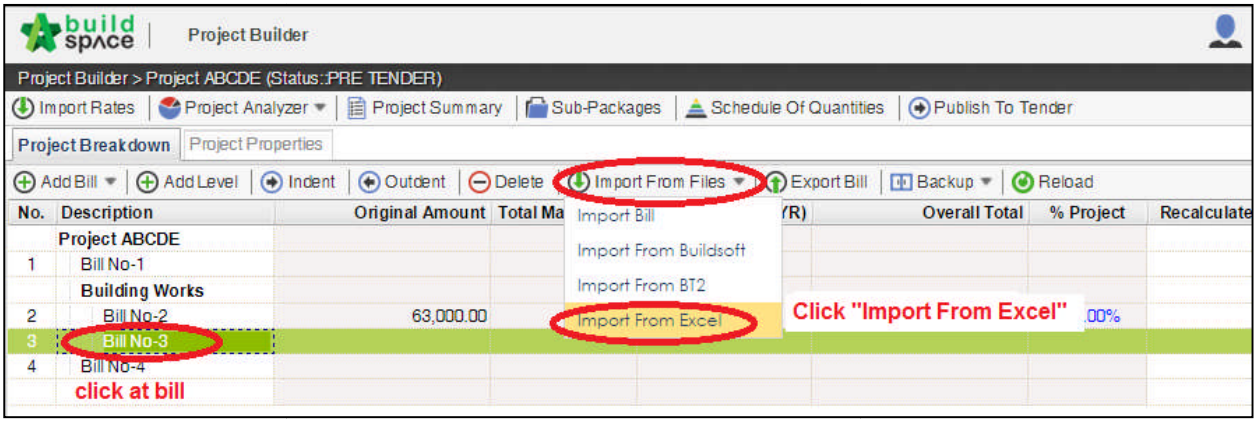
Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

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

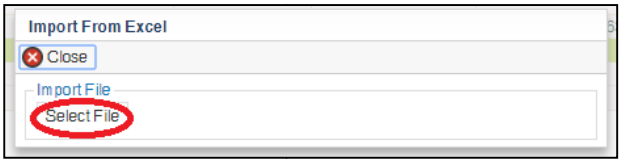


Note: Please make sure all items to be priced by tenderer have qty. Even for lump sum item need to have qty "1" or set it as ITEM-LS in the system's item type.

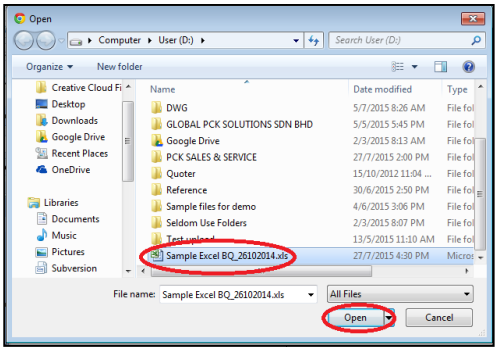
2. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".



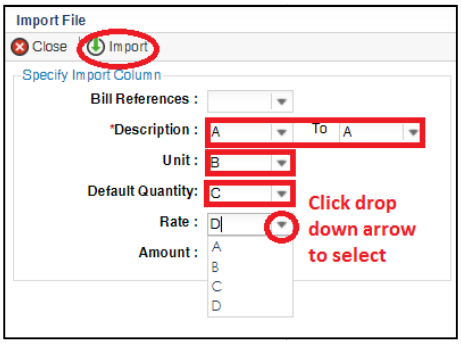
3. Click at "**Select File**".



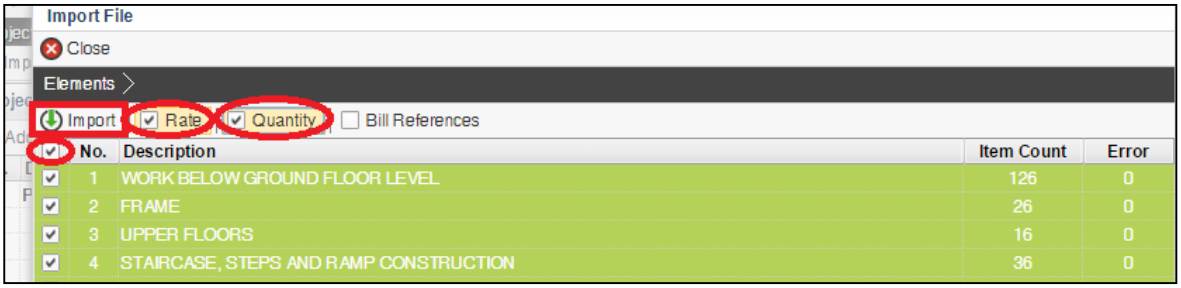
4. **Select excel file** and click at "**Open**".



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**".

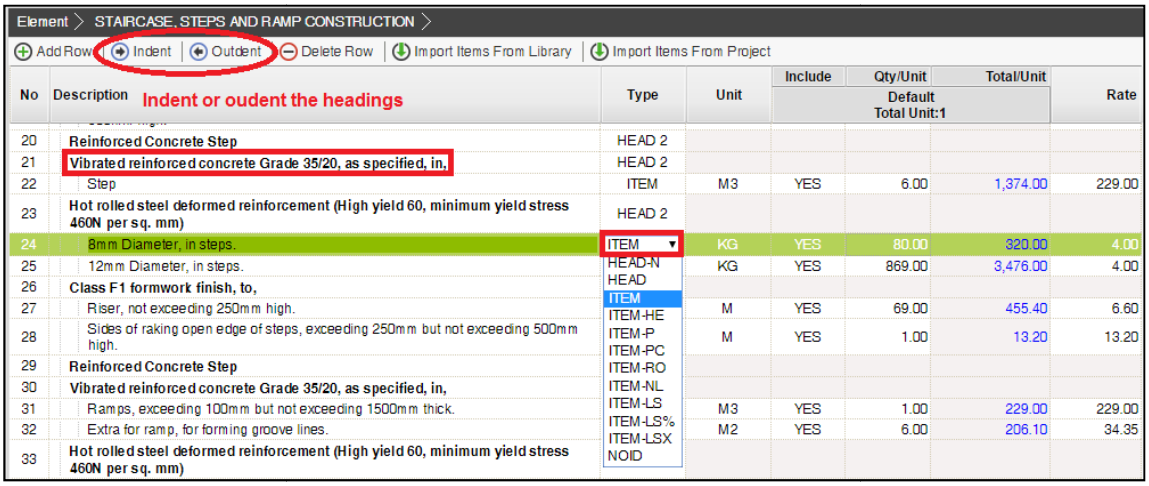


6. Then you can tick which element (**these elements are coming from Excel sheets**) you want to import or tick all and select "Rate" and/or "Quantity" if you want to import with Rate or Quantity. After that click at "Import".



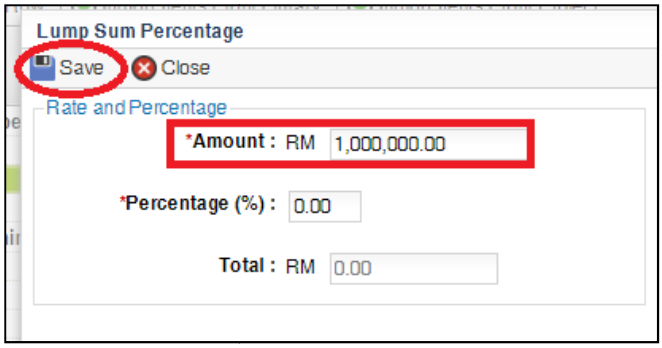
7. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press "**Enter**" at "Type" cell, then click at **drop down arrow** to select the type and press "**Enter**" again to save. Besides, you also need to double check the "**heading**" by **Indent**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

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

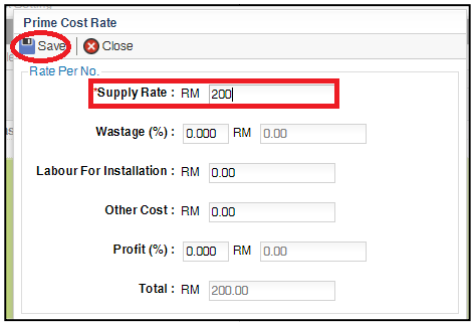


8. The following shows the common item types that you need to change if you have;

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***)



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

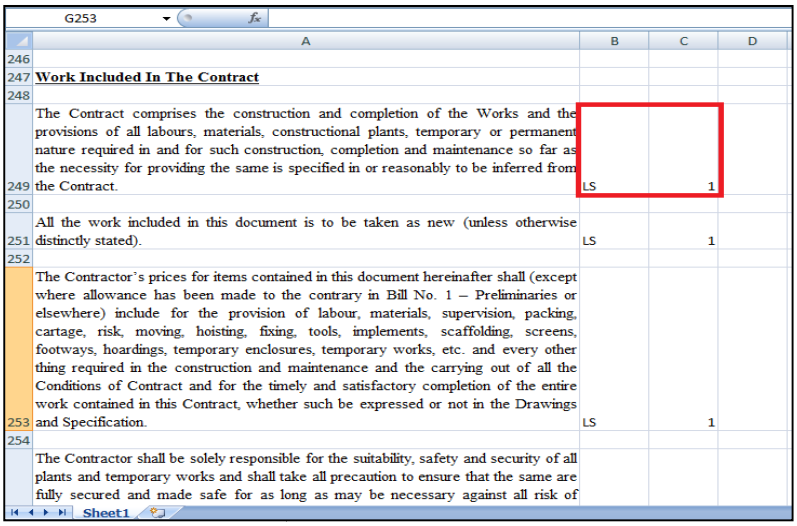


g) **Allow for any other item** to be keyed in by the tenderer – change item type to "**ITEM-NL**"

h) **For other item types, please visit** http://forum.buildspace.my/viewtopic.php?f=17&t=32

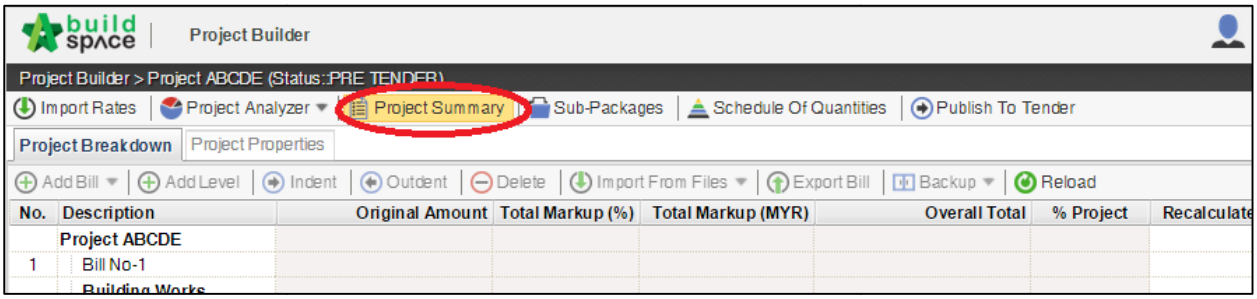
i) **Other tutorials** http://forum.buildspace.my/viewforum.php?f=17

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

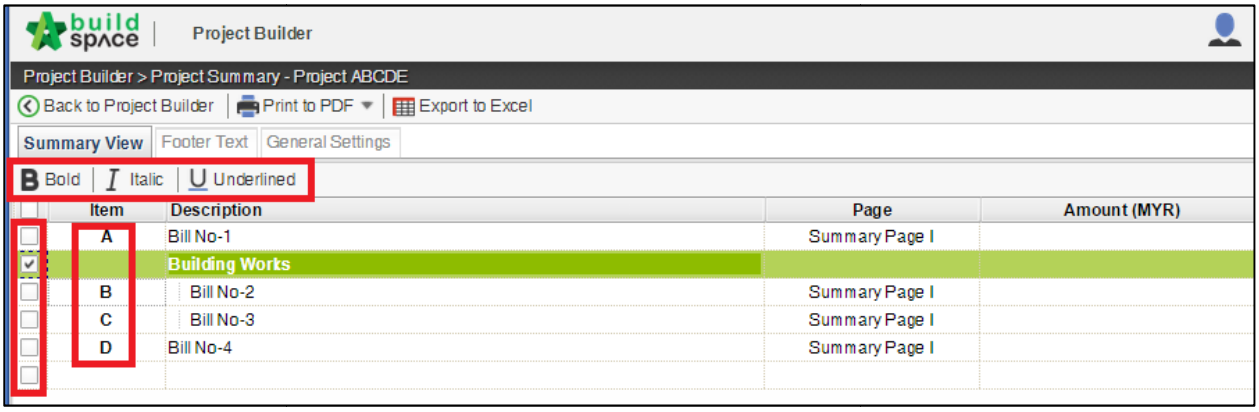


How to print project/tender summary

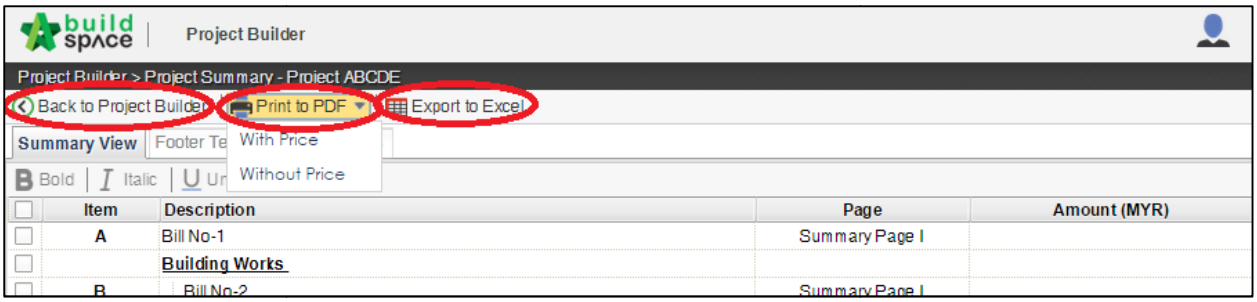
1. Click at "**Project Summary**".



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

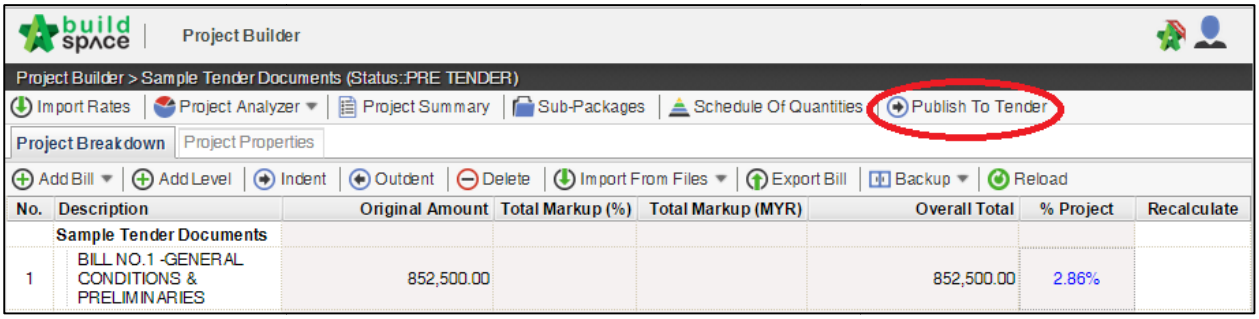


3. Click on "**Back to Project Builder**" to go back to your project. Click "**Print to PDF**" to printout your tender summary or click "**Export to Excel**" to export your tender summary to Microsoft Excel.



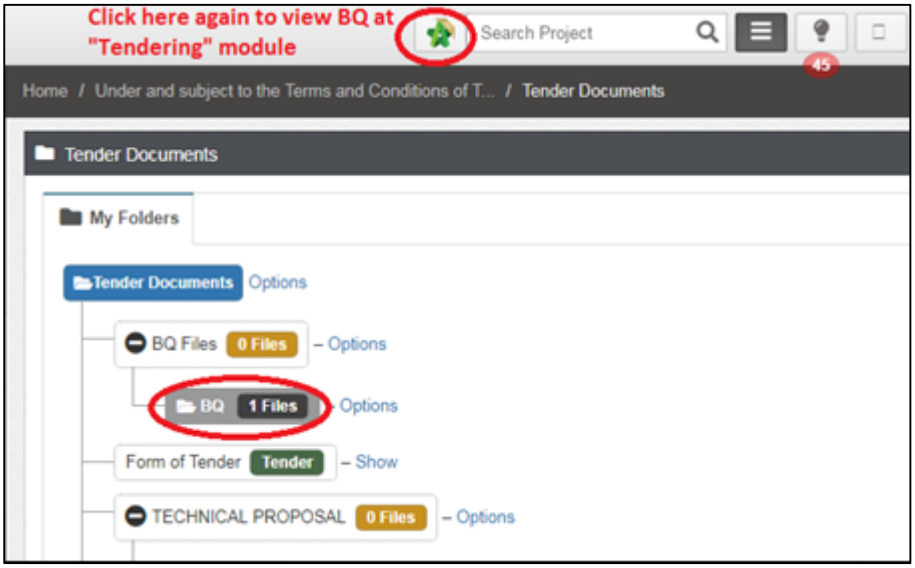
How to publish the project to tendering (only do this once your BQ is finalized)

1. Once you had completed your BQ and you need to press a "**Publish To Tender**" button to move your project to tendering stage.
   Note: When BQ publish to tender, the qty cannot amend unless consultant issue addendum but for pricing consultant stay can key in or amend during tendering stage.



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

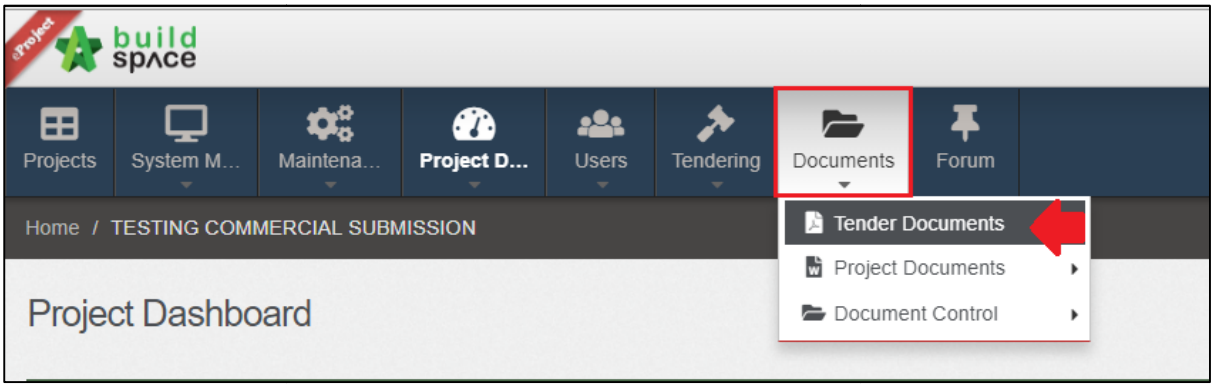
3. Go back to eTender system, you can see your **BQ file** will **auto appear** at "**Tender Document**". Click "**BuildSpace Pro**" logo to access BQ at "**Tendering**" module.



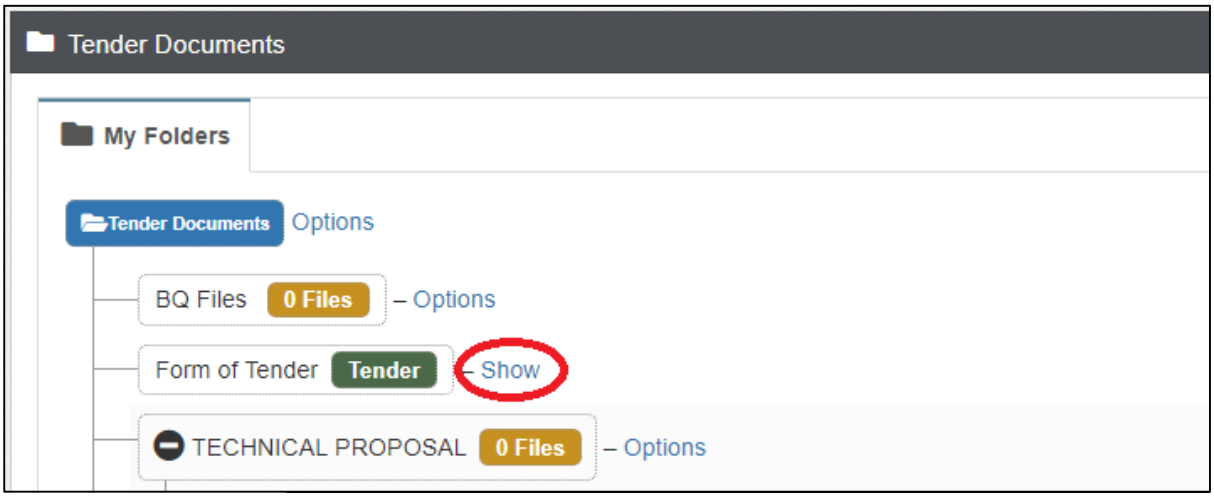
How to edit "Form of Tender" at a project

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

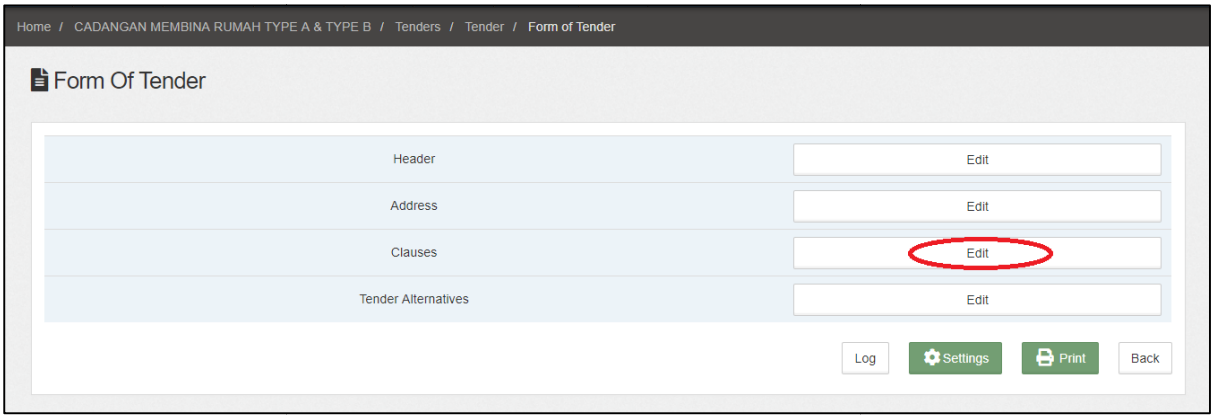
1. Login to eTender system, open a project and click **"Documents"** and then click **"Tender Document"**



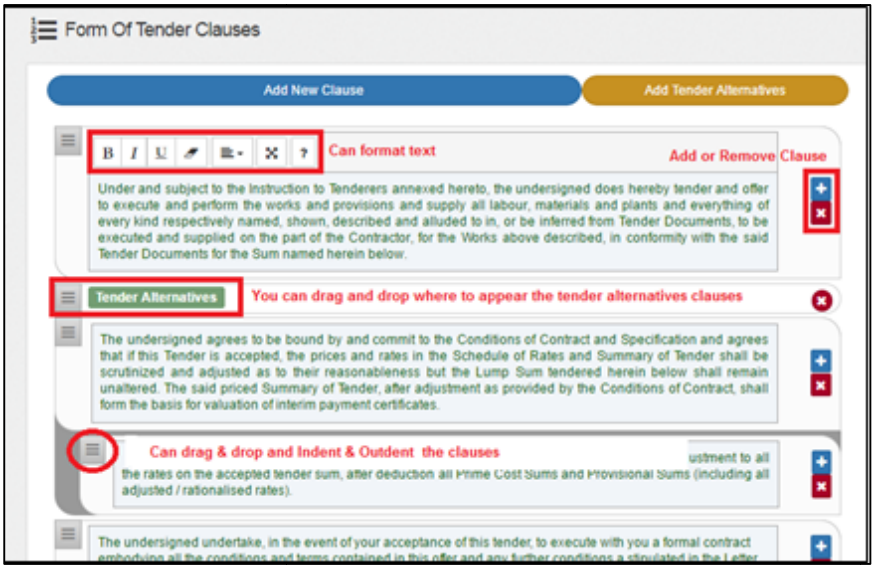
2. click at "**Show**" beside the "**Form of Tender**".



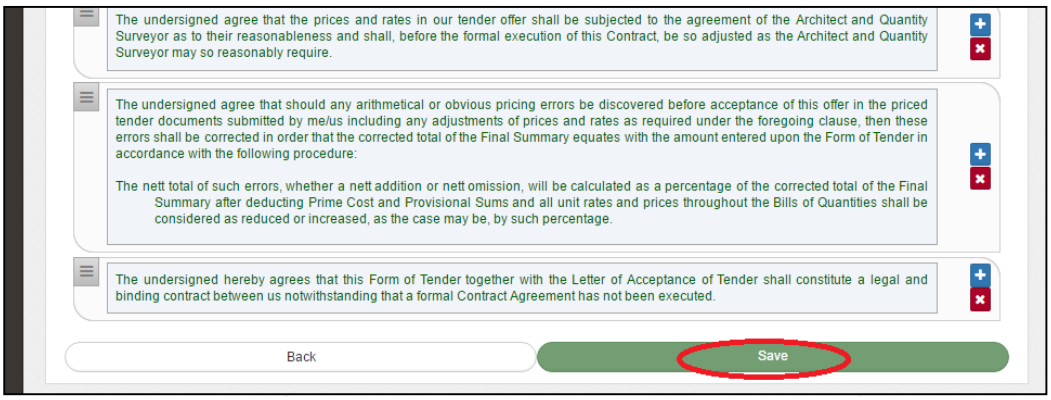
3. Click at "**Edit**" to edit form of tender. For example, if you want to edit the clauses, just click **"Edit"** beside the "**Clauses**" menu.



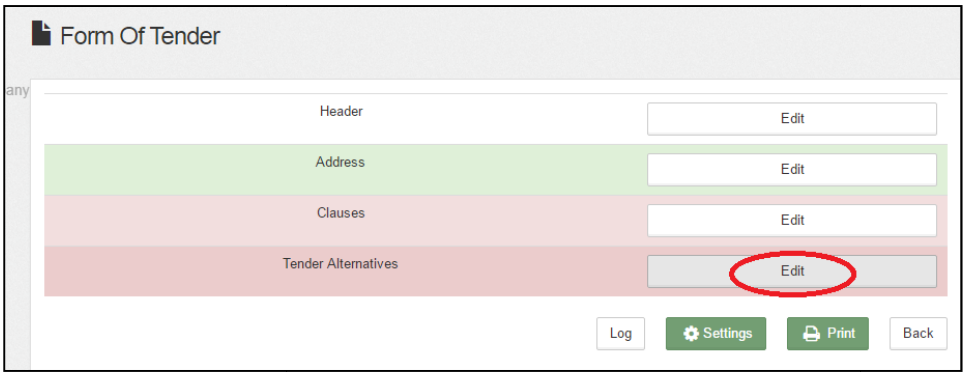
4. You can **move/edit/indent/outdent/add/delete** clauses easily. You can choose where to appear the "**Tender Alternatives**" clauses which you can select the list of options of tender alternatives clauses at **"Tender Alternatives" section**.



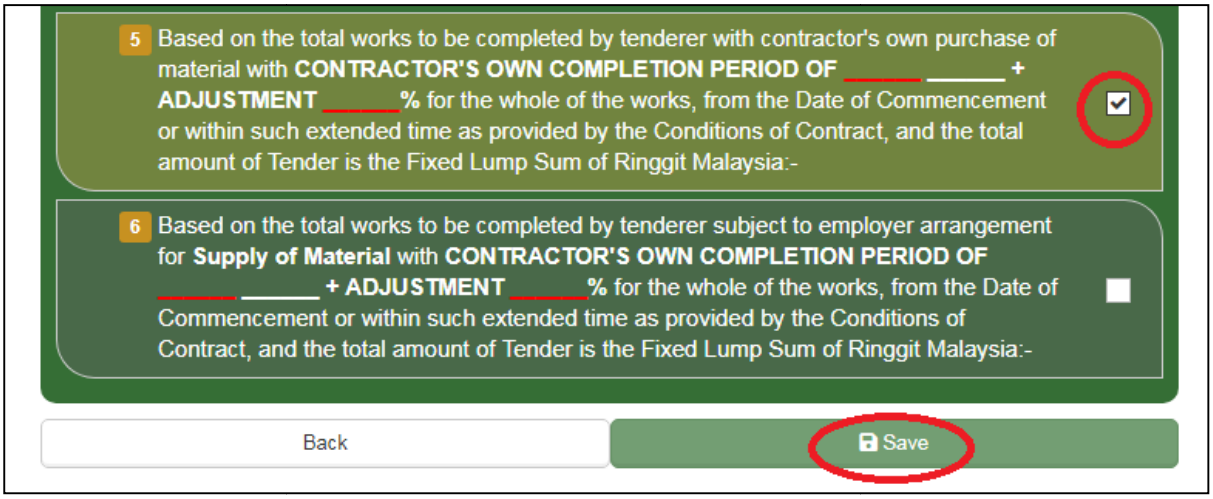
5. Once you finish editing, click "**Save**".



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



7. 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.



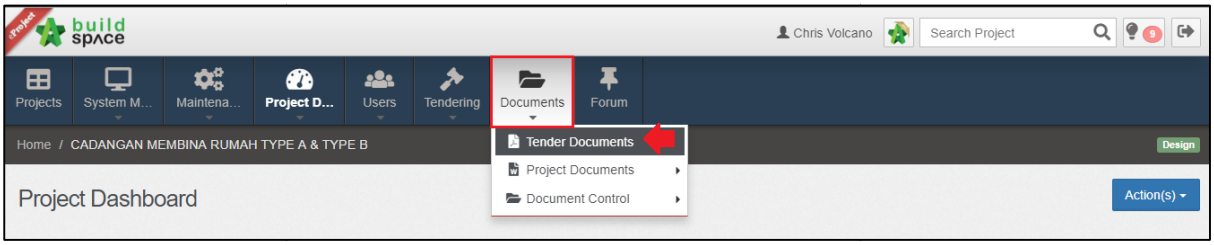
8. Then you can print preview by click at "**Print**" button.

How to upload tender documents

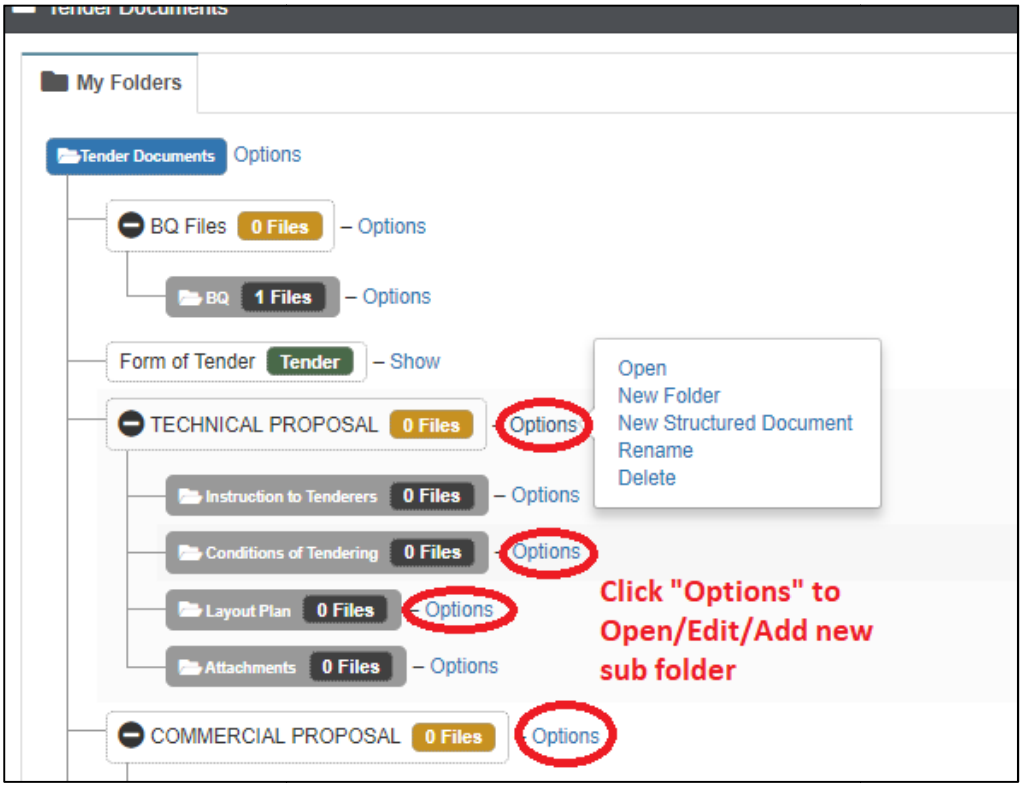
Note: Only parties assign to Calling Tender or Group Access to Tender Documents can access to "Tender Documents" menu of a project and only "Editor" can upload files.

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

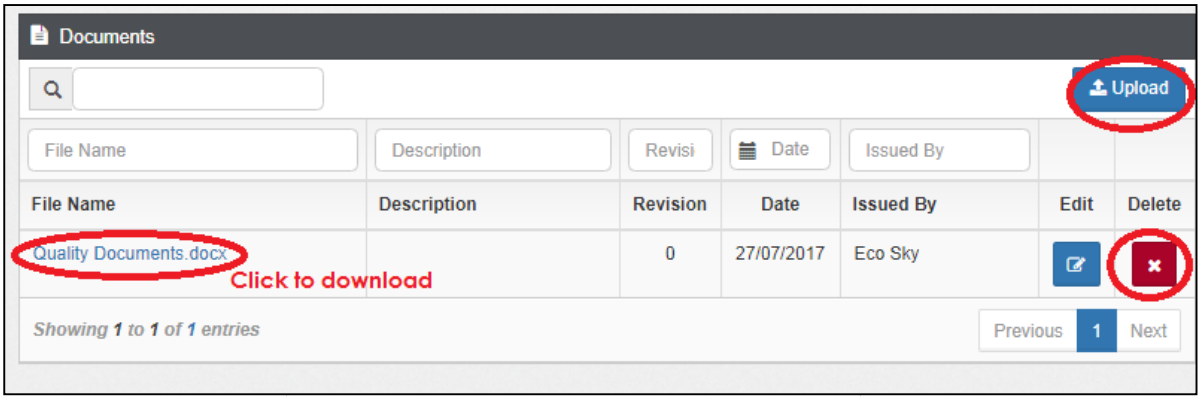
2. Click **"Documents"** and then click "**Tender Documents**" menu.



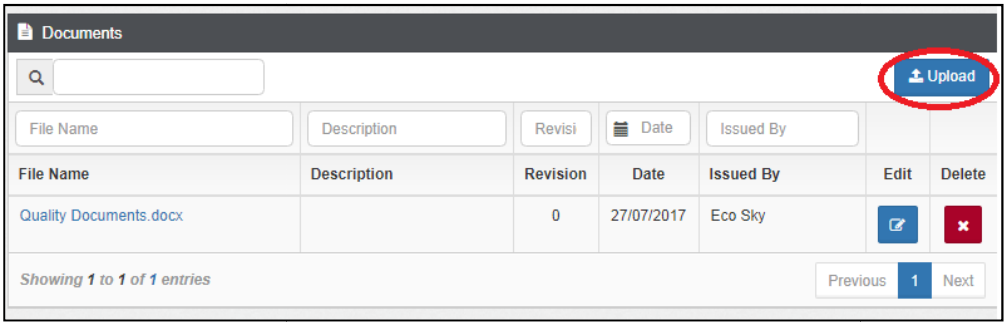
3. You can see default folders "**BQ Files**" & "**Form of Tender**". It is **auto generated**. Click at "**Options**" to "Open" or create a new folder or sub folder.



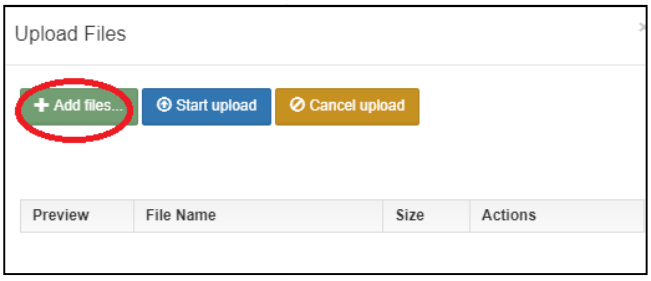
4. When you click "**Open**", you will see the following screen and the file which you can download. To download, just click at "**File Name**" and save to your desire location or click at "**Upload**" button to upload a new file. You also can "**Delete**" the file.



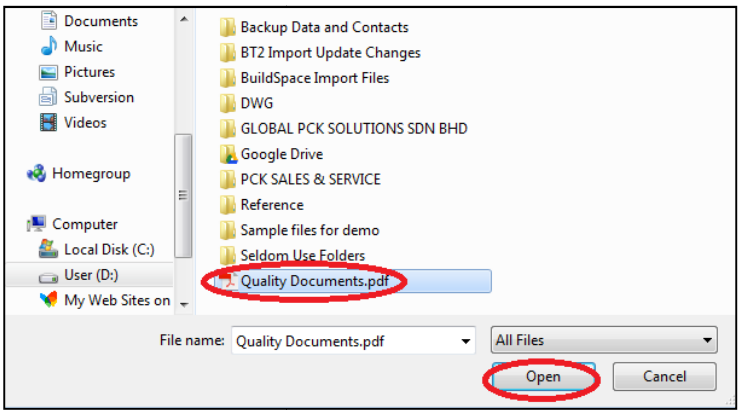
5. Click at "**Upload**" button to upload tender document.



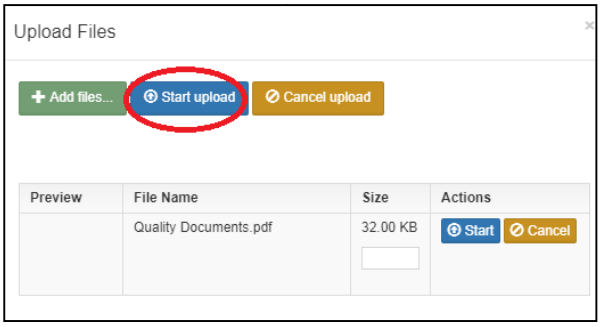
6. You will see the following pop up and click "**Add Files.**"



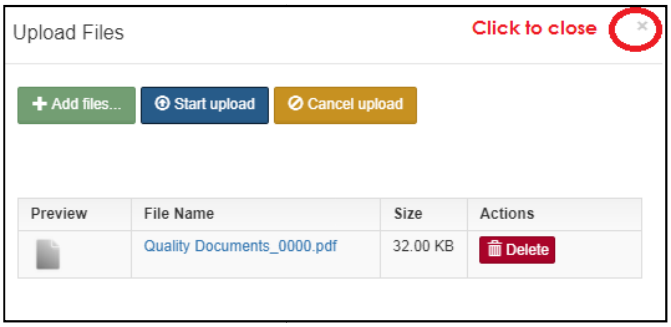
7. Then browse to select the file and click "**Open**". You can select multiple files.



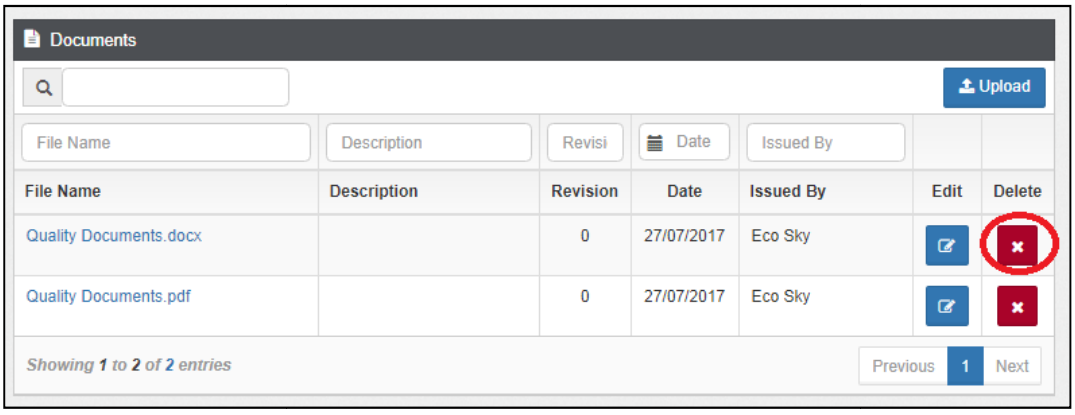
8. Click "**Start Upload**" button.



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.



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



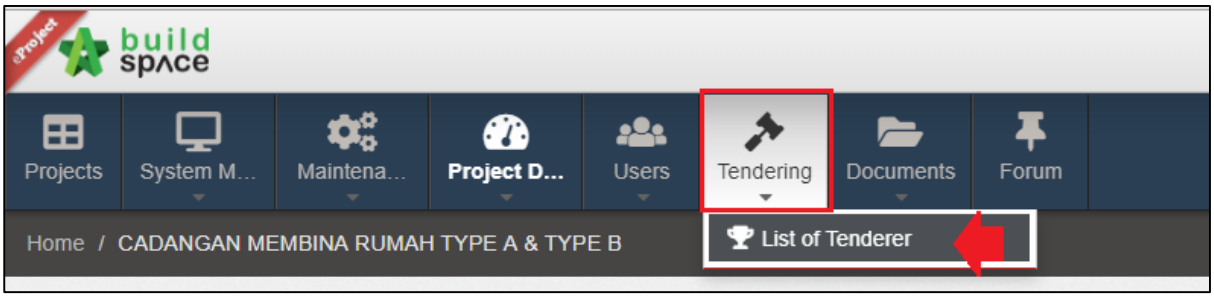
Note: You are advisable to upload PDF file into tender document.

How to prepare "Calling Tender" form

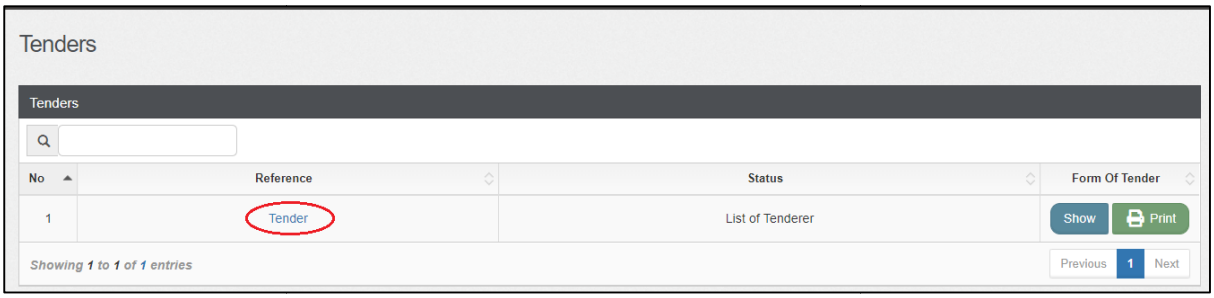
Note: Only "Editor" can prepare this form and for "Group Access to Tender Documents" only. Only appear after "List of Tenderer" form had been submitted.
Note: Consultant will be received email notification after C&C submit list of tenderers.

1. Login to eTender system with **username and password,** click **"Project Title"** or click **"Open Project".**

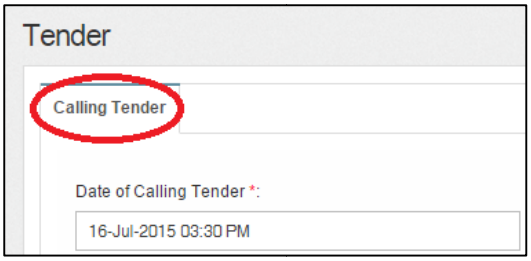
2. Click at "**Tendering**" menu and then click at "**List Of Tenderer**".



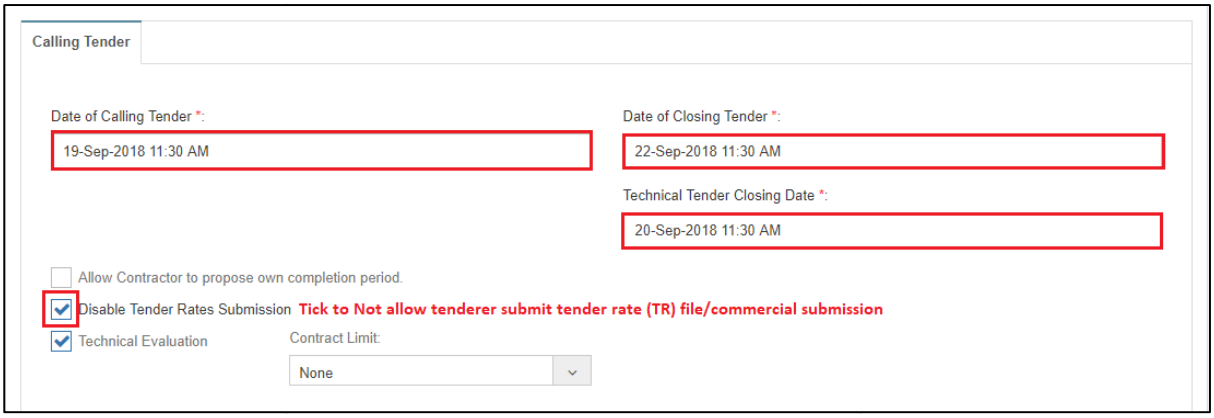
3. Click **"Tender".**



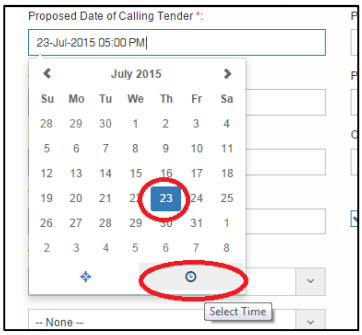
4. Click at "**Calling Tender**" tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).



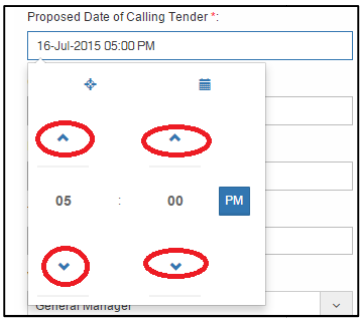
5. Consultant can amend the date and time for **"Calling Tender, Closed Tender & Technical tender closing"** and can **tick disable tender rate submission** (If required) only.



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

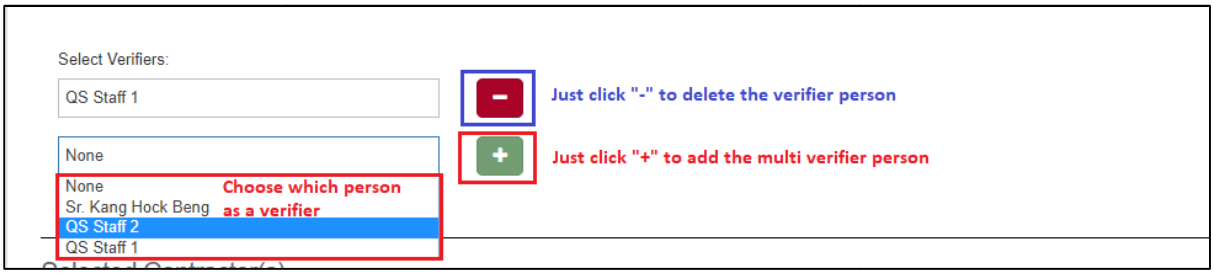


Set the time and click outside the box or other field to continue fill up the form.



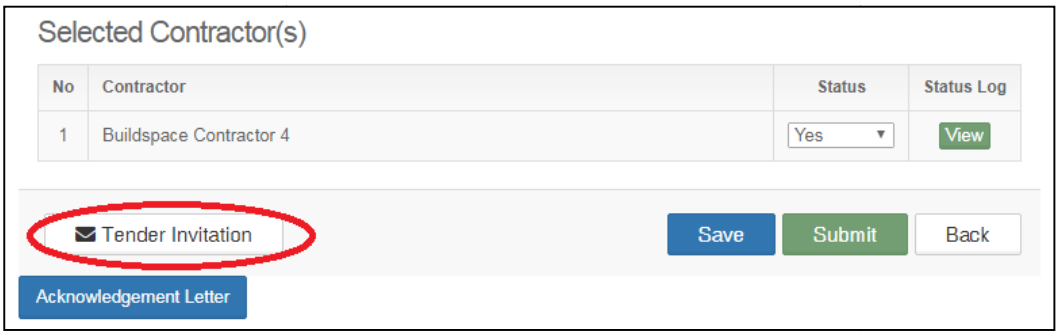
6. Can select verifier (If required)

Note: Verifier from your company not from C&C

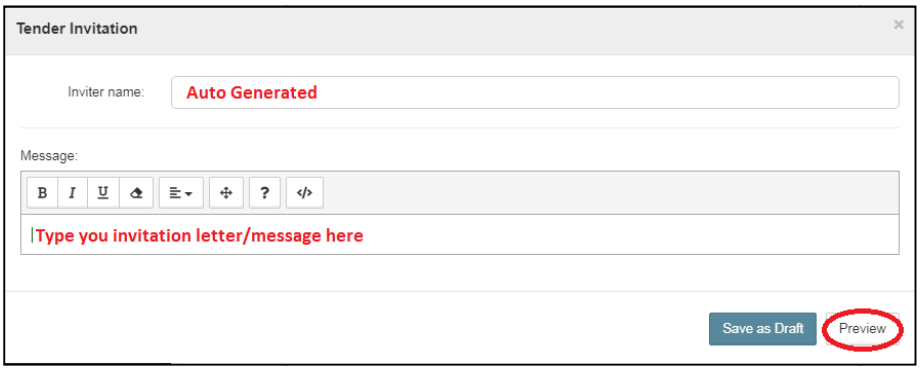


Note: Consultant must prepare & submit Tender Invitation before submitting Calling Tender Form.

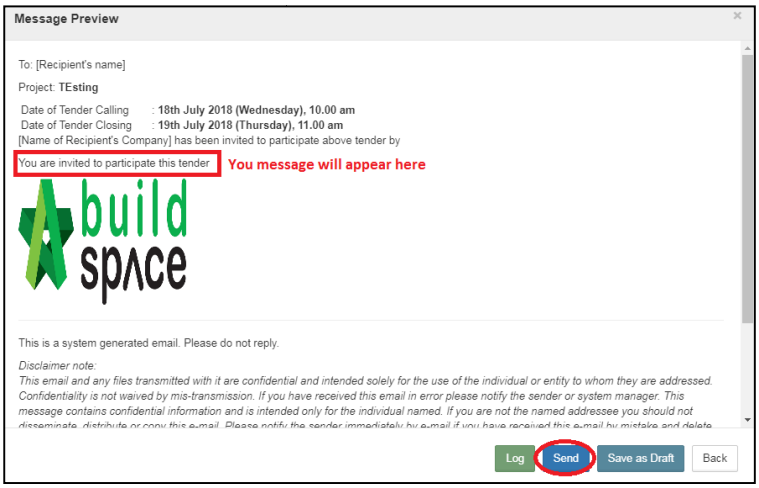
7. You can click "**Send Tender Invitation**" to send out **tender invitation** to the tenderers.



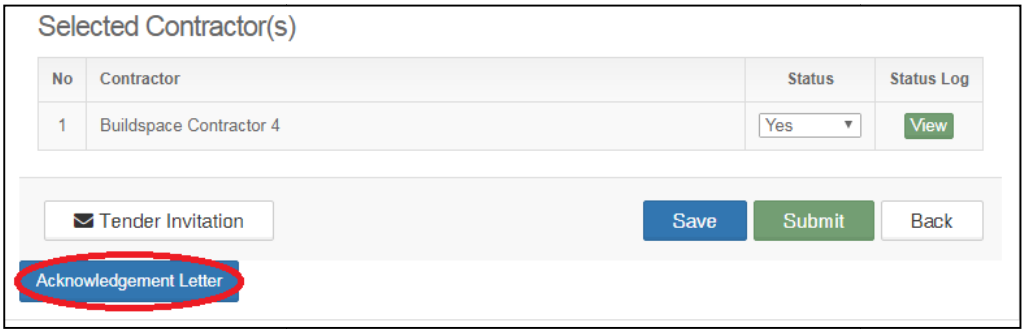
8. You can see the following pop up appear, just type in the message that you want to inform the tenderers and click "**Preview**" button.



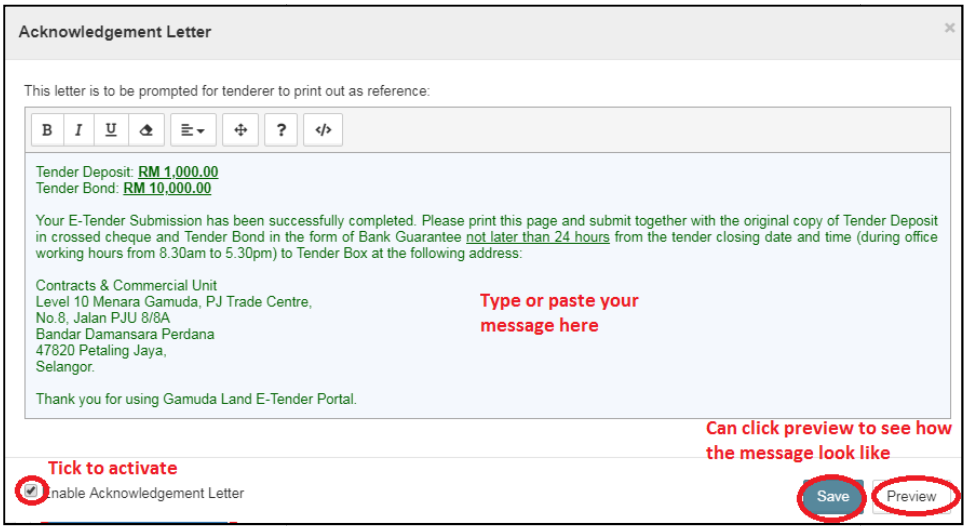
9. You can see the preview of message and click "**Send**" to send to all individual tenderer.



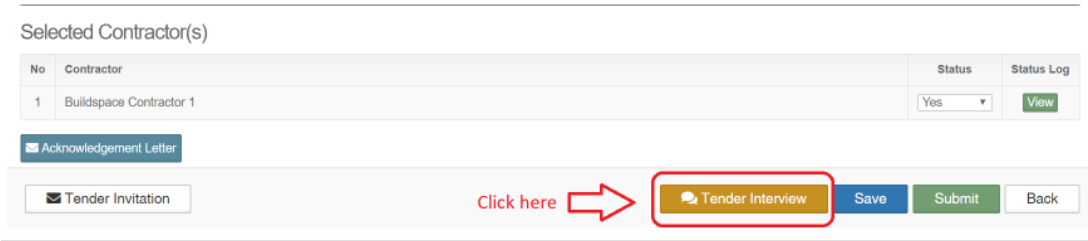
10. You can activate the "**Acknowledgement Letter**" for the tenderer to print out after they had submitted their tender. Click at "Acknowledgement Letter" button.
Note: Acknowledgement letter only will be amend after submit calling tender form.



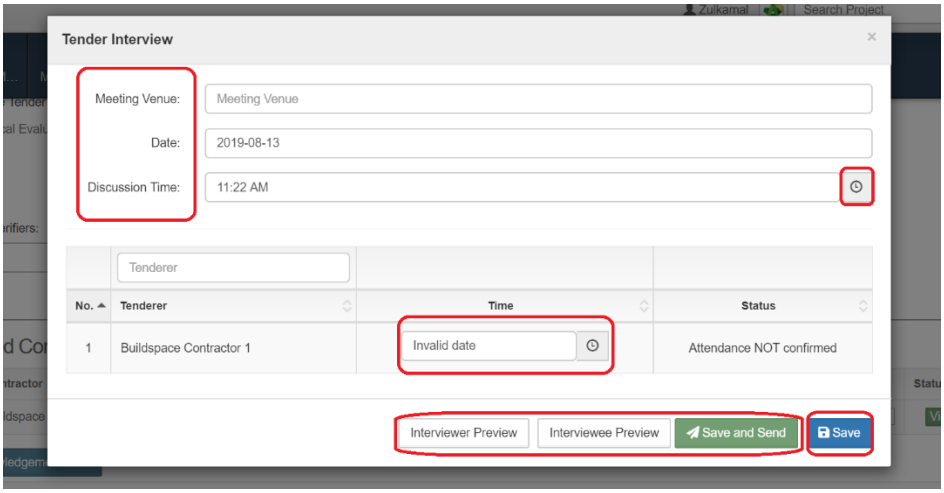
11. Can see the following screen. "**Tick**" to Enable Acknowledgement Letter. Then type your message and click "**Save**".



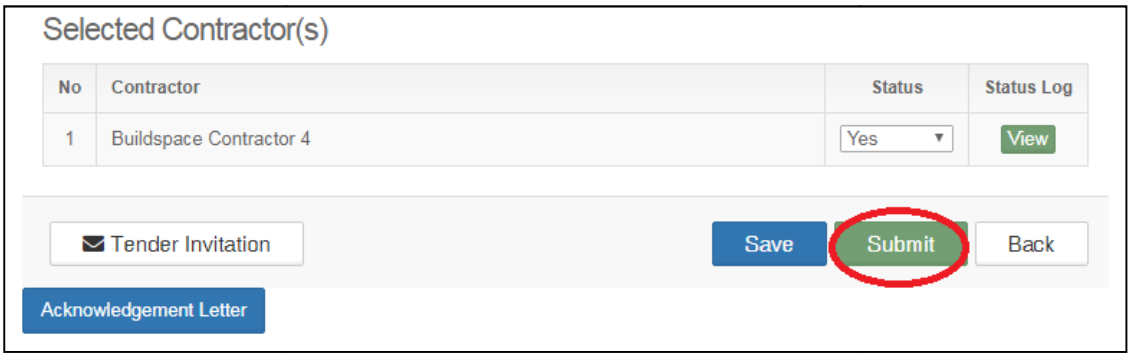
12. To set up a "Tender Clarification Meeting" click on "Tender Interview"



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.



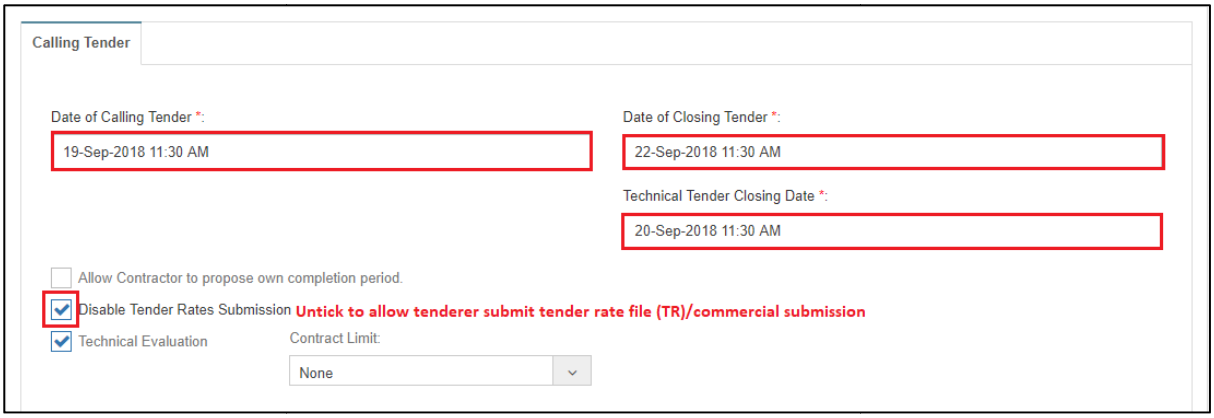
14. You can "**Save**" the form or "**Submit**" form for verifier to verify the form.



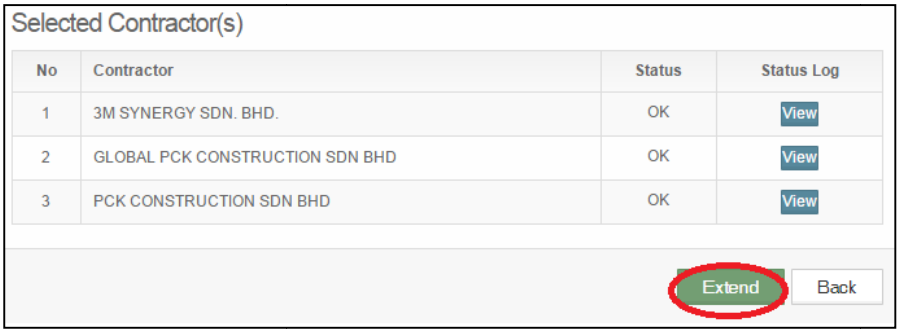
Note: ***Once the calling tender form had been submitted, it will automatically send out email notification to the contractors about the tender. Contractors can be accessed during this calling tender period only.***

How to EXTEND tender

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).



16. Then click "**Extend**".

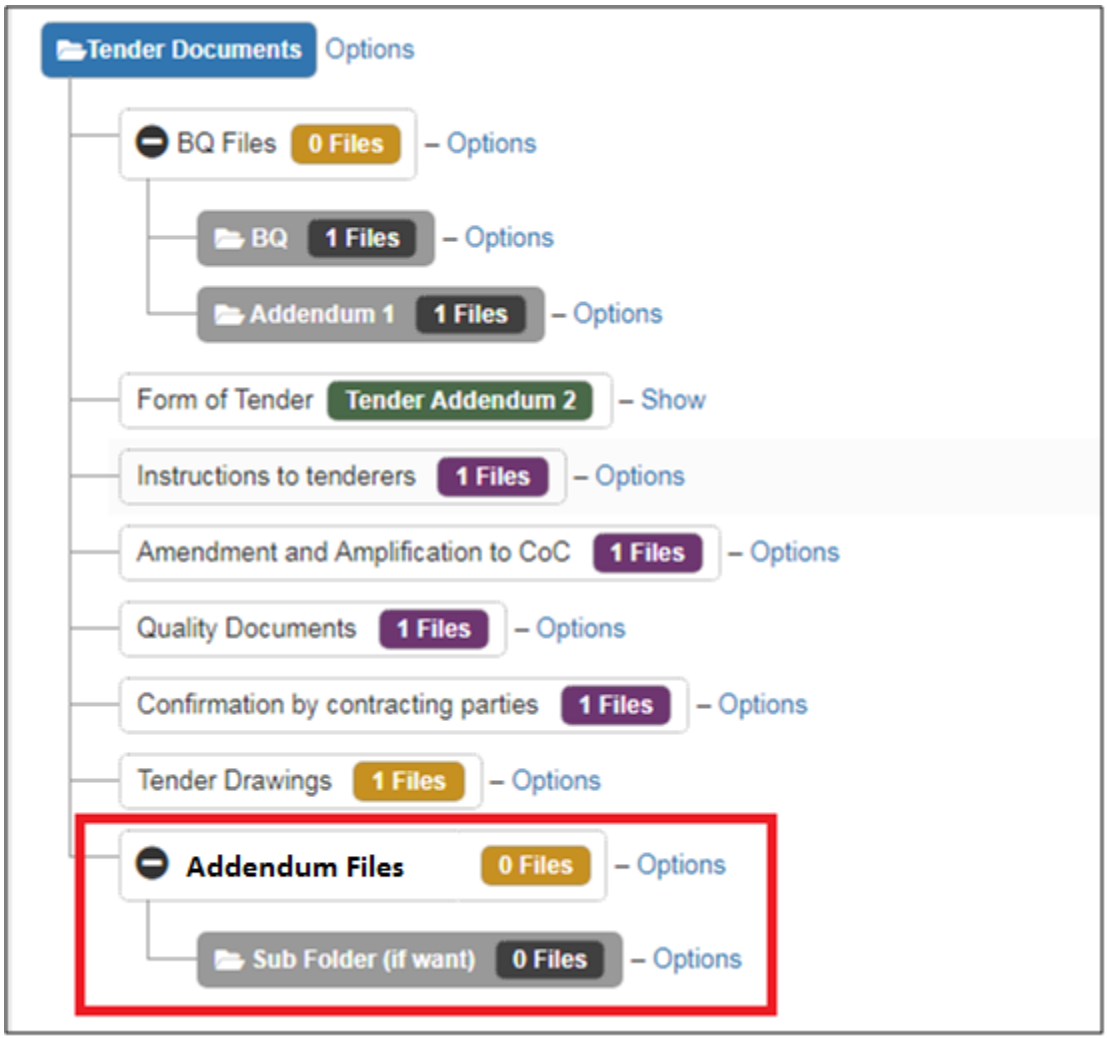


Note: It automatic notify contractor through email and system.

Tender Addendum

How to issue addendum tender documents

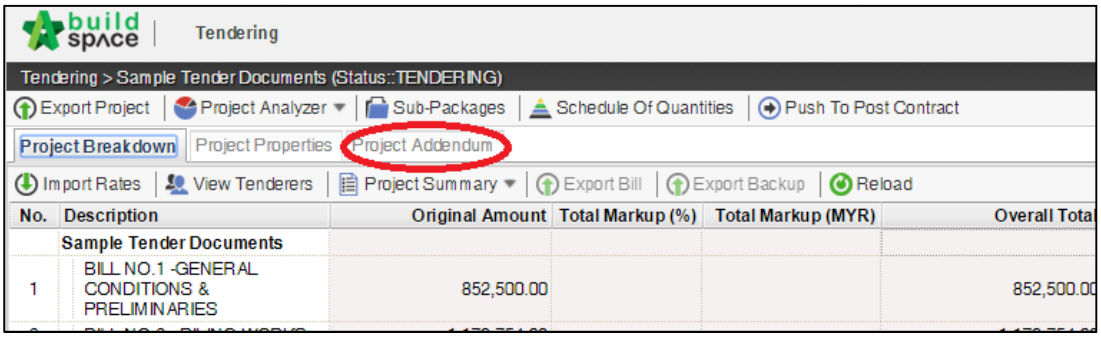
1. Create a new folder called “Addendum 1, 2 or 3 and so on…..” and upload all revised tender documents into it. You can create **sub folder** if you want like below.
   Note: Purpose consultant create new folder for addendum tender document for easier tenderer download the document.



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

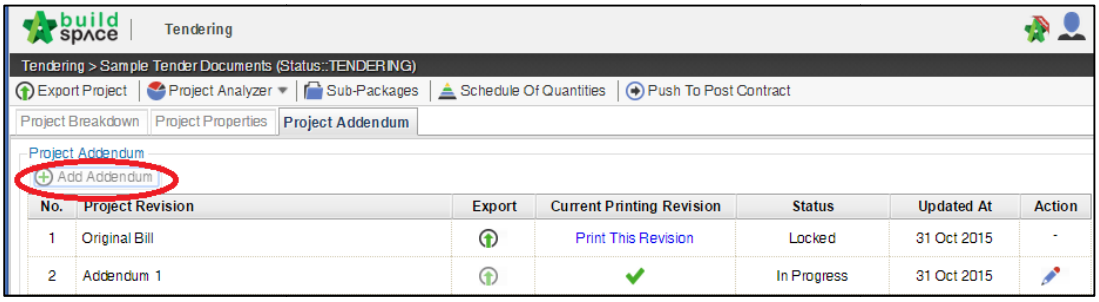
How to issue / add addendum item at BQ

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

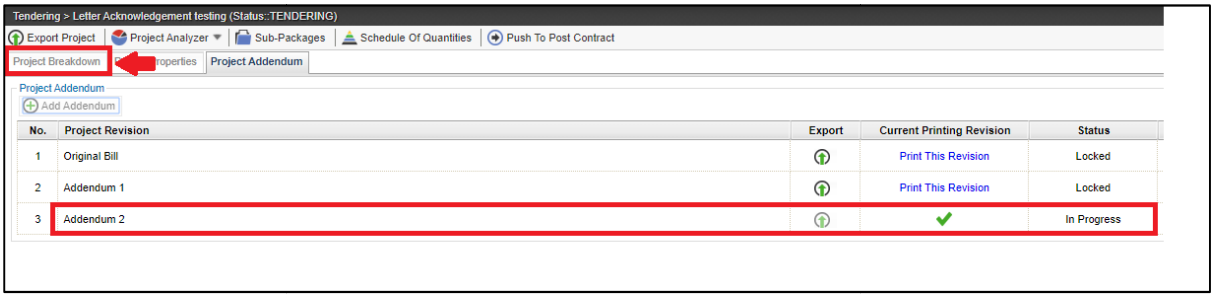


2. Click "**Add Addendum**" to create addendum.

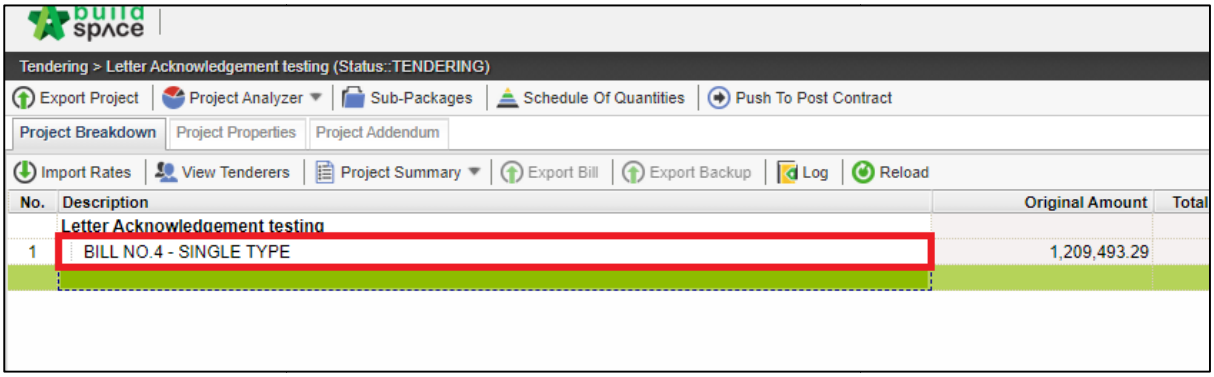
   Note: New addendum will be add after the latest addendum already locked.



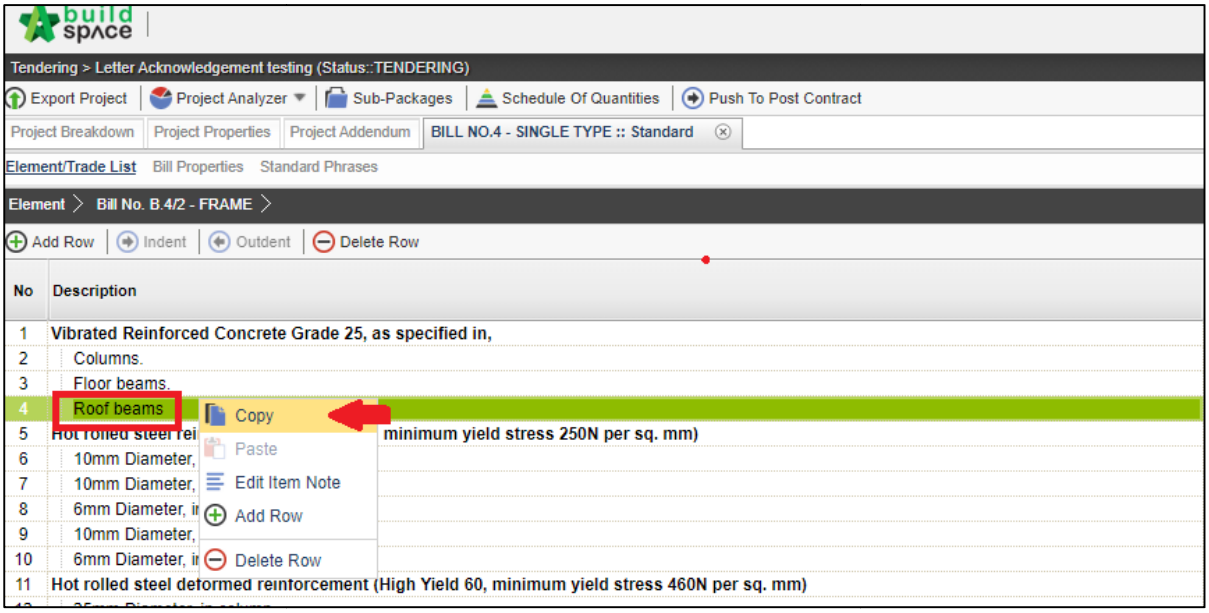
3. Then the system will generate a new revision for addendum. To edit BQ, click at **Project Breakdown** and go to bill level.



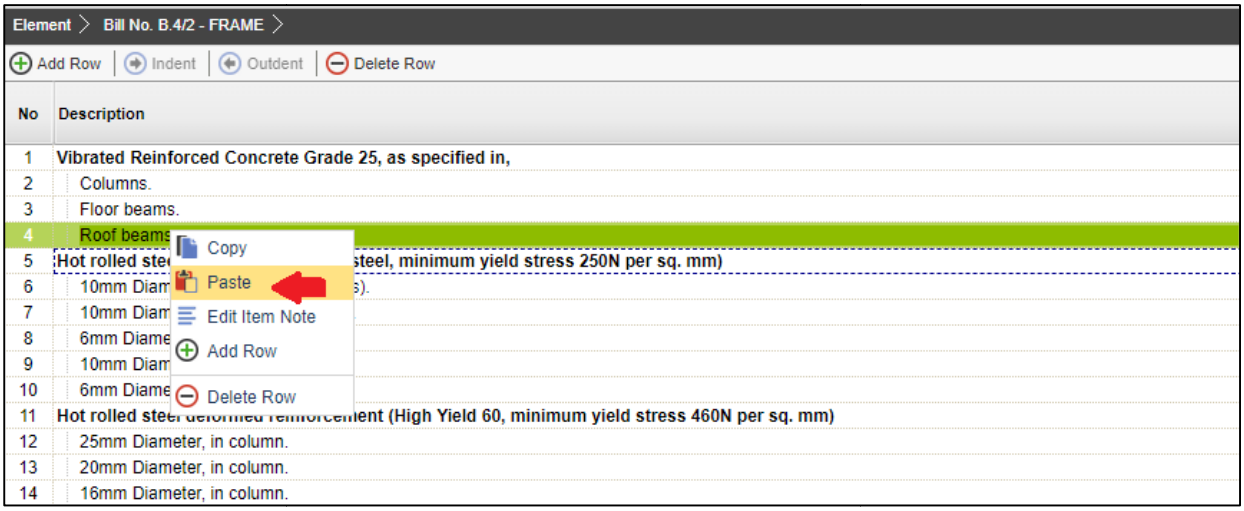
4. Double Click to select the bill and access to Bill/Item level.



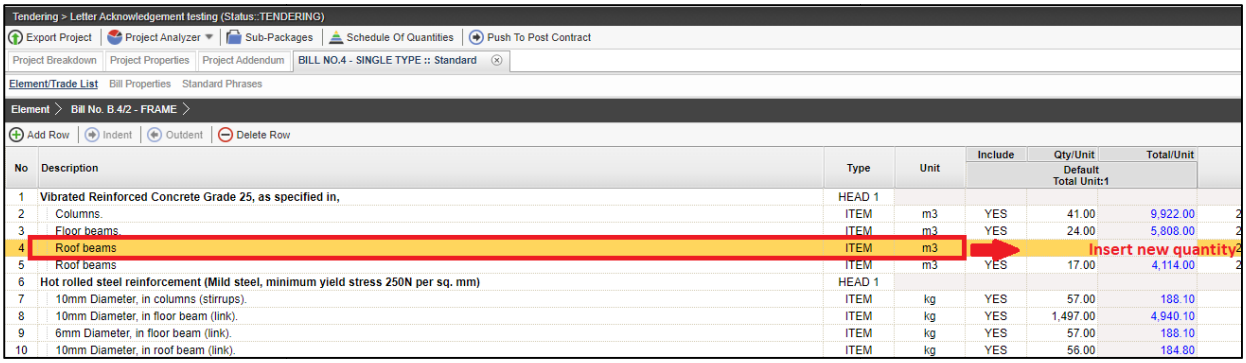
5. While in Item level, **right click** the item that you want to amend, then click **Copy.**



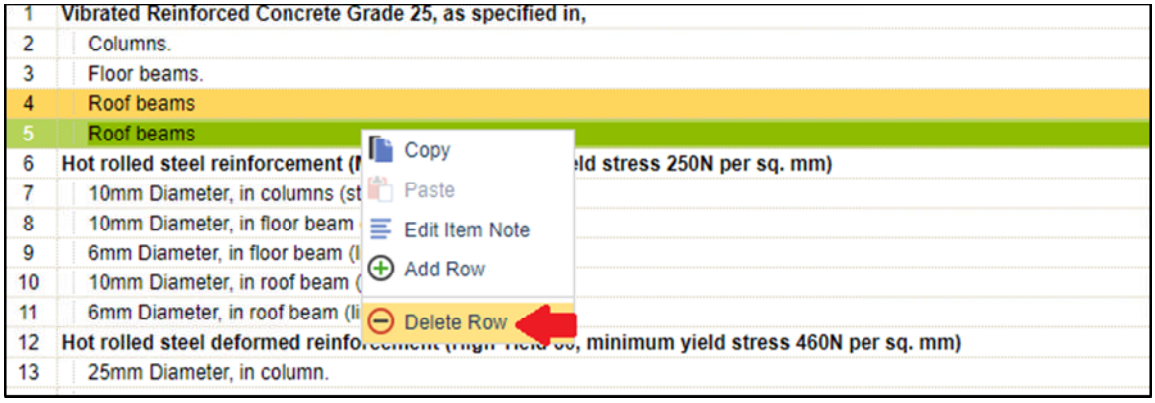
6. Then right click the same item again and click **Paste**.



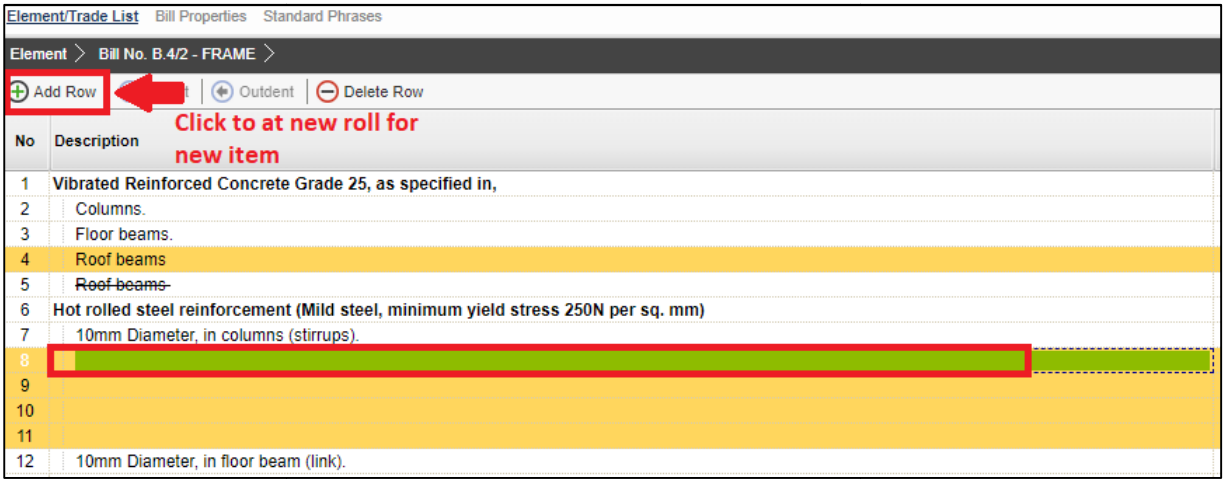
7. A new item is generated with highlighted and you may able to insert new quantity.



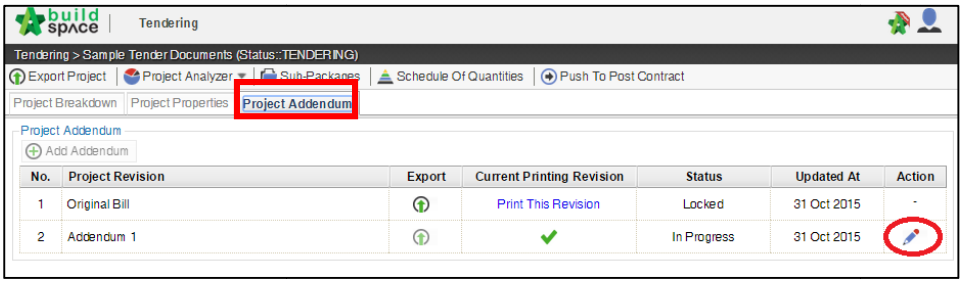
8. Right click at the original item, then click **Delete**. *(However, the original item will still remain in item level but in "Strikethrough" text.)*



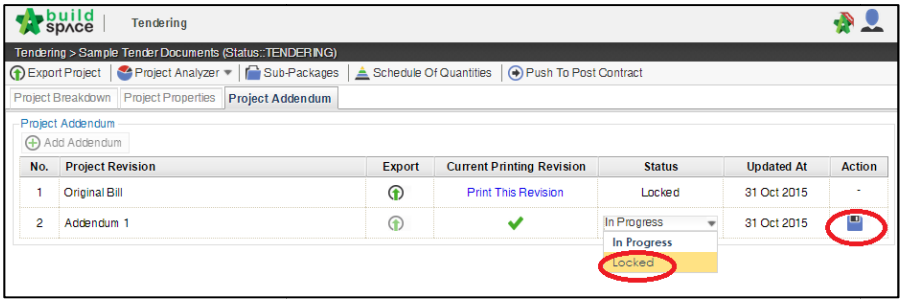
9. Also, you can right click at any item to insert new row for new addendum item.



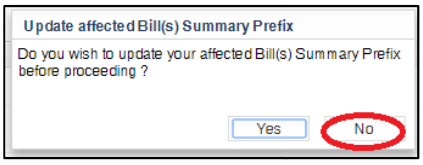
10. Once finish editing for addendum, click at **Project Addendum** and then click **Edit** *(The pen logo)* to lock it.



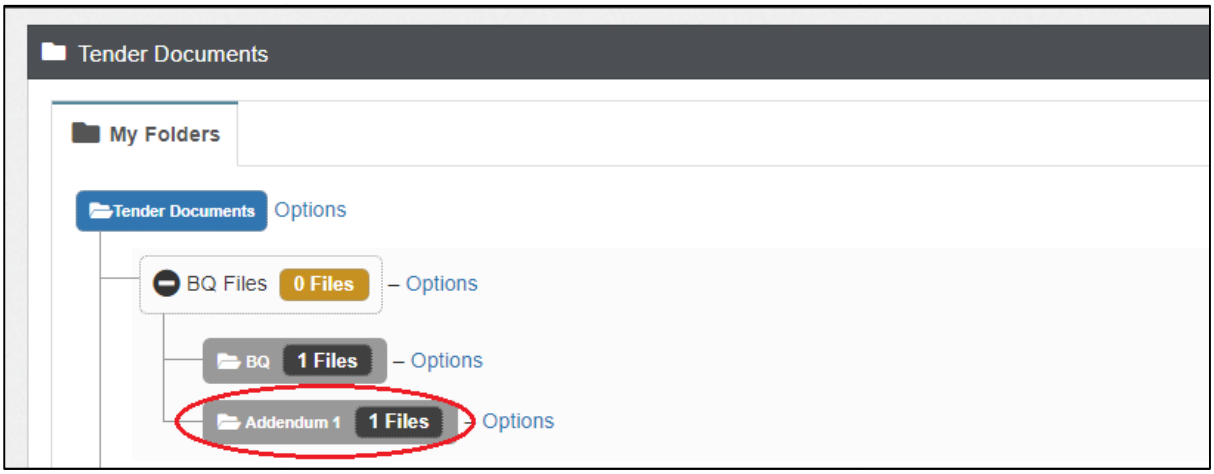
11. Select "**Locked**" and click "**Save**". ***Please don't unlock it again once it's locked***.



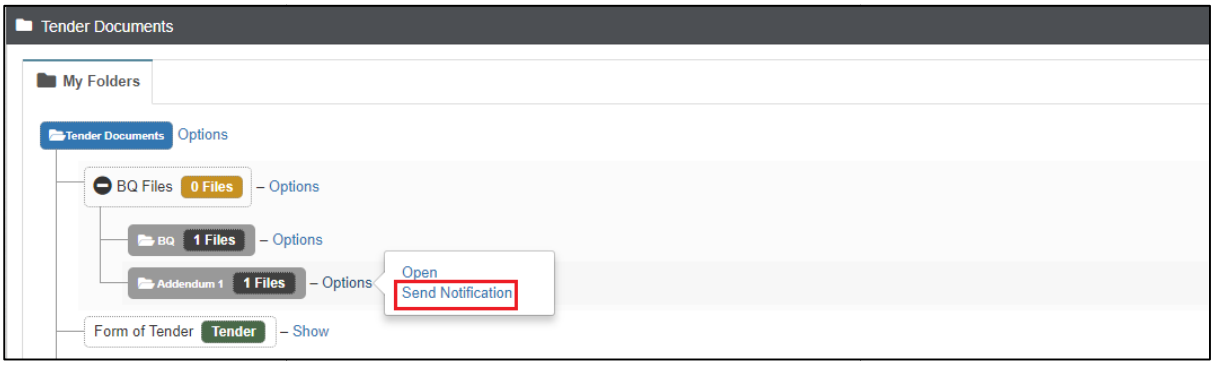
12. The following message will pop up, click "**No**" if you had edited the summary page.



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



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



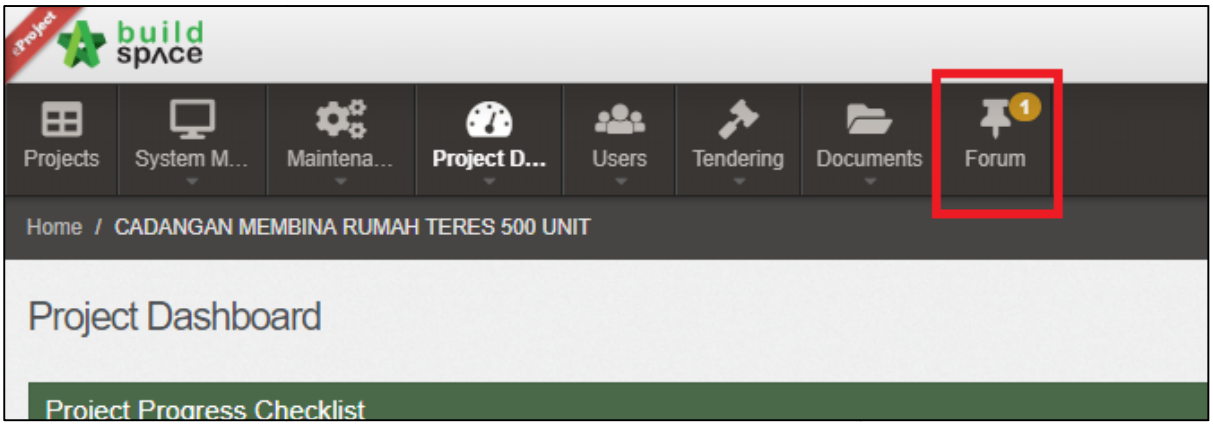
Note: The function of "Project Addendum" also used for capture different version of rates submission by the tenderer. Means if the client required tenderer to re-submit their price, you need to create addendum as well even though there's no changes on BQ, in order to capture the different version of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

Forum

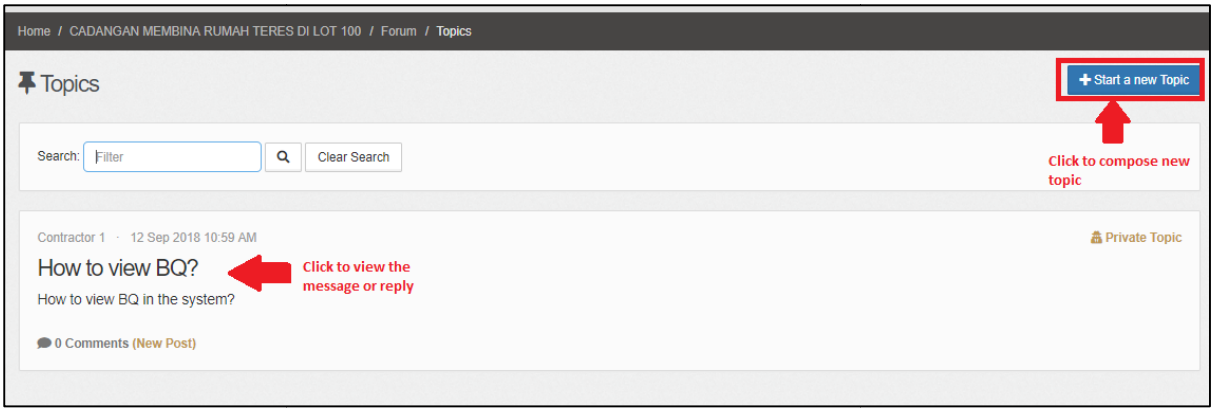
How to reply message from tenderer

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

2. Click at **Forum**.



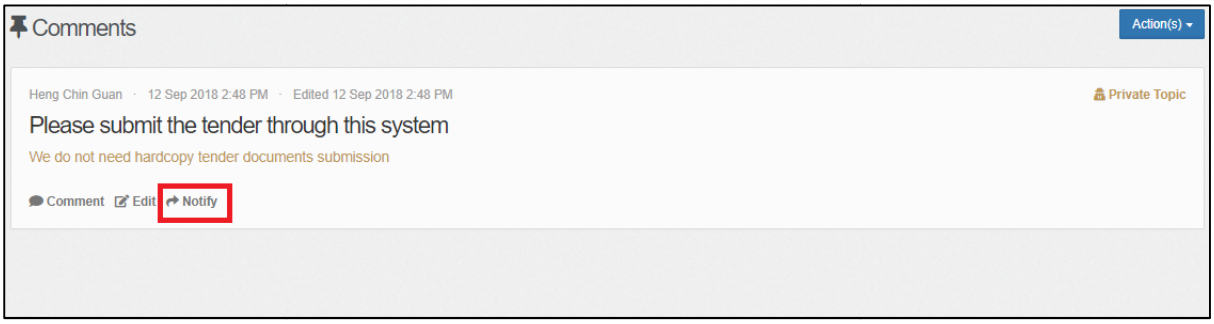
3. To view the message and reply, click at the **Topic**.



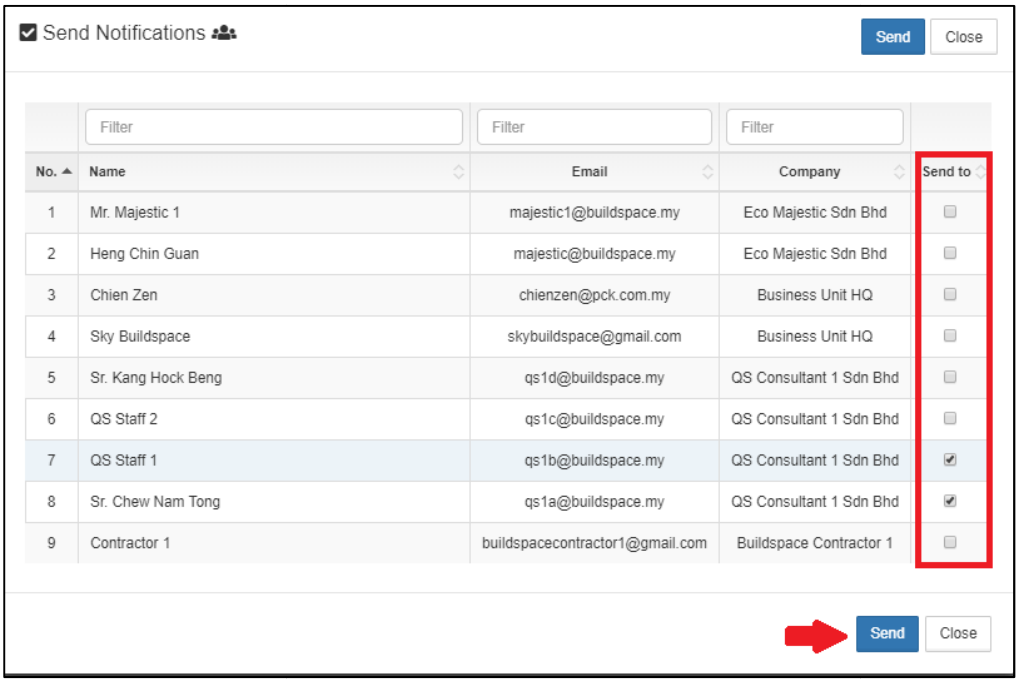
4. Click **Comments** to reply.

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

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



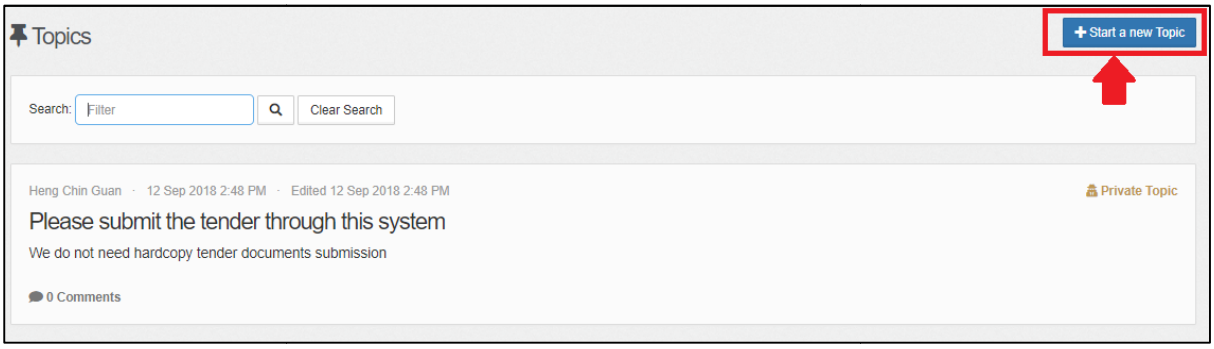
7. You can tick to select the party you want to send to. After that, click **Send**.



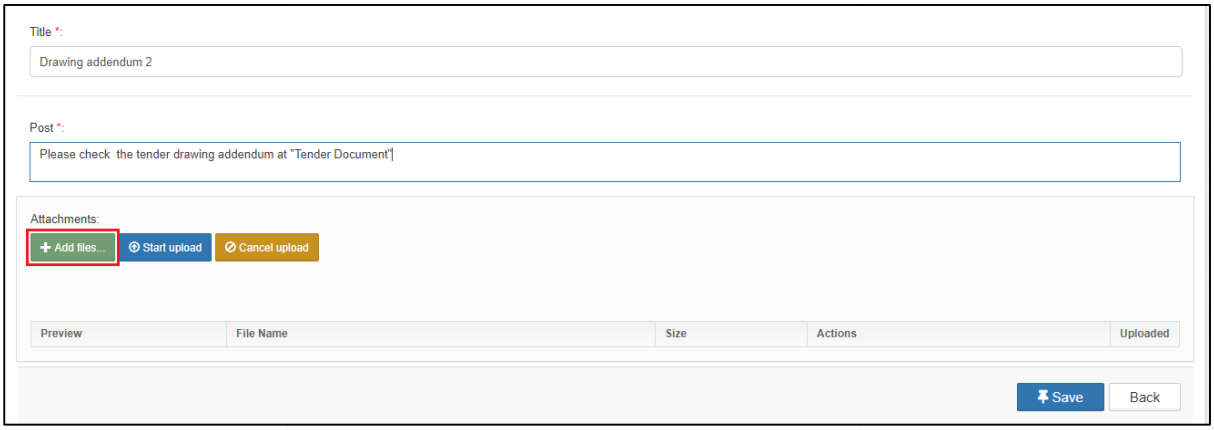
8. Then the selected parties will receive an email notification.

How to compose message to tenderer

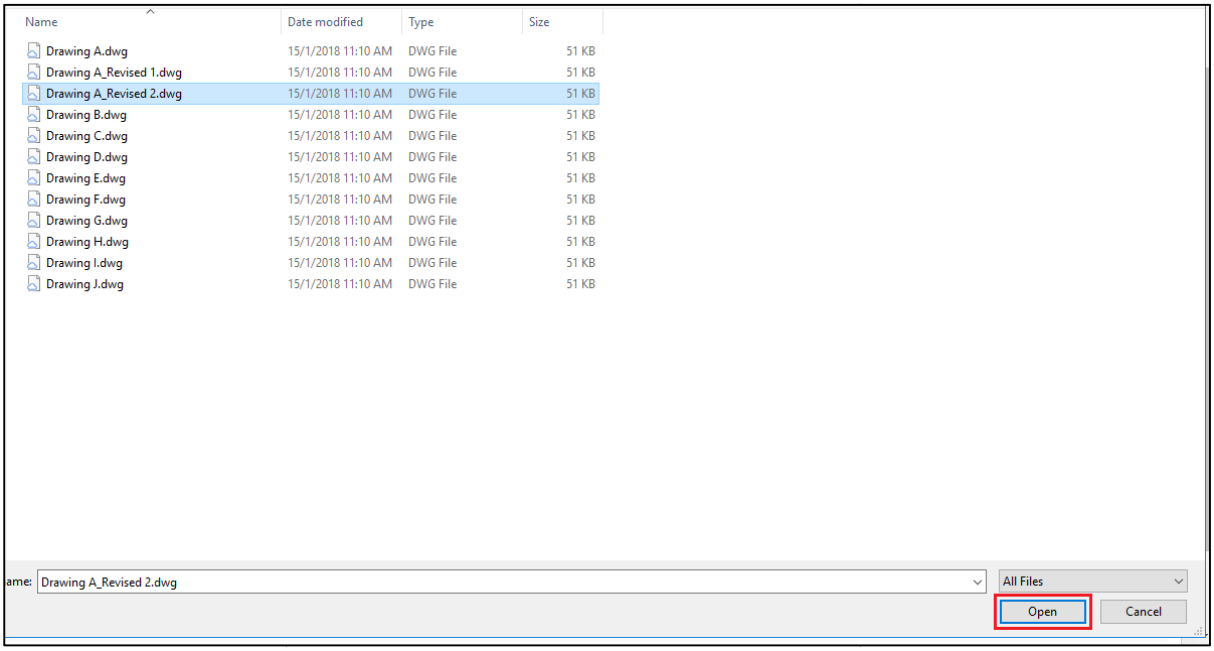
1. Click at **"+Start a new Topic"** to create new topic.



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



3. Click which file and click **"Open"**

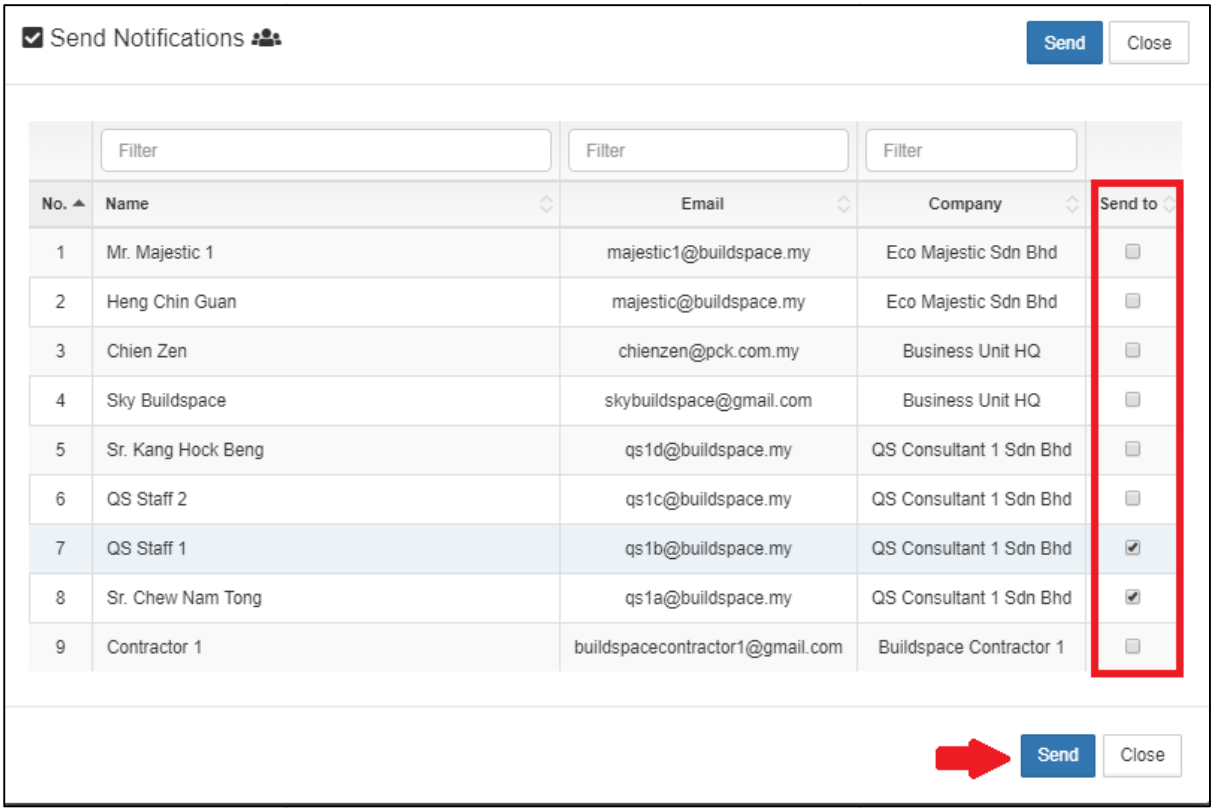


4. Click **“Start Upload”** or **“Start”** to upload the file

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

6. Once the topic already saves, click **“Notify”** to notify the relevant parties.

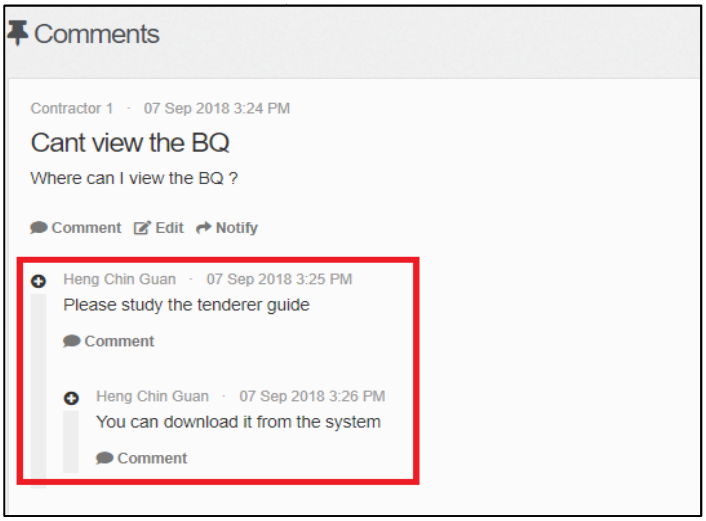
7. You can tick to select the party you want to send to. After that, click **"Send"**.



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

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

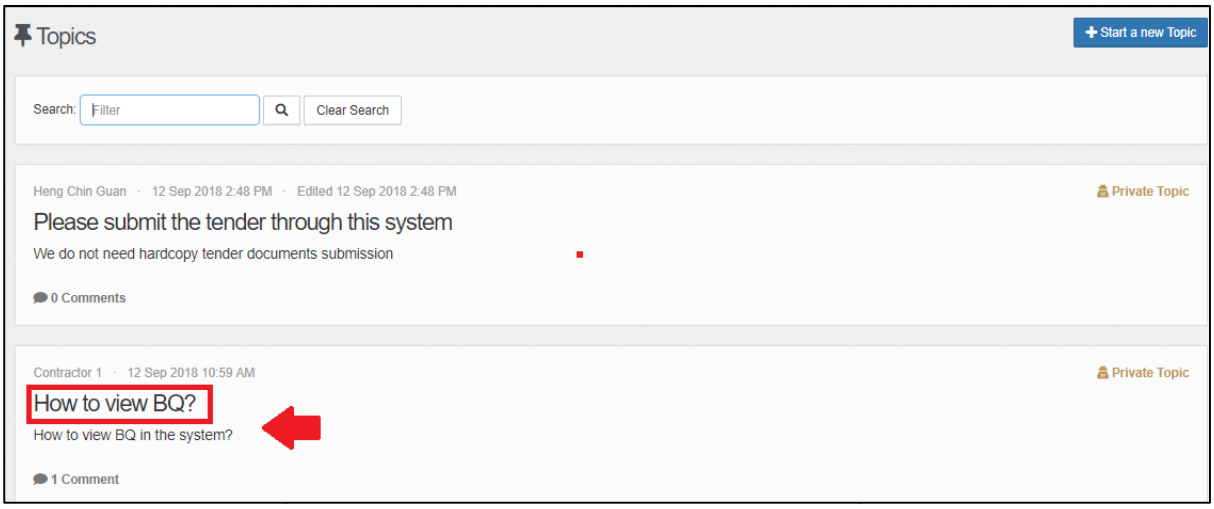
10. Once opened, you will be able to see the comment and the sender name.



How to set a Topic to public

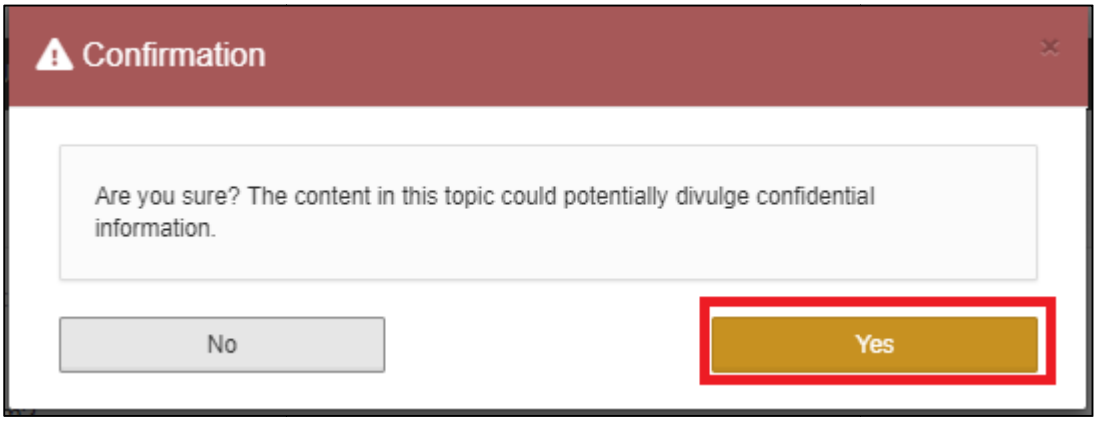
Note: If one tenderer is asking a common question which other tenderer would ask the same question, you can set the topic to public that can allow all the tenderer to view the topic. *(But tenderers will not display their company name)*

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)*

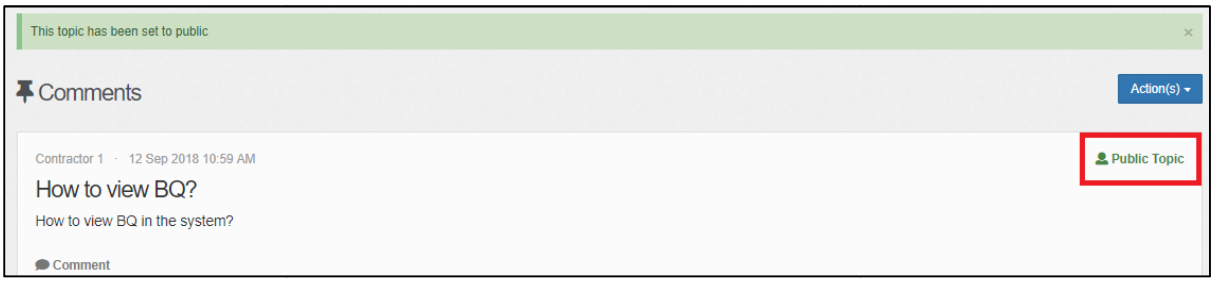


2. Click at **Action(s)**, then tick **Public Topic**.

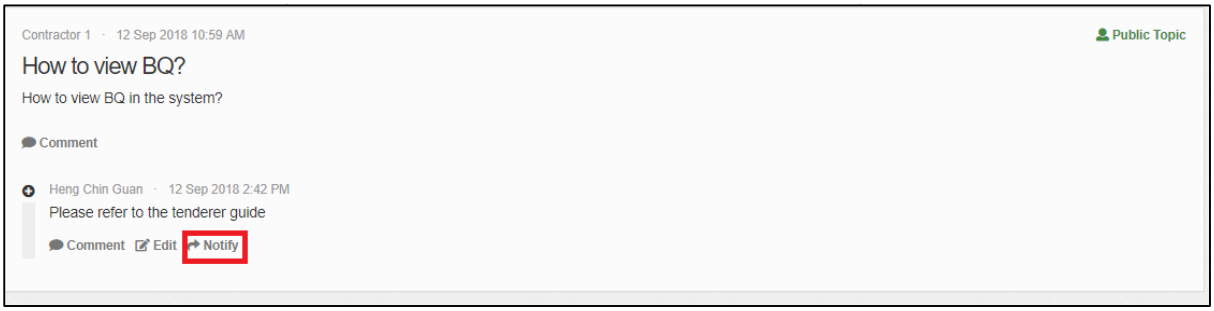
3. Once ticked, click **Yes** to proceed. *(Note: Once clicked Yes, the topic will be display to another tenderer. However, tenderer will not display their company name)*



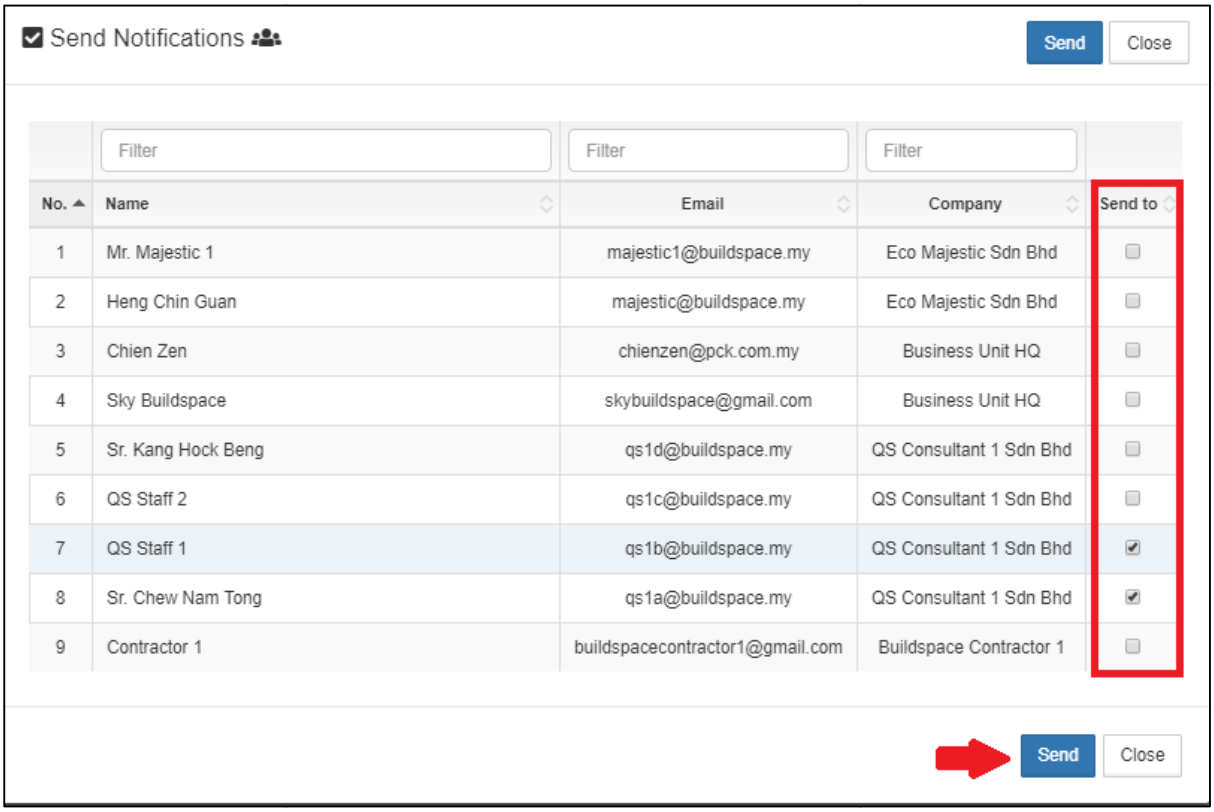
4. Now the topic will set to Public.



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



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

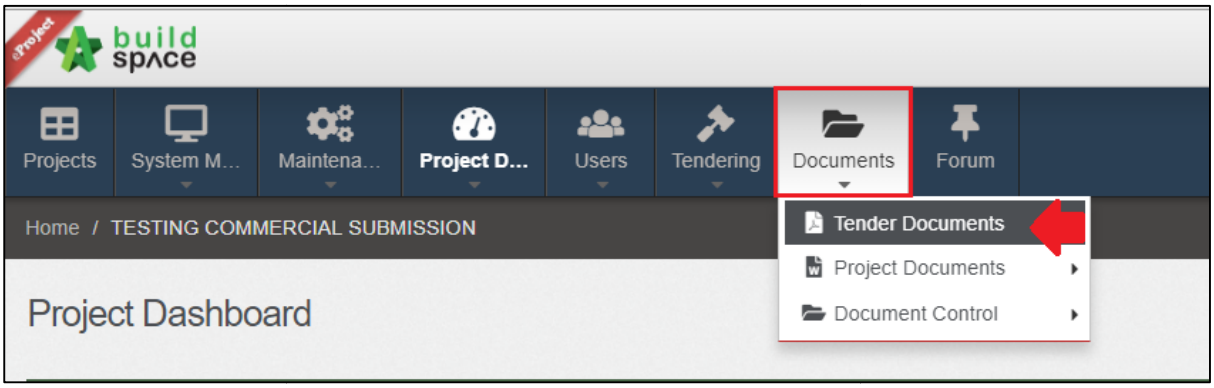


7. Then the selected parties will receive an email notification.

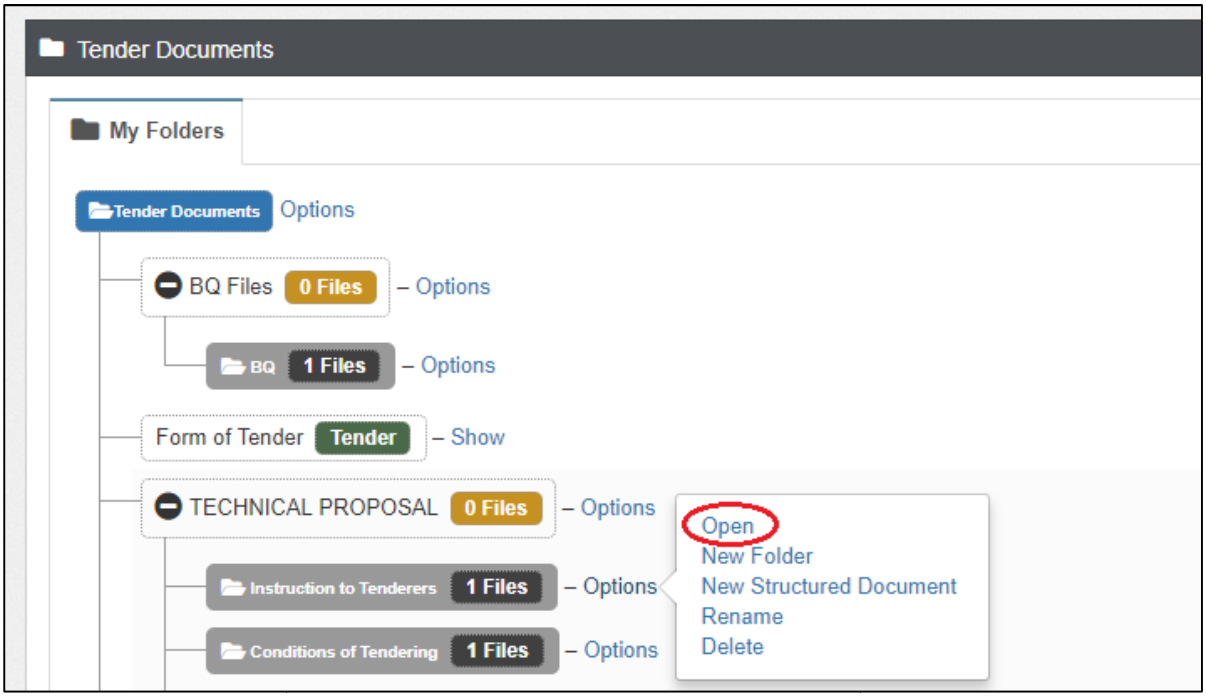
Log For Tender Document

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

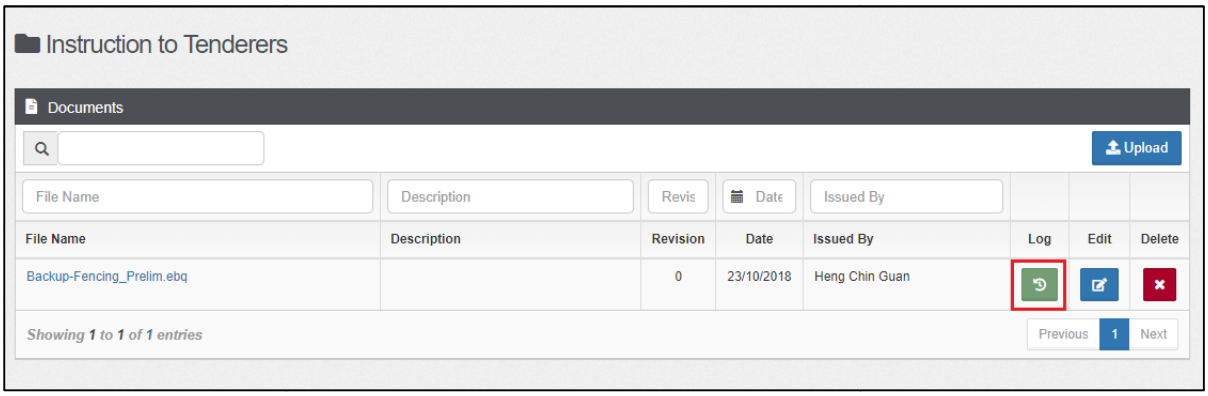
1. Click **"Tender Document".**



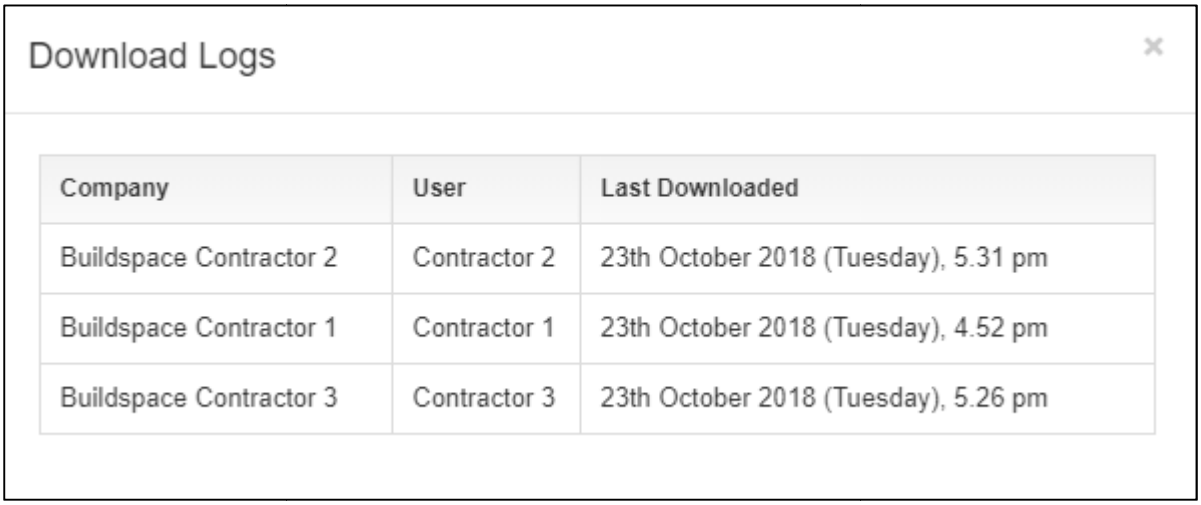
2. Click **"Option"** and then click **"Open"**



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



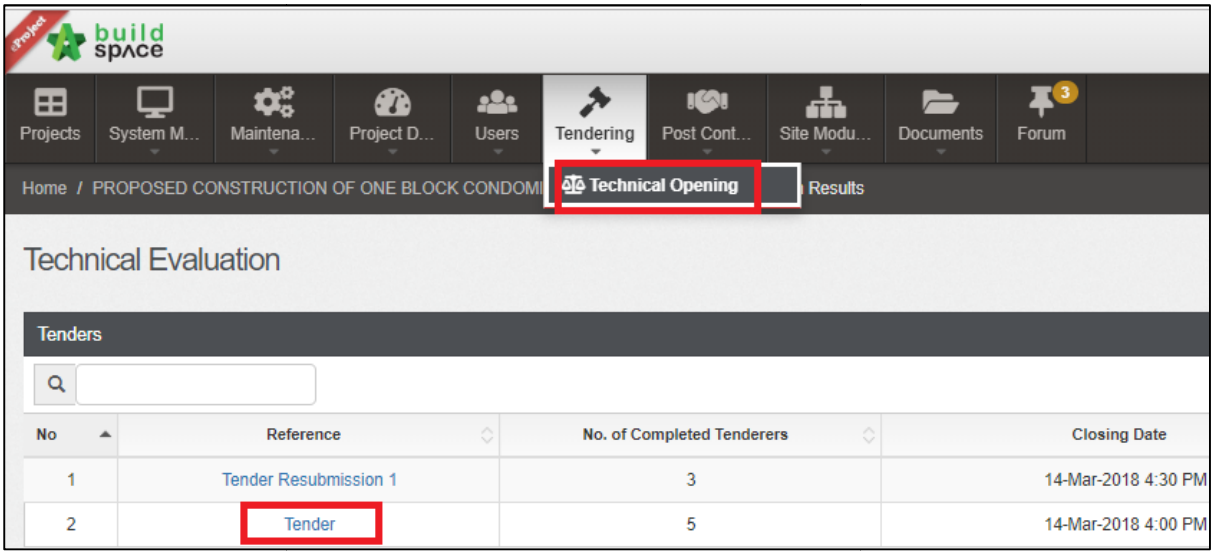
4. Can see the **company's name, user's name and the latest downloaded.**



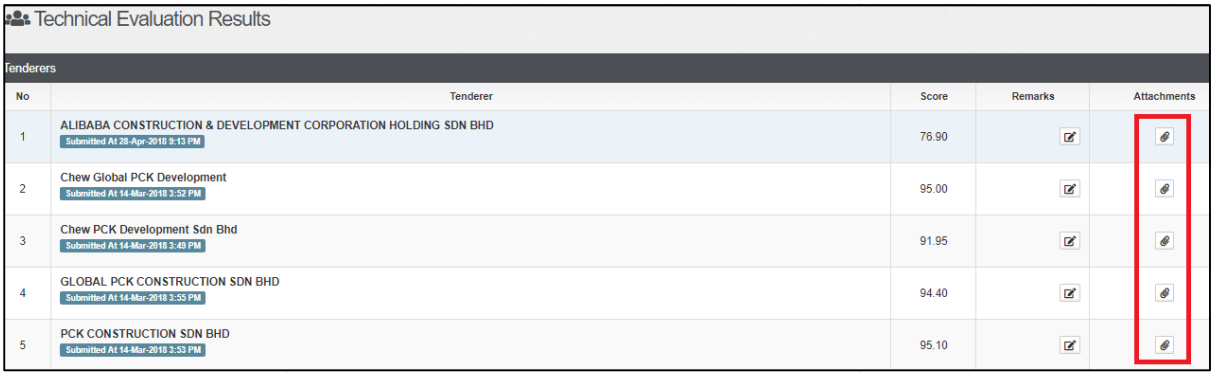
Technical Opening (Only by Editor of Project)

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.

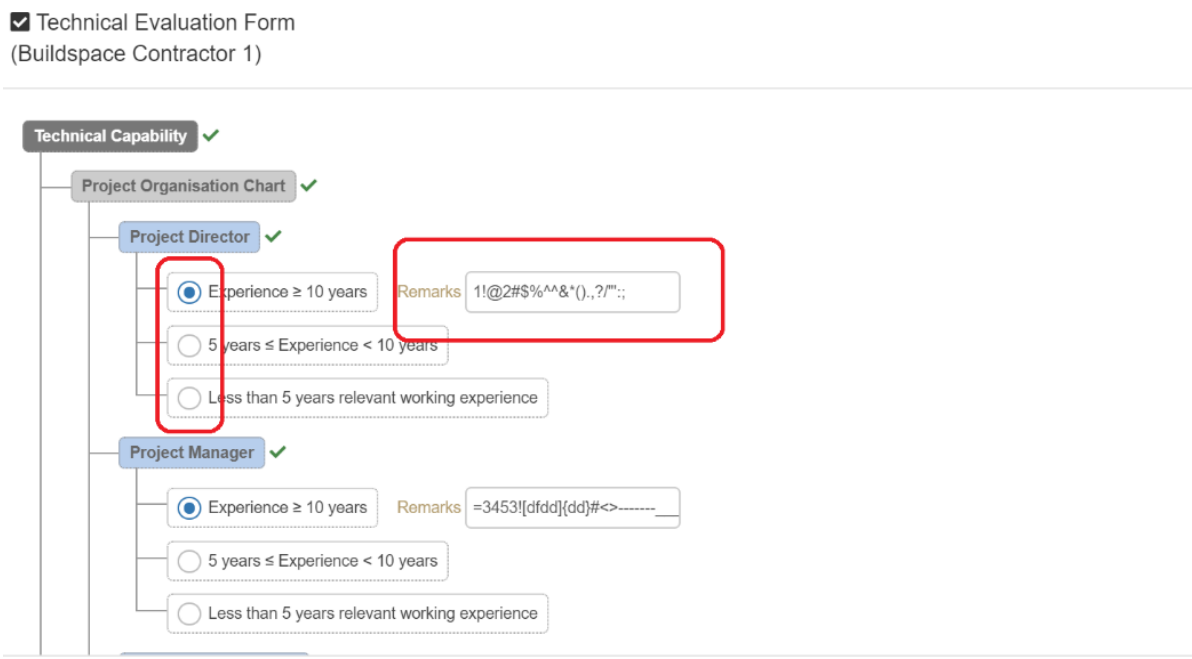


2. Click at **"Attachments"** icon to view all attached documents by tenderer & to comment yang click on the icon under "**Remarks**" to add comments.

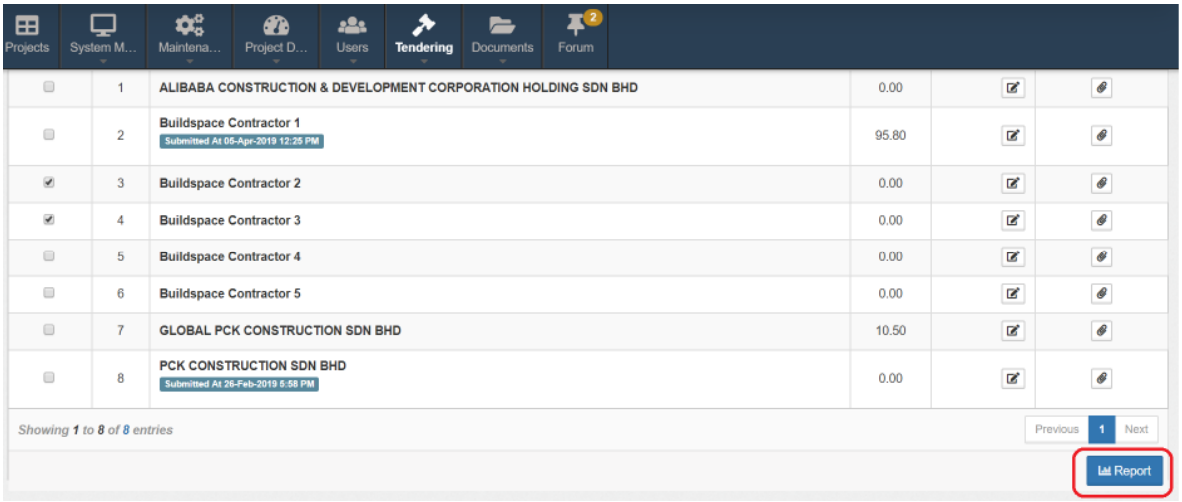


3. Click the **files name** to download. (Group Access to Tender Documents also can access)

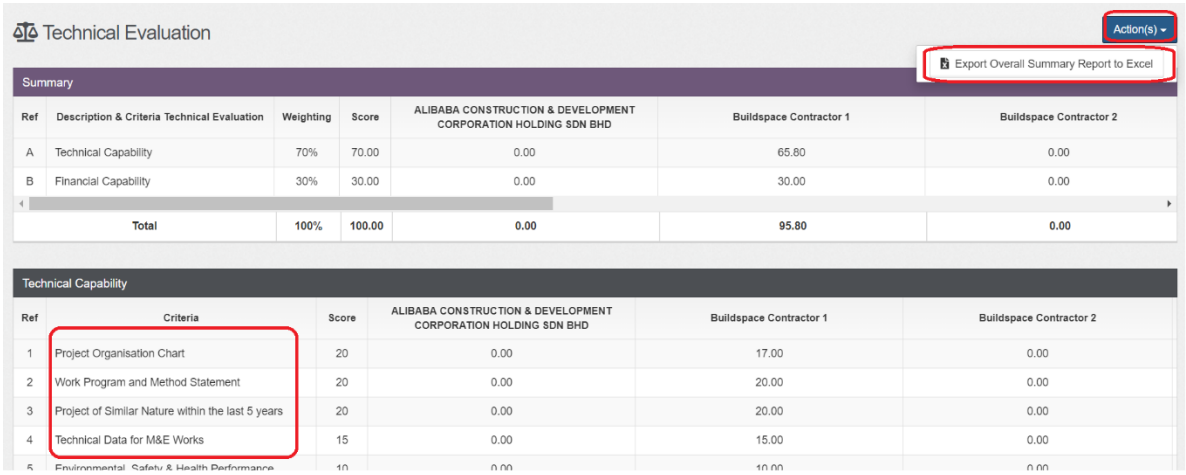
4. To view the “technical evaluation form” you can click on any of the tenderers from the list & you can overwrite the scoring and add remarks.



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



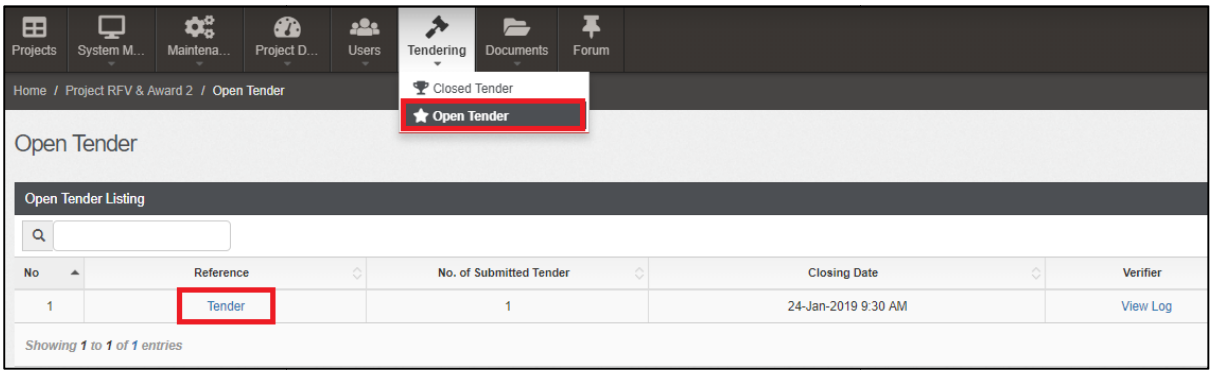
6. At the technical evaluation report, you can view the result summary. To export summary report, click "**Action(s)**" & click "**Export Overall Summary Report in Excel**". You can also view the "**In-depth scoring/detail scoring**" for each of the criteria by single clicking any of the criteria list.



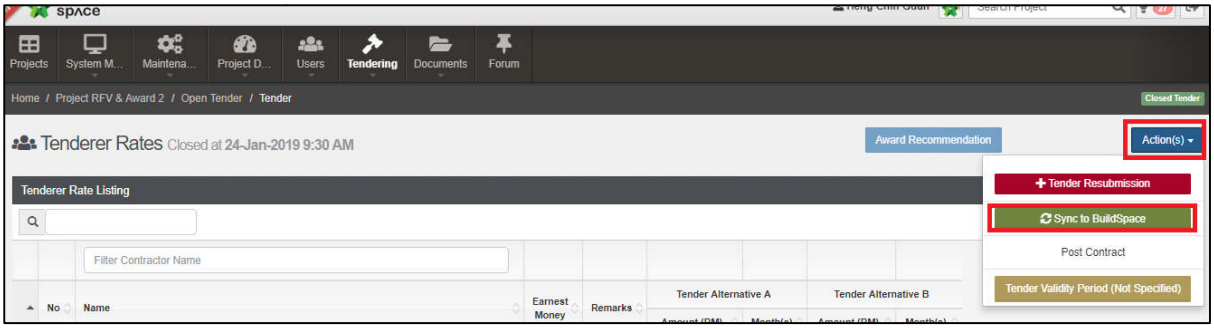
How to Activate Tender Re-Submission After Tender Interview (*without Original Commercial Opening*) for Revise Submission

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**".

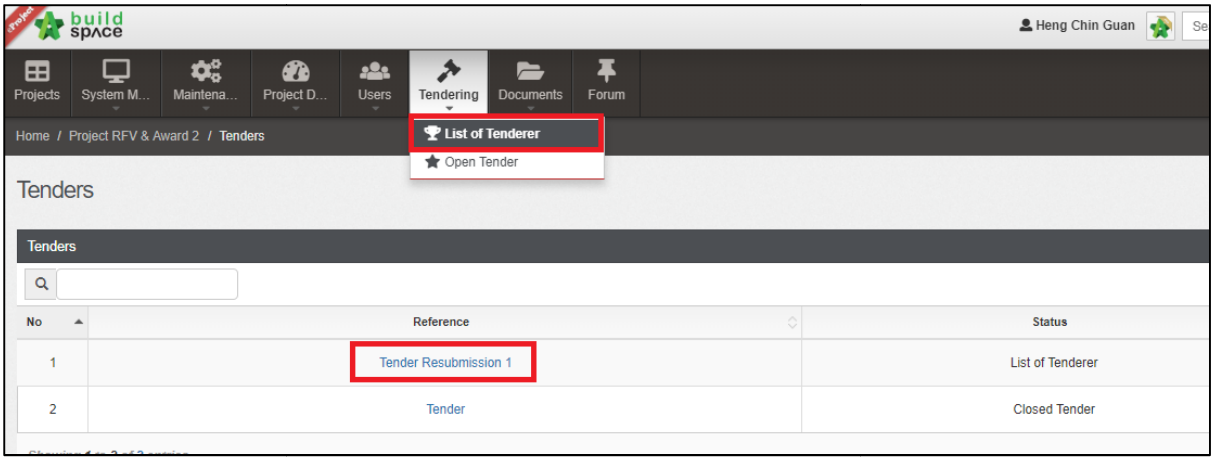


2. Click at "**Action(s)**", click at "**Sync to BuildSpace**" to import all tenderers' rates into BQ first (if tenderers had submitted their rates) then only click at "**Tender Addendum**".

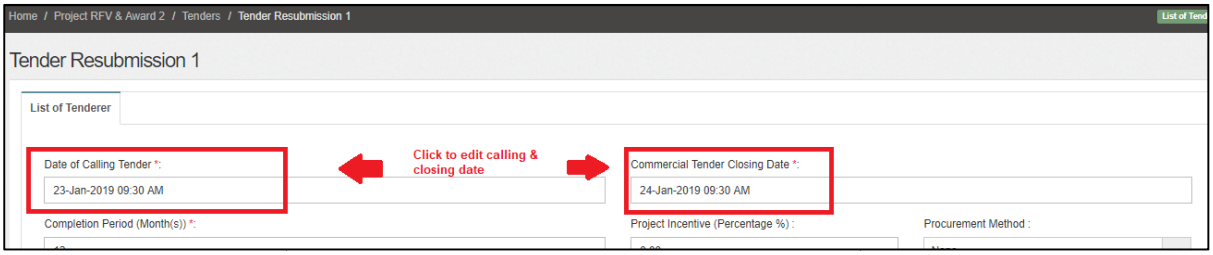


3. After click at "**Tender Addendum**", user will see the following screen. Click "**Submit**" to activate Tender Addendum or Re-Submission.

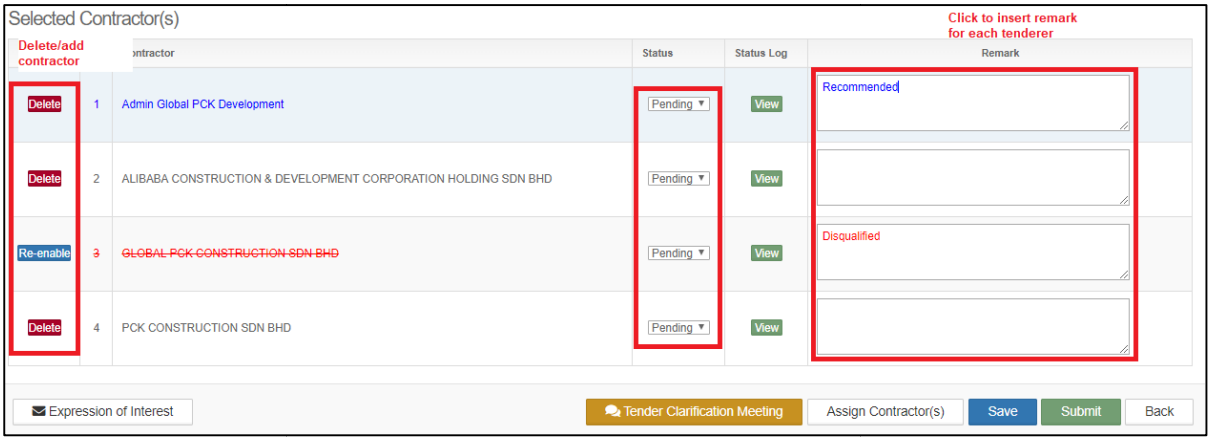
4. Then the project status will change to "**List of Tenderer**" and a new **"Tender Resubmission 1"** will be auto generated. Click at "Tender Resubmission 1".



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



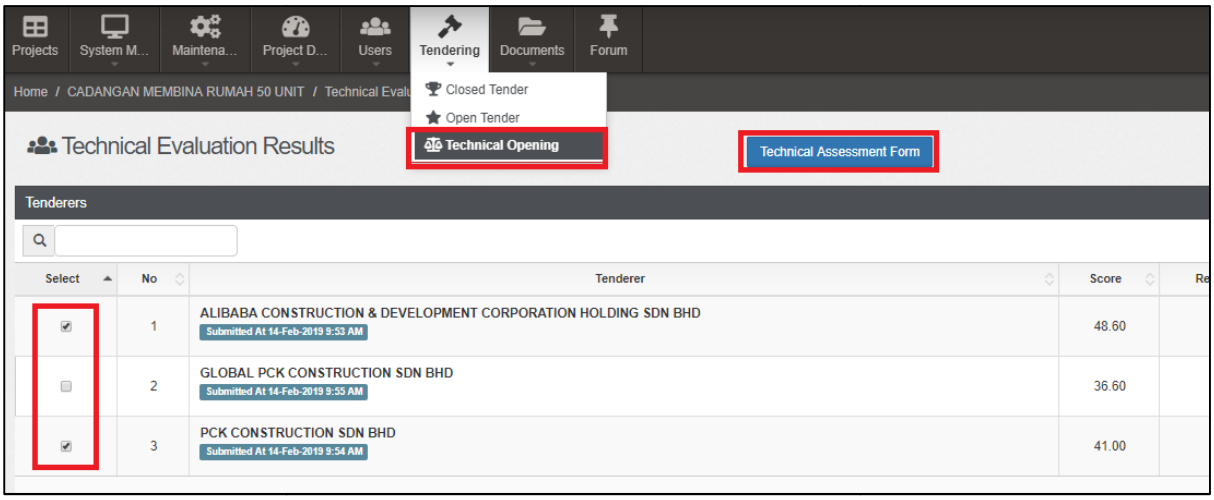
6. And **delete/add** new contractor into this tender



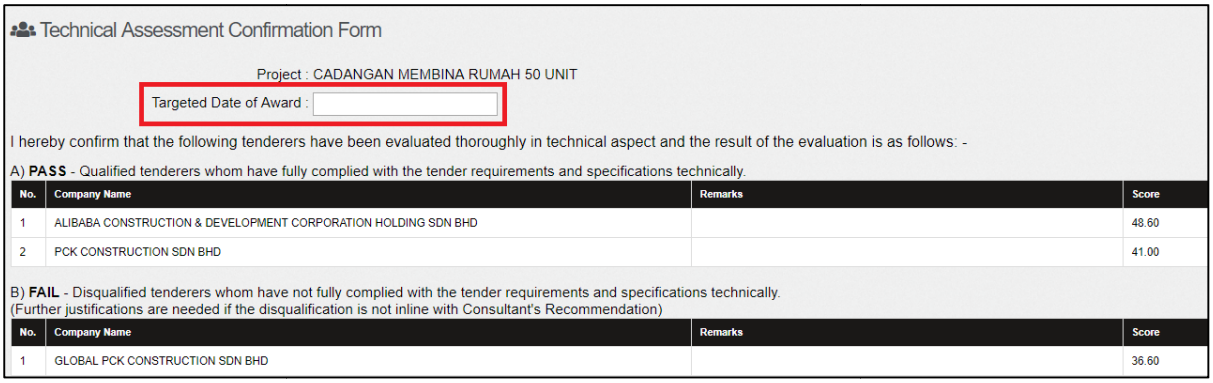
7. After finalised List of Tenderer form, user can assign verifier for approval process.

Technical Assessment Form

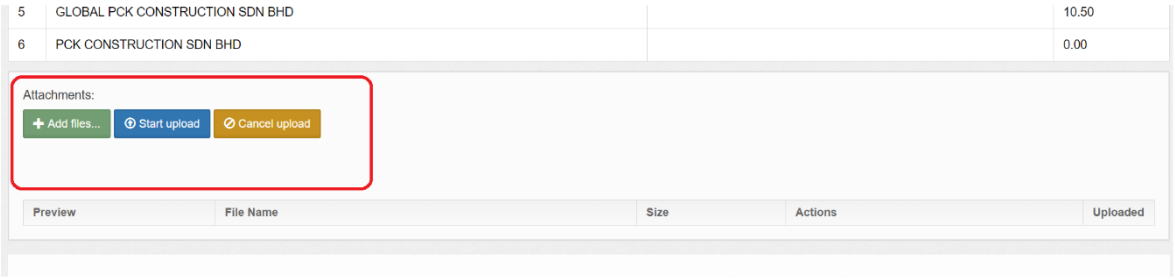
1. **Open a project**. Click at "**Technical Opening**" to see the tenderer list.
   a) **Tick** to choose which tenderers are shortlisted.
   b) Can see the "**Technical Assessment Form**" button will be enabling. Then click on it.



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

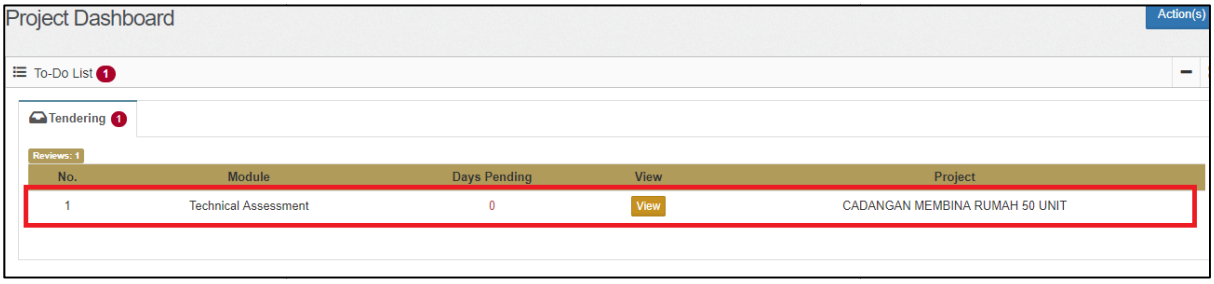


3. To add attachments just click "**Add files**" select the attachments/files. Once finalize with the attachments click "**Start Upload**"

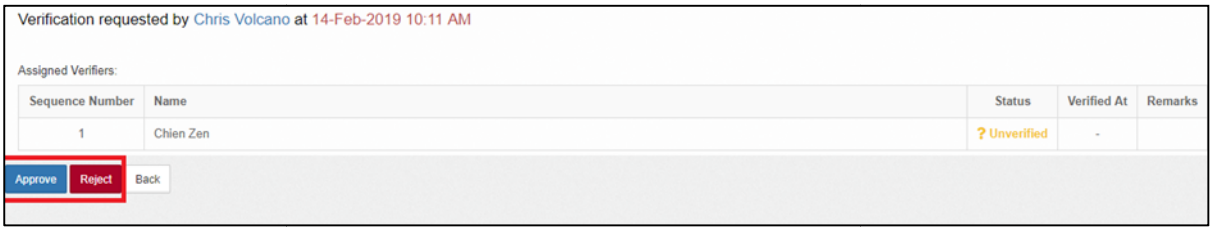


4. Click to select **verifiers**, then click "**Submit**" button for approval.

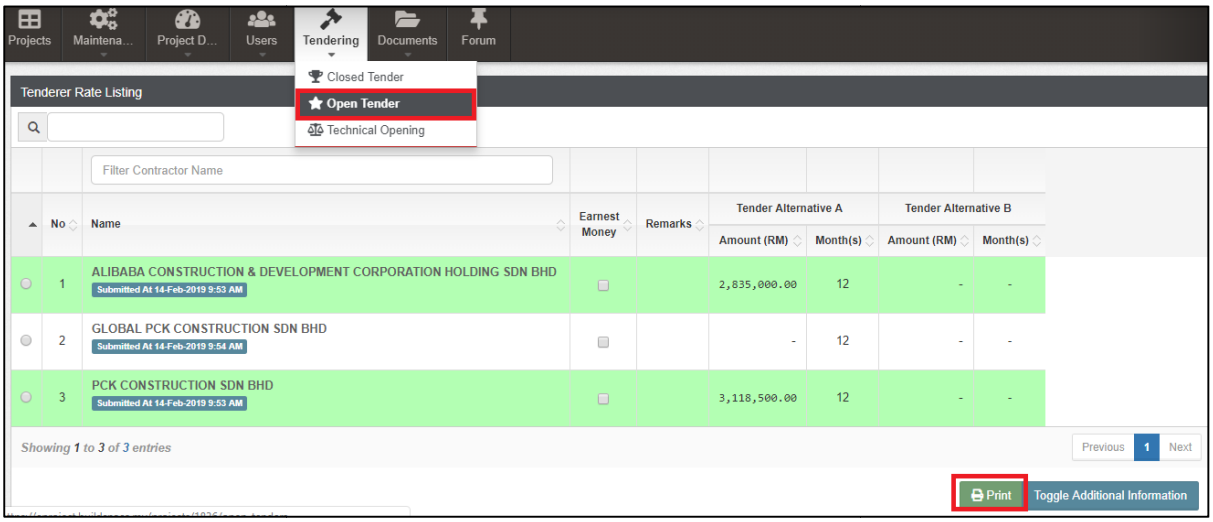
5. The verifier will receive email notification and “To Do List” will show the pending task for “Technical Assessment” approval like below, then click at “View” button to view for more details.



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



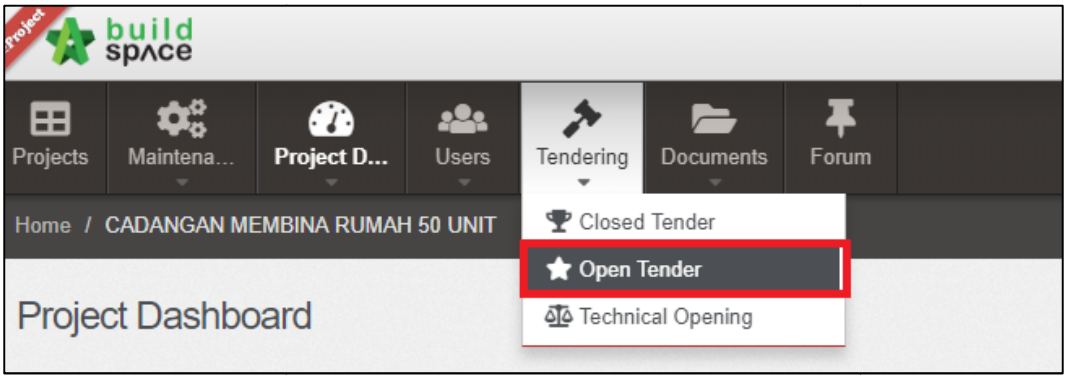
6. Once approved and after open for commercial tender, at the list of tenderer view, you only can view the shortlisted tenderer’s tender amount. Then click at “Print” button to printout tender opening form with shortlisted tenderer only.



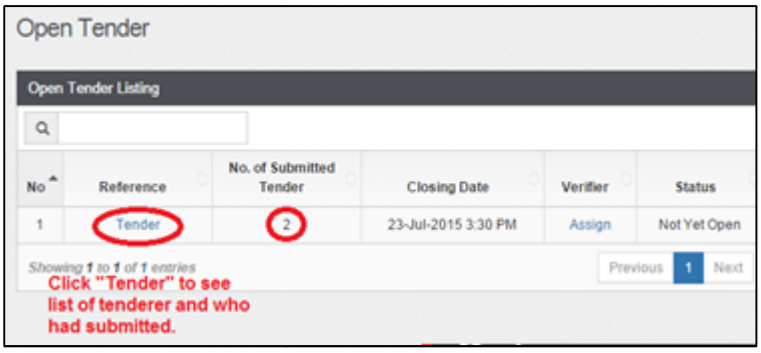
Commercial Opening (Only by Editor of Project)

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

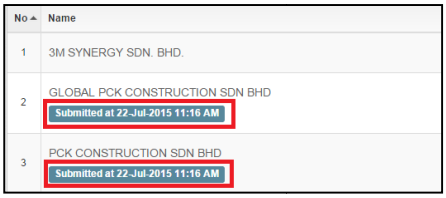
1. Login to eTender system and open a project. Click at **"Tendering"** and "**Open Tender**" module.



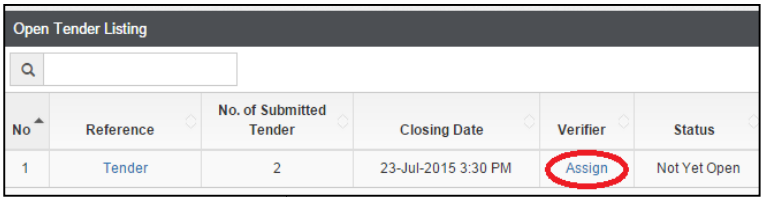
2. Then click at "**Tender**".



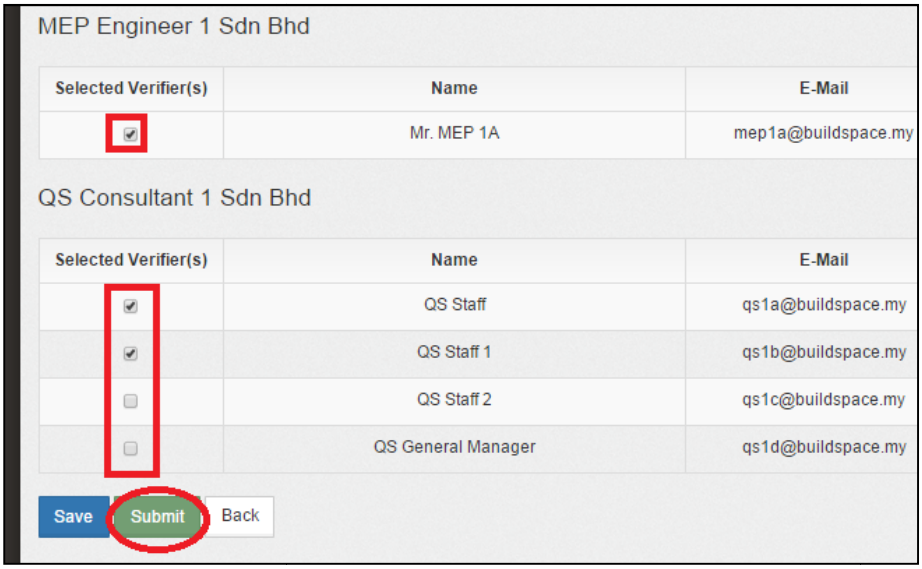
3. Can see the list of tenderer and date & time they submitted tender but can't see their submitted tender rates.



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



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.

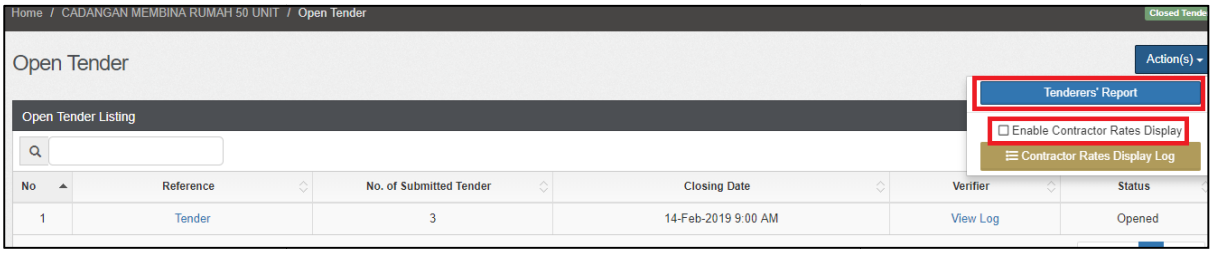


Note: All selected persons must approve, and then the tender only can be viewed.

How to see total no of participated projects by tenderer

Note: Only can see after tender opened.

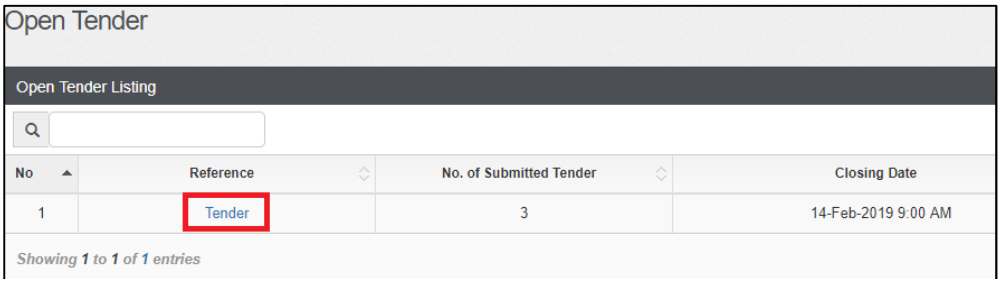
1. Click at "**Action(s)**" and select "**Tenderer's Report**". Click "**Enable Contractor Rates Display**" to allow seeing tenderer's rates comparison at BQ system.



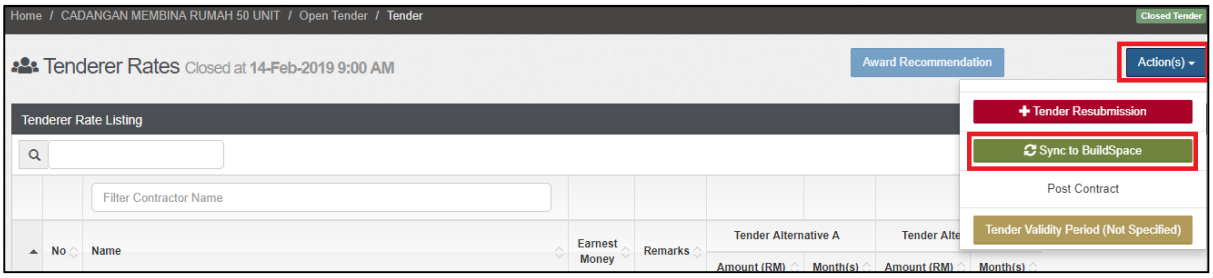
How to import tenderer's rates for comparison

Note: Only can do this after tender opened.

1. Click at "**Tender**".

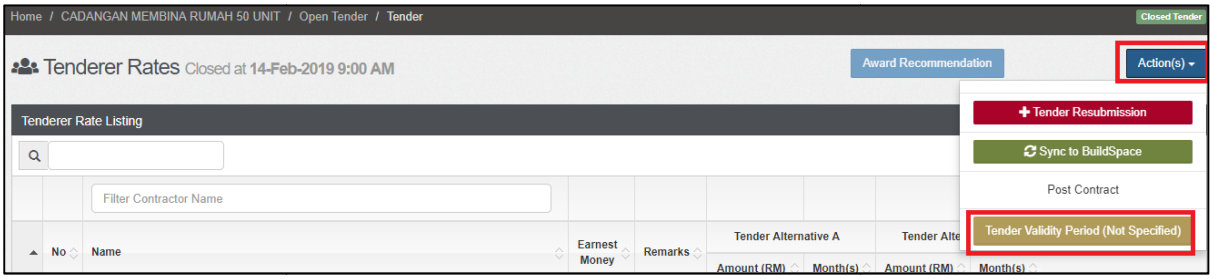


2. Click at "**Action(s)**" and select "**Sync to BuildSpace**".

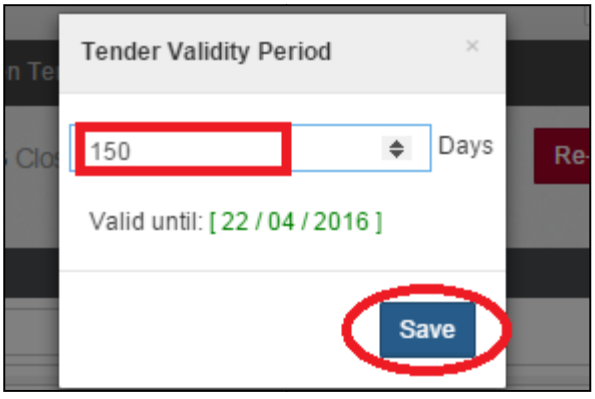


How to insert "Tender Validity Period"

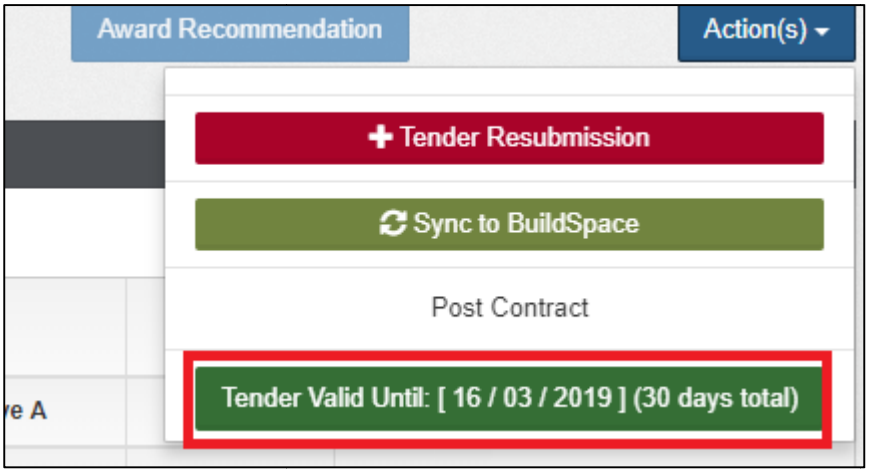
1. At **"Open Tender"** module, click at "**Action(s)**", then follow by "**Tender Validity Period**" button.



2. Key in durations and click "**Save**".



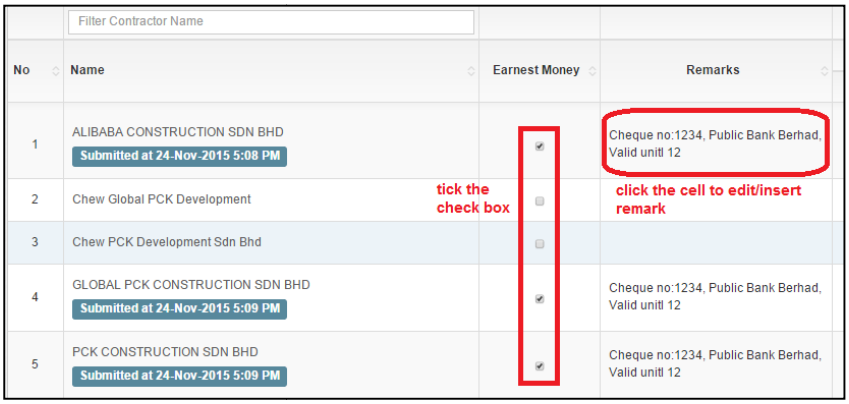
3. Can see the following screen and you can edit by clicking at the button again.



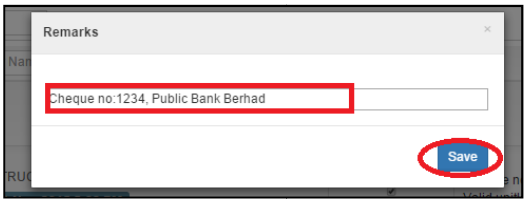
How to insert "Remarks"

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.



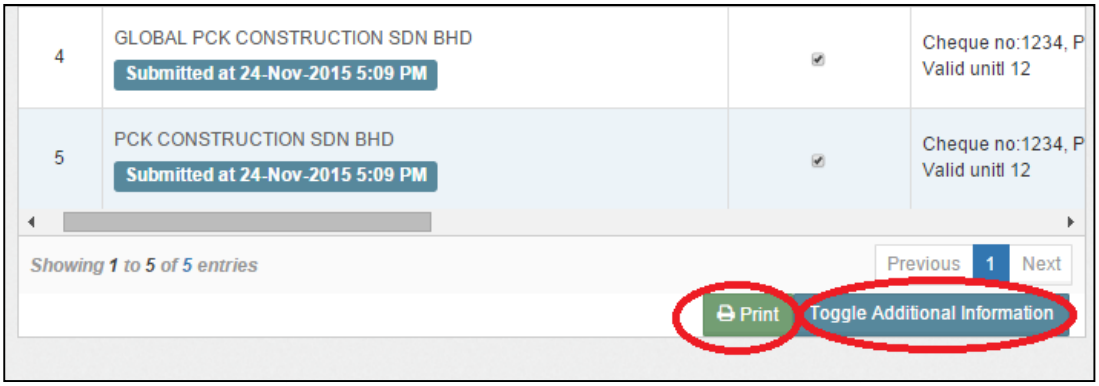
2. When click at "**Remarks**" **cell**, you can see the following screen and click "**Save**" once finish editing.



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.

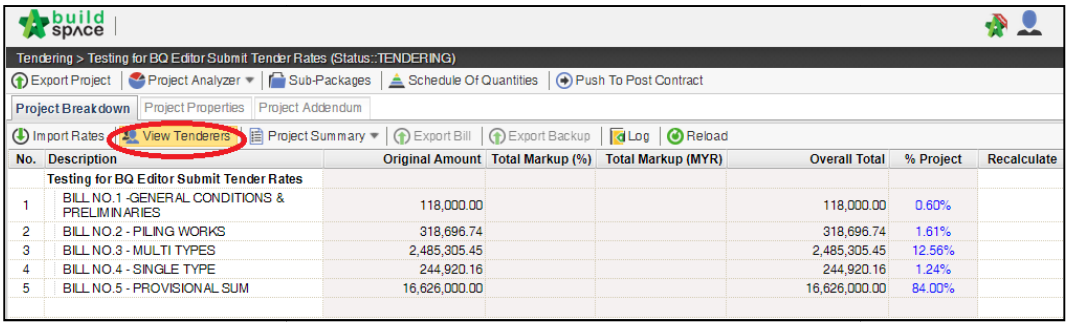


*The printout will auto sort according **lowest to highest** tender amount (based on "**Tender Alternative A**")

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

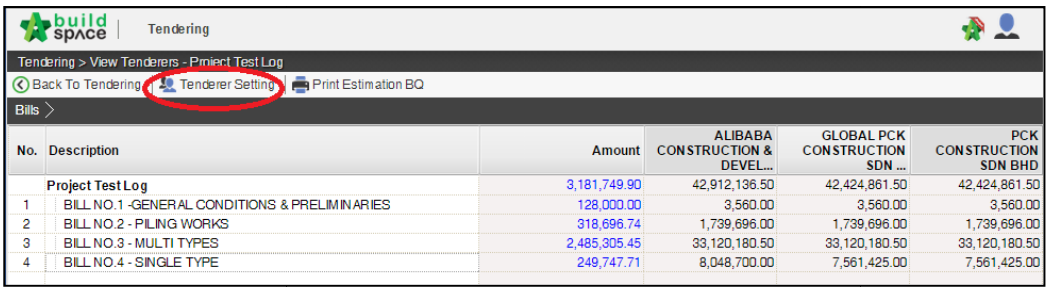
1. **Open a project**. Click on "**BuildSpace Pro**" logo and your browser will create another tab to open BQ system.

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



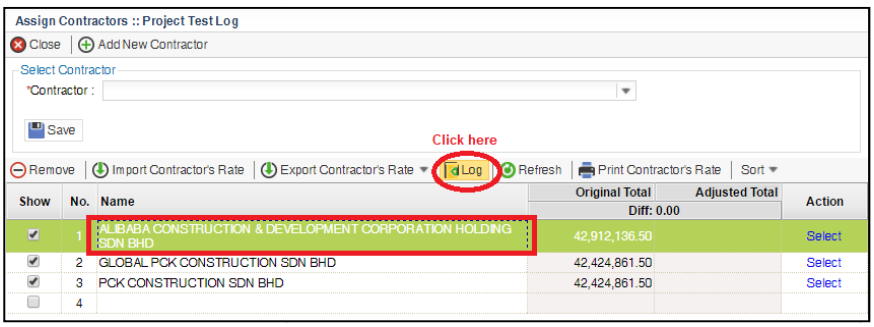
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3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

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



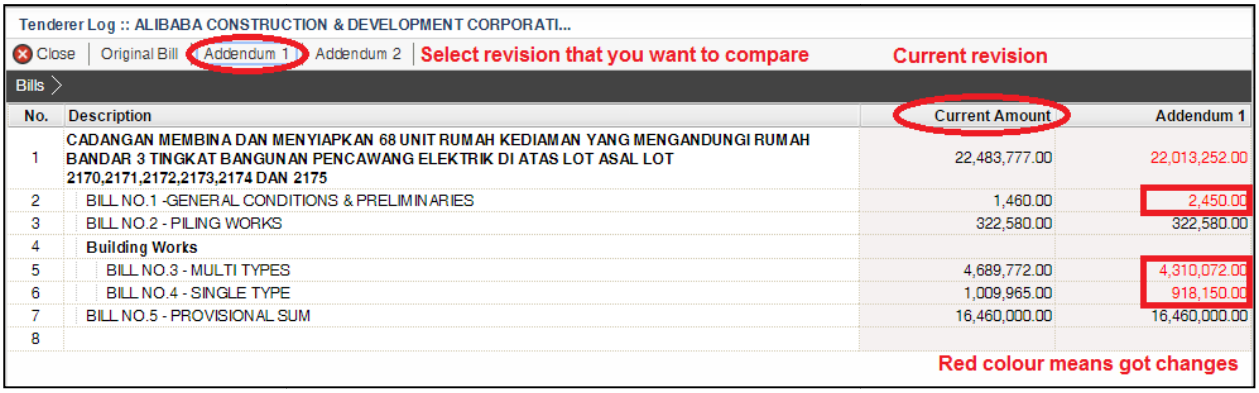
No.	Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
	Project Test Log	3,181,749.90	42,912,136.50	42,424,861.50	42,424,861.50
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	128,000.00	3,560.00	3,560.00	3,560.00
2	BILL NO.2 - PILING WORKS	318,696.74	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.



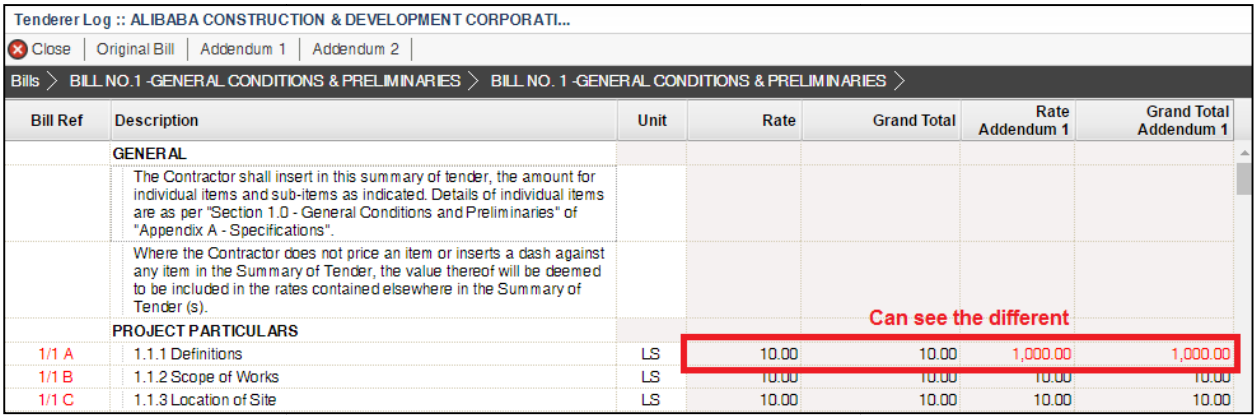
Show	No.	Name	Original Total	Adjusted Total	Action
			Diff: 0.00		
☑	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	42,912,136.50		Select
☑	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
☑	3	PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
☐	4				

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



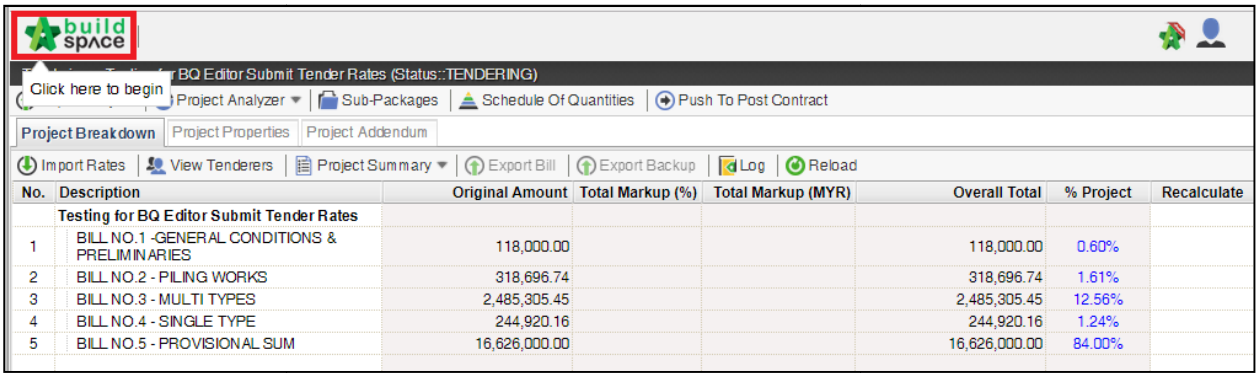
No.	Description	Current Amount	Addendum 1
1	CADANGAN MEMBINA DAN MENYIAPKAN 68 UNIT RUMAH KEDIAMAN YANG MENGANDUNGI RUMAH BANDAR 3 TINGKAT BANGUNAN PENCAWANG ELEKTRIK DI ATAS LOT ASAL LOT 2170,2171,2172,2173,2174 DAN 2175	22,483,777.00	22,013,252.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	1,460.00	2,450.00
3	BILL NO.2 - PILING WORKS	322,580.00	322,580.00
4	**Building Works**		
5	BILL NO.3 - MULTI TYPES	4,689,772.00	4,310,072.00
6	BILL NO.4 - SINGLE TYPE	1,009,965.00	918,150.00
7	BILL NO.5 - PROVISIONAL SUM	16,460,000.00	16,460,000.00
8			

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.



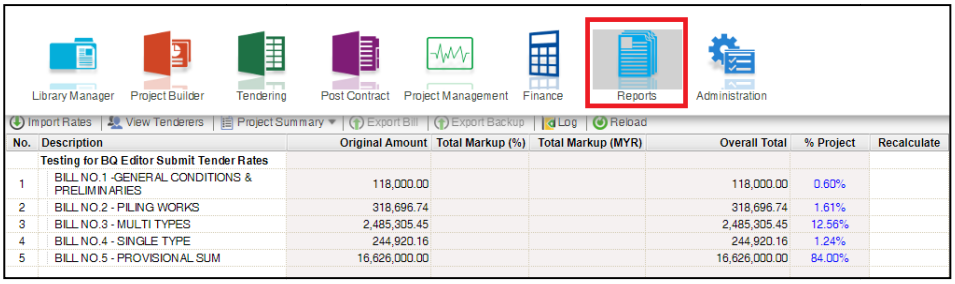
Bill Ref	Description	Unit	Rate	Grand Total	Rate Addendum 1	Grand Total Addendum 1
	GENERAL					
	The Contractor shall insert in this summary of tender, the amount for individual items and sub-items as indicated. Details of individual items are as per "Section 1.0 - General Conditions and Preliminaries" of "Appendix A - Specifications".					
	Where the Contractor does not price an item or inserts a dash against any item in the Summary of Tender, the value thereof will be deemed to be included in the rates contained elsewhere in the Summary of Tender (s).					
	PROJECT PARTICULARS					
1/1 A	1.1.1 Definitions	LS	10.00	10.00	1,000.00	1,000.00
1/1 B	1.1.2 Scope of Works	LS	10.00	10.00	10.00	10.00
1/1 C	1.1.3 Location of Site	LS	10.00	10.00	10.00	10.00

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



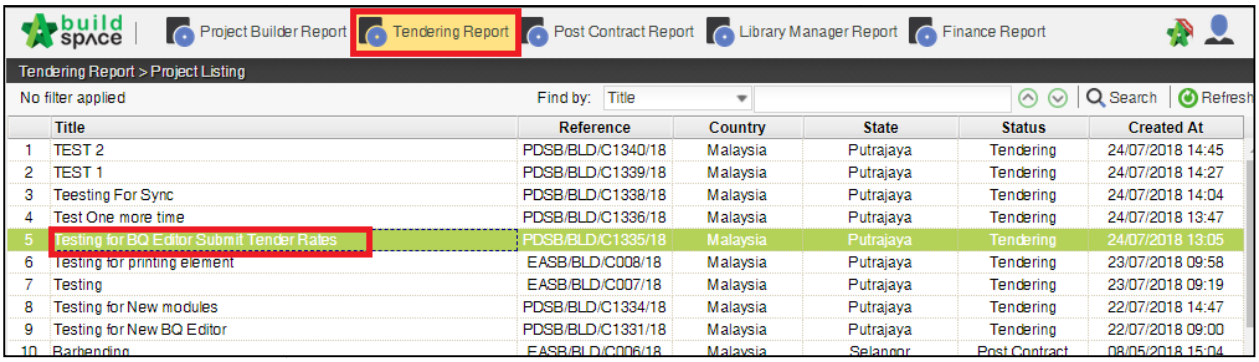
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3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

8. Then click at "**Reports**" menu.



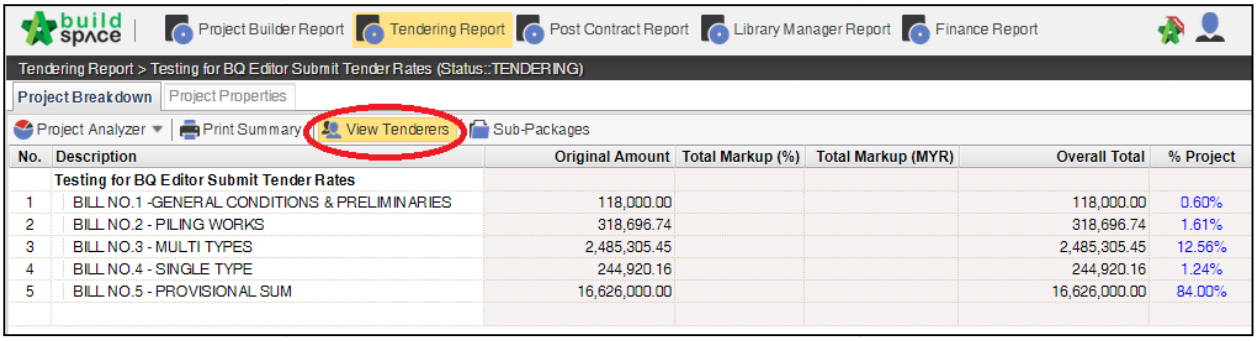
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3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

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



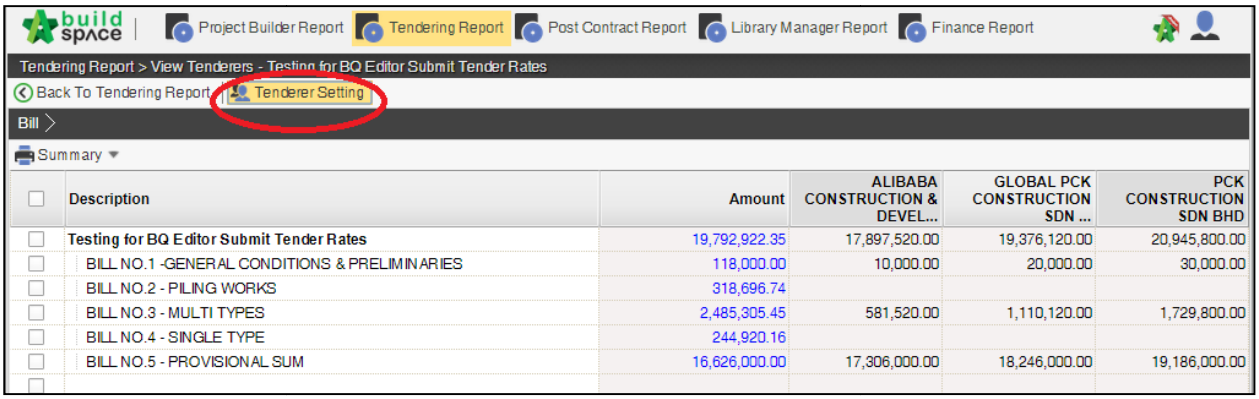
	Title	Reference	Country	State	Status	Created At
1	TEST 2	PDSB/BLD/C1340/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:45
2	TEST 1	PDSB/BLD/C1339/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:27
3	Teesting For Sync	PDSB/BLD/C1338/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:04
4	Test One more time	PDSB/BLD/C1336/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:47
5	Testing for BQ Editor Submit Tender Rates	PDSB/BLD/C1335/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:05
6	Testing for printing element	EASB/BLD/C008/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:58
7	Testing	EASB/BLD/C007/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:19
8	Testing for New modules	PDSB/BLD/C1334/18	Malaysia	Putrajaya	Tendering	22/07/2018 14:47
9	Testing for New BQ Editor	PDSB/BLD/C1331/18	Malaysia	Putrajaya	Tendering	22/07/2018 09:00
10	Barbending	EASB/BLD/C006/18	Malaysia	Selangor	Post Contract	08/05/2018 15:04

10. Click at "**View Tenderer**".



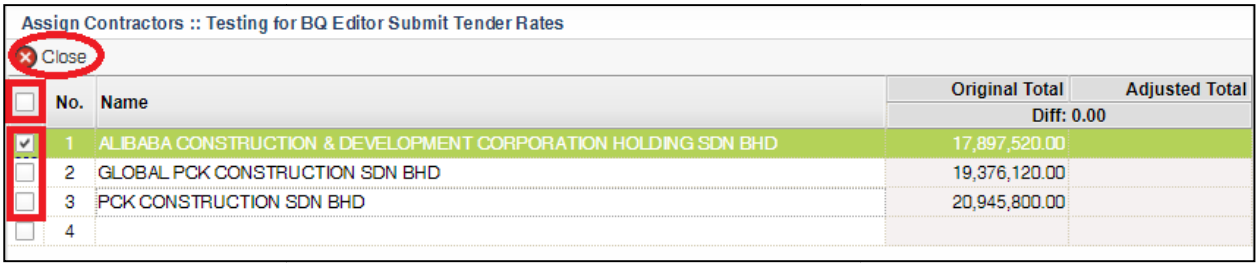
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
	Testing for BQ Editor Submit Tender Rates					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%
3	BILL NO.3 - MULTI TYPES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

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

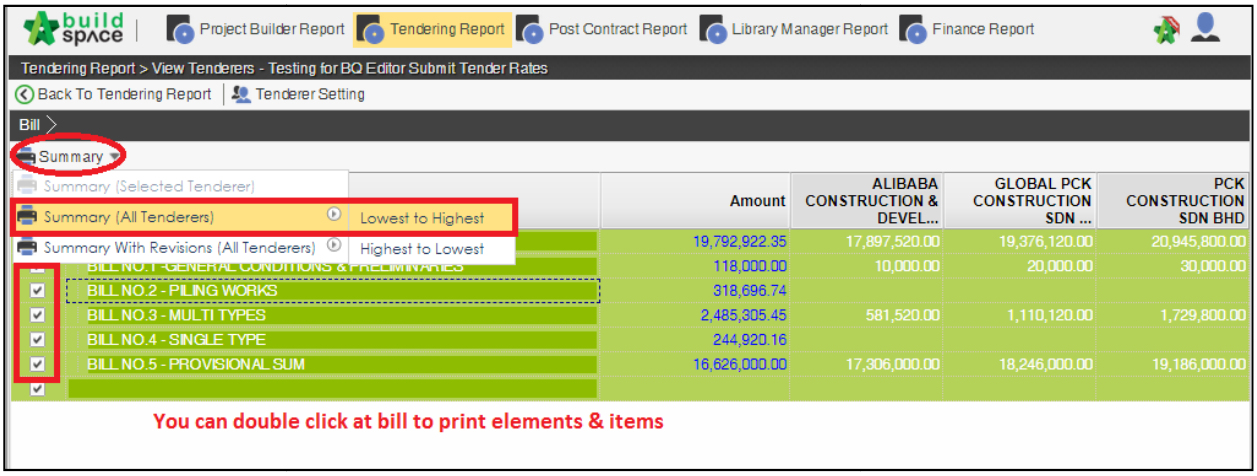


Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
BILL NO.2 - 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

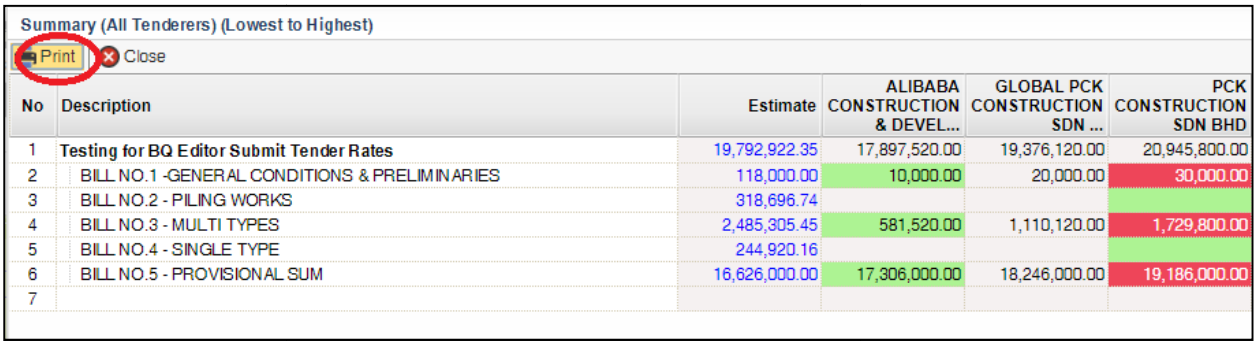
12. "**Tick**" the checkbox to choose the tenderers or can tick at top checkbox to select all. Then click "**Close**".



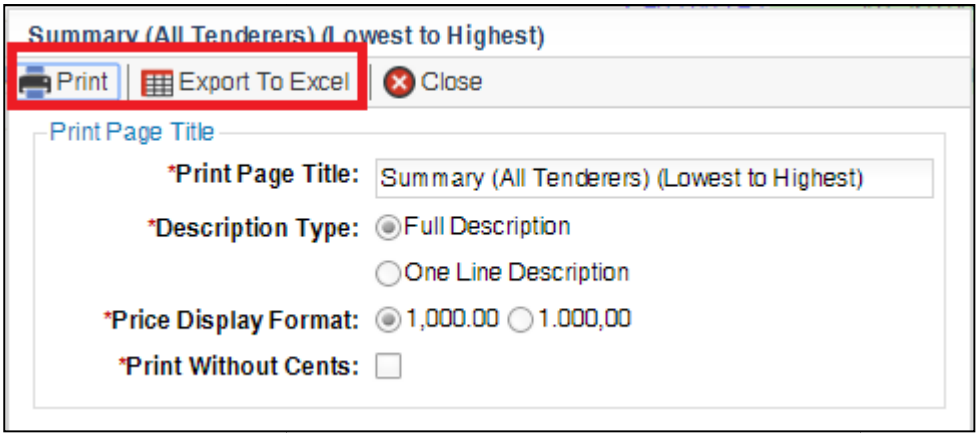
13. Now you can tick at checkbox to select which bills you want to print or you can double click at bill to go to element & item level to print out the tender comparison report.



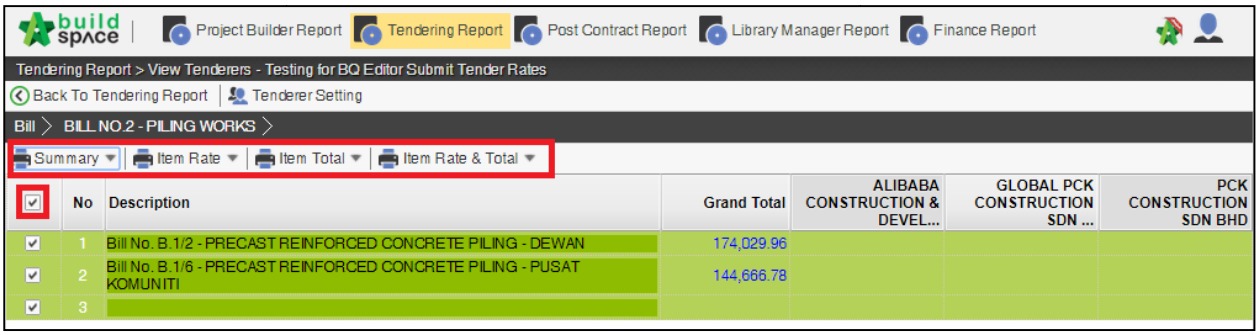
14. After you select the report format like "Lowest to Highest", it will come out the following preview and click "**Print**";



15. Click “**Print**” to print or click “**Export To Excel**”.



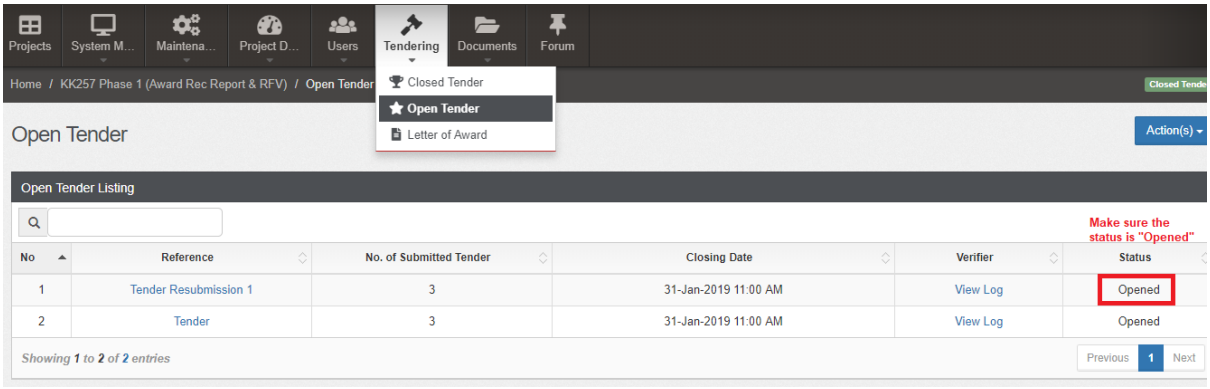
16. If you double click a bill and go to elements level, you can tick all elements and select print “Item Rate & Total”.



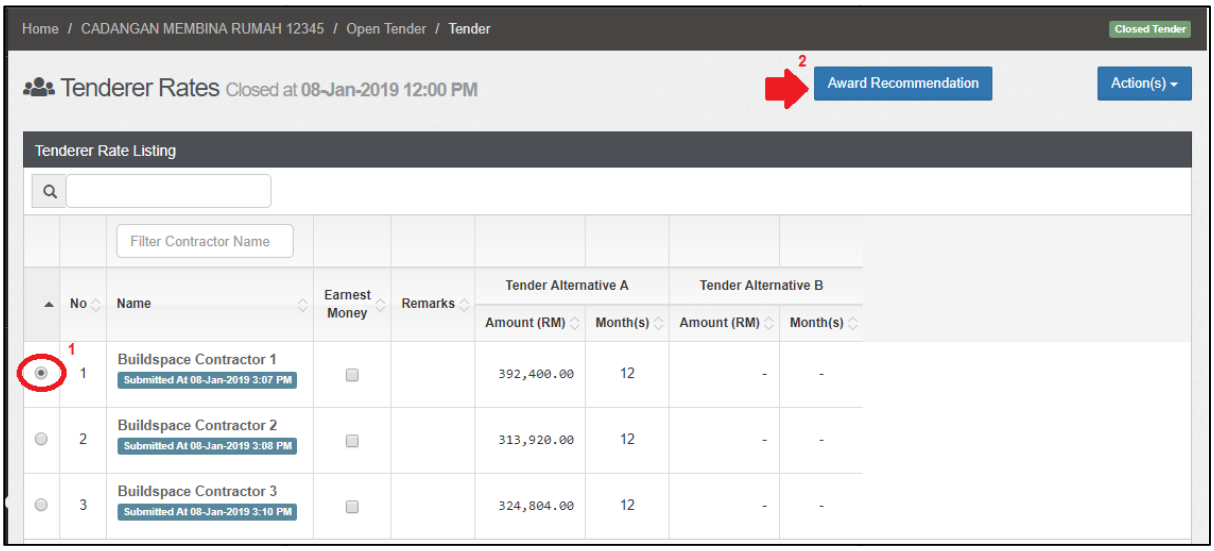
Award Recommendation Report

Note: Make sure the tender is "Opened"

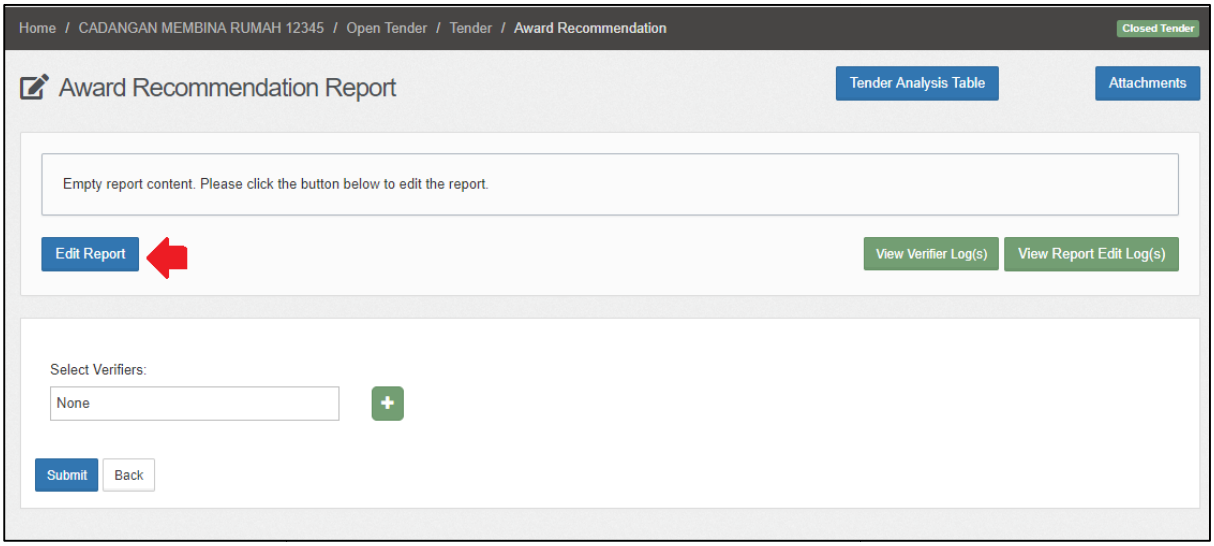
1. Click **"Open Tender"** and click **"Tender"**



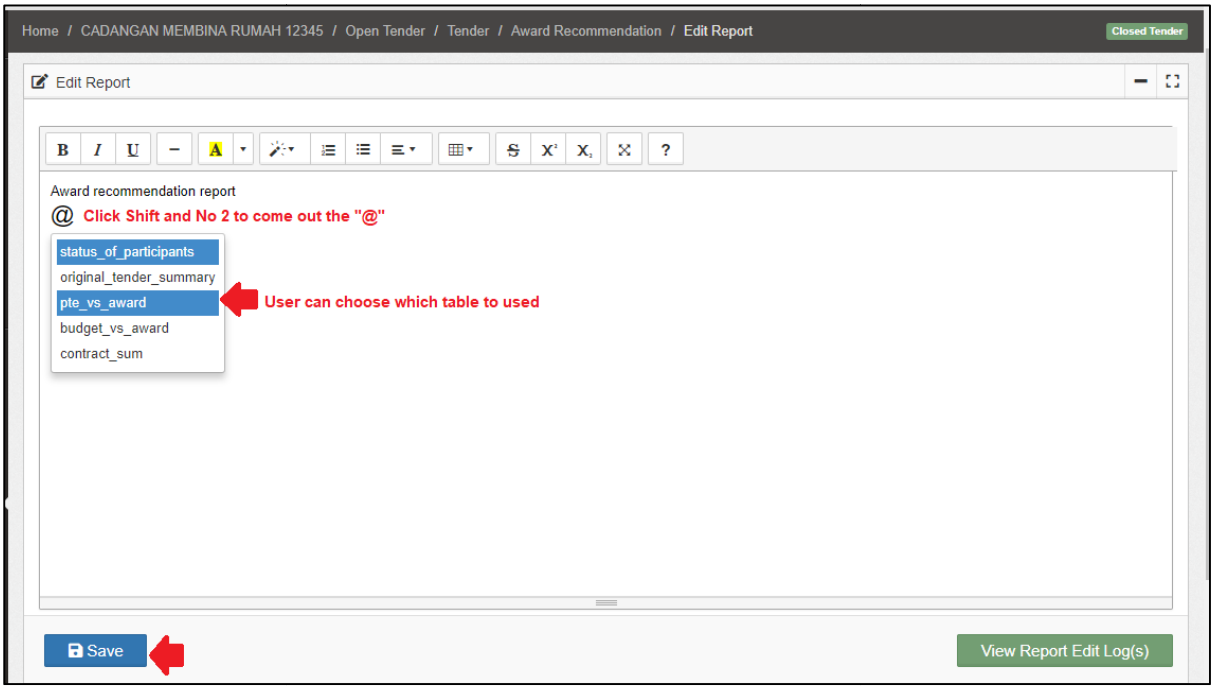
2. Tick which tenderer is selected and click **"Award Recommendation"**



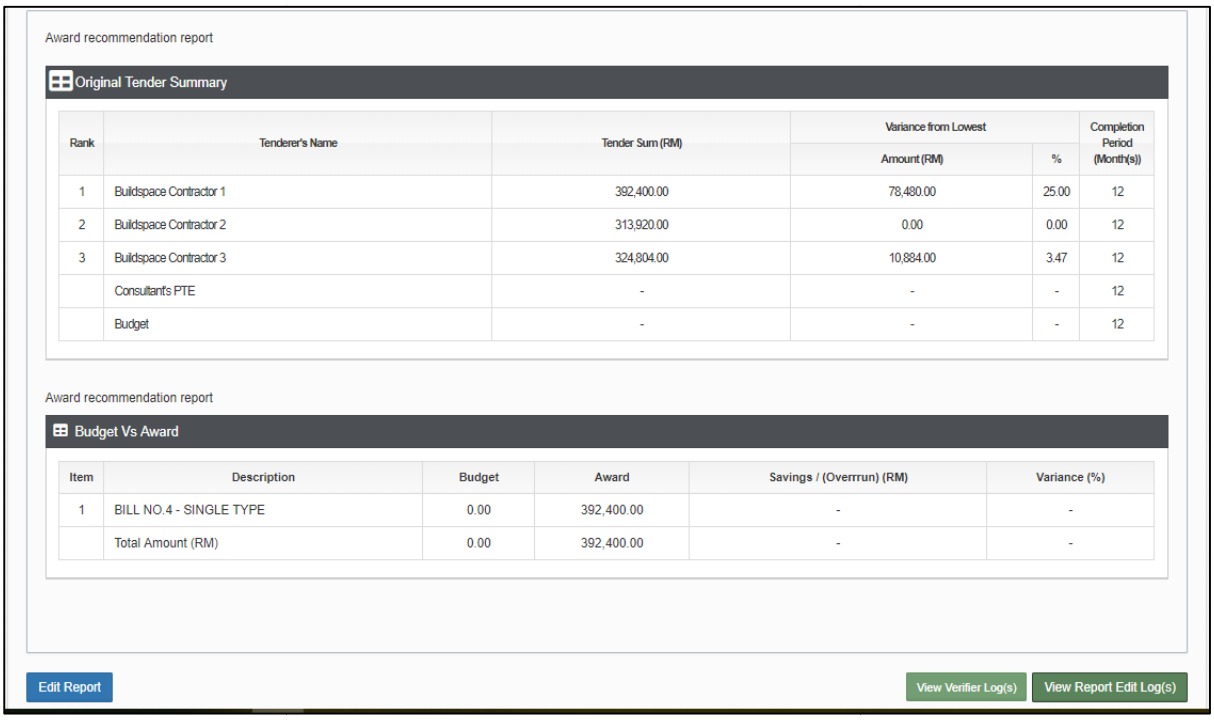
3. Click **"Edit Report"** to edit the report and pre-set the table



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"**



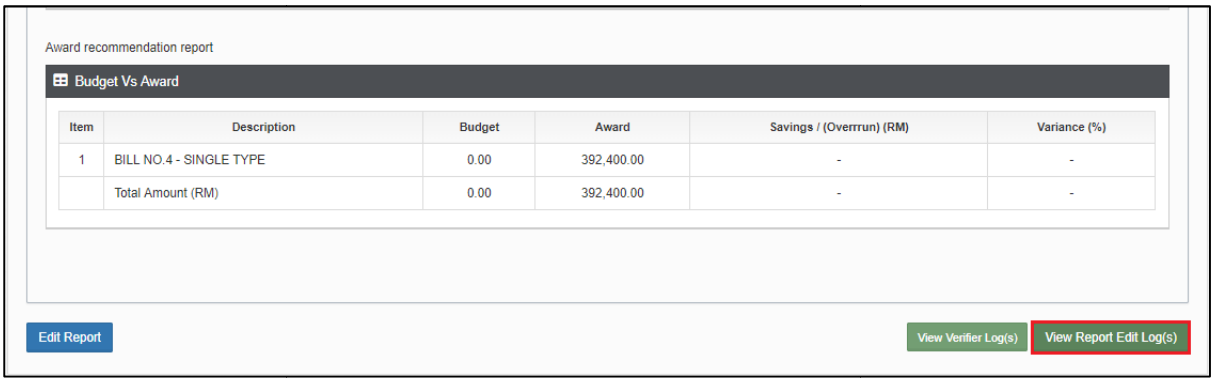
5. Below is a sample table that set by user**.** To amend the report, click **"Edit Report"**



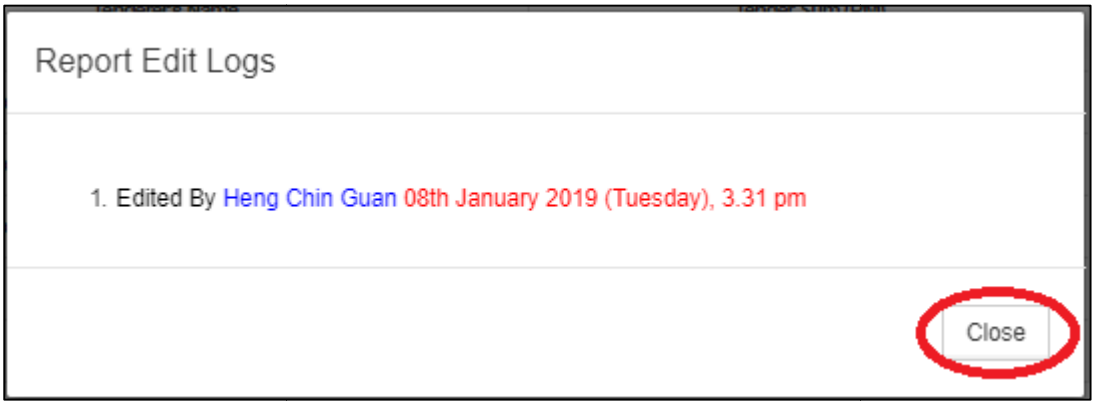
Rank	Tenderer's Name	Tender Sum (RM)	Variance from Lowest		Completion Period (Month(s))
			Amount (RM)	%	
1	Buildspace Contractor 1	392,400.00	78,480.00	25.00	12
2	Buildspace Contractor 2	313,920.00	0.00	0.00	12
3	Buildspace Contractor 3	324,804.00	10,884.00	3.47	12
	Consultant's PTE	-	-	-	12
	Budget	-	-	-	12

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

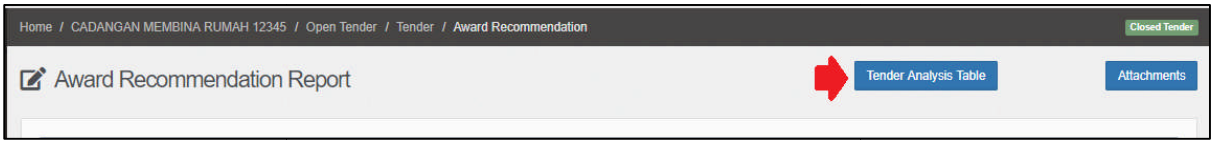
6. To see which user edit the report, click **“View Report Edit Log”**



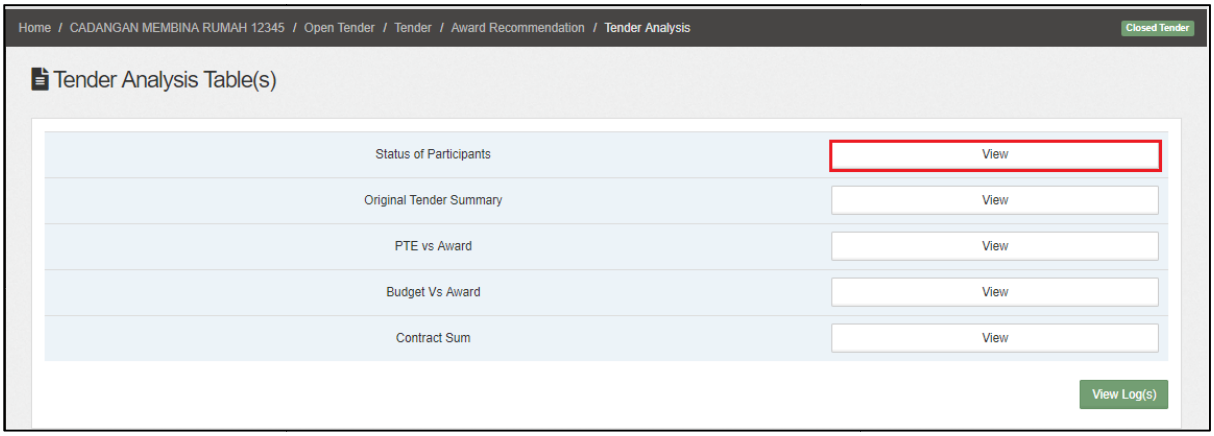
7. System **record all the activities**. To close the tab, click **“Close”**



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

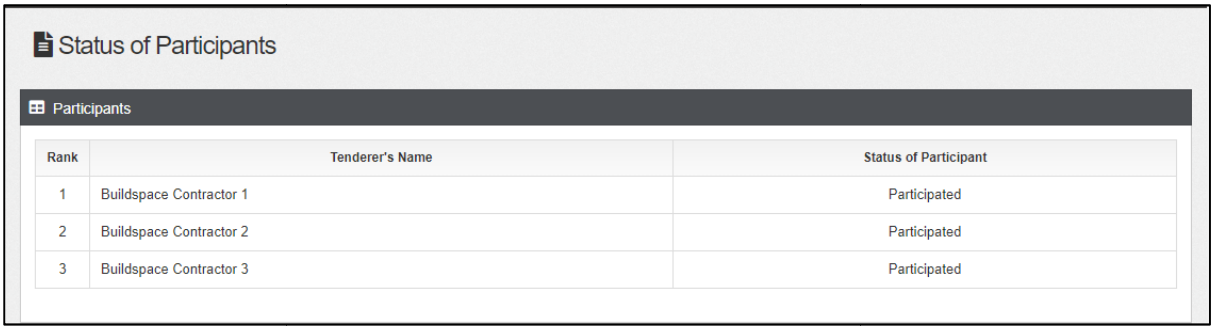


9. Click **“View”** to see the detail in the table



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

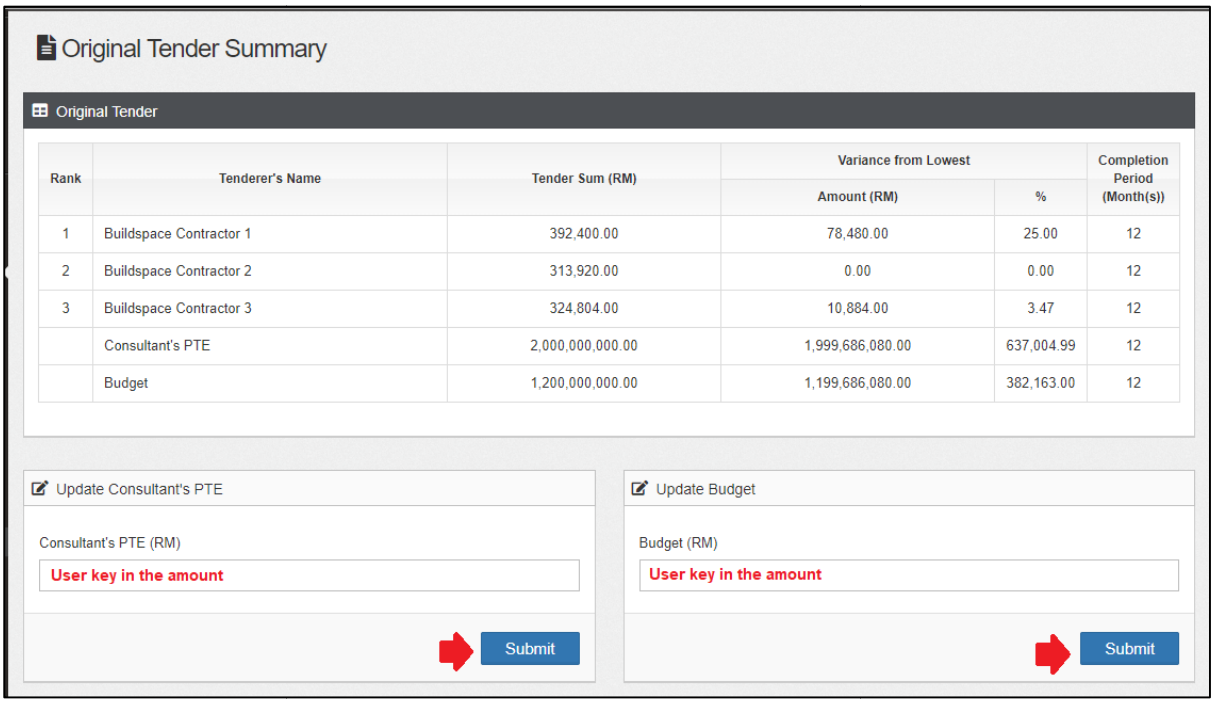


Status of Participants

Participants

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.



Original Tender Summary

Original Tender

Rank	Tenderer's Name	Tender Sum (RM)	Variance from Lowest		Completion Period (Month(s))
			Amount (RM)	%	
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

Update Consultant's PTE

Consultant's PTE (RM)

User key in the amount

Submit

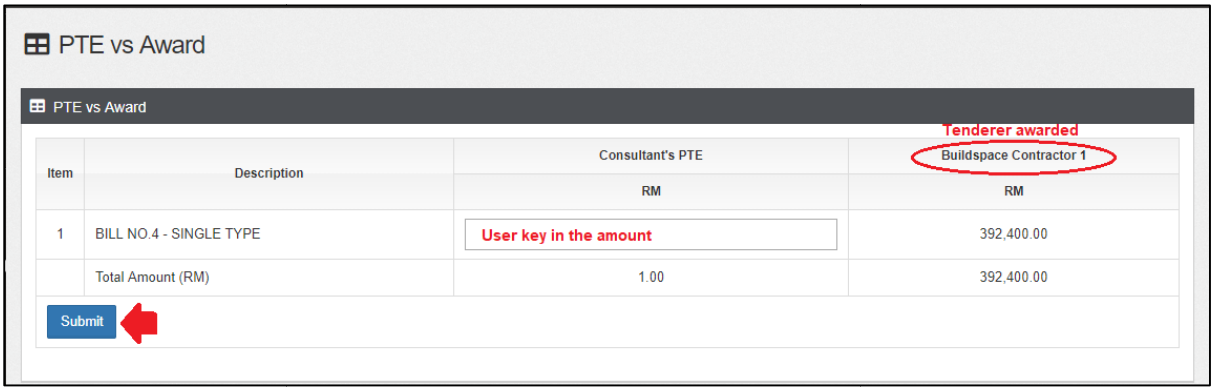
Update Budget

Budget (RM)

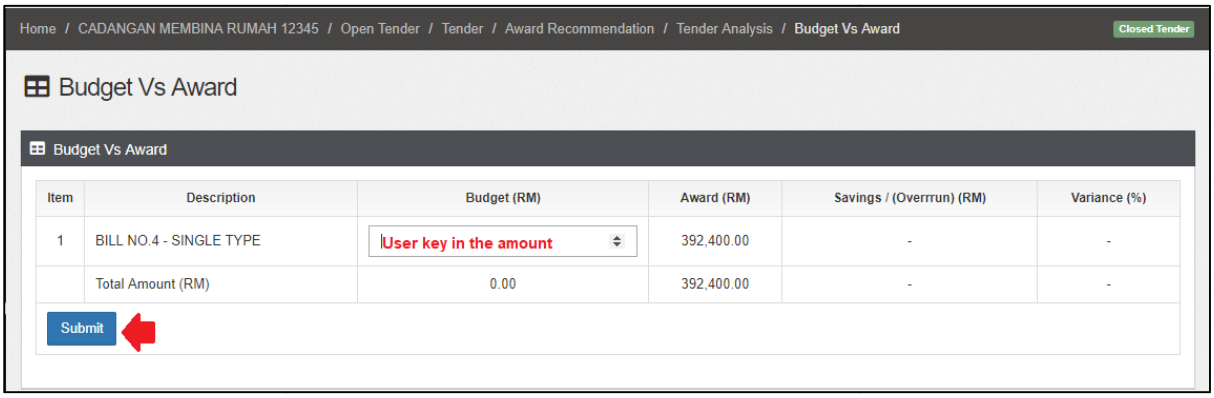
User key in the amount

Submit

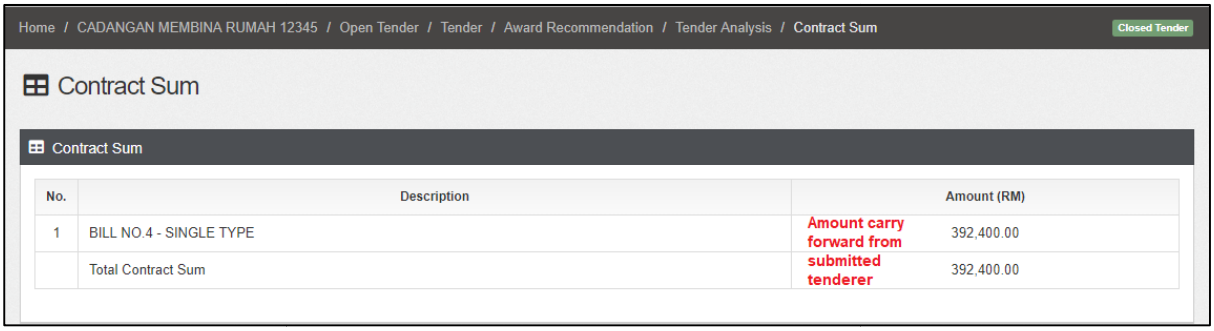
12. Example table **“PTE vs Award”**. **PTE Amount** must key in by user and click **“Submit”** and the amount **auto updated** into the table



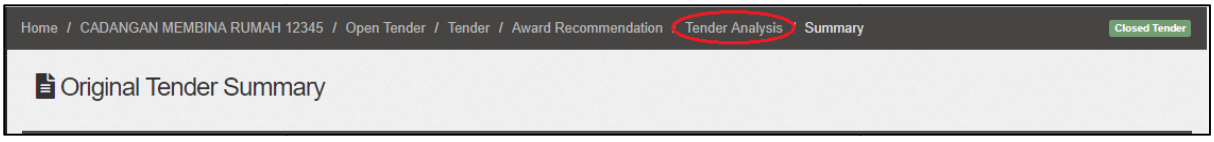
13. Examples table **“Budget vs Award”**. **Budget Amount** must key in by user and click **“Submit”** and the amount **auto updated** into the table



14. Examples table **“Contract Sum”**

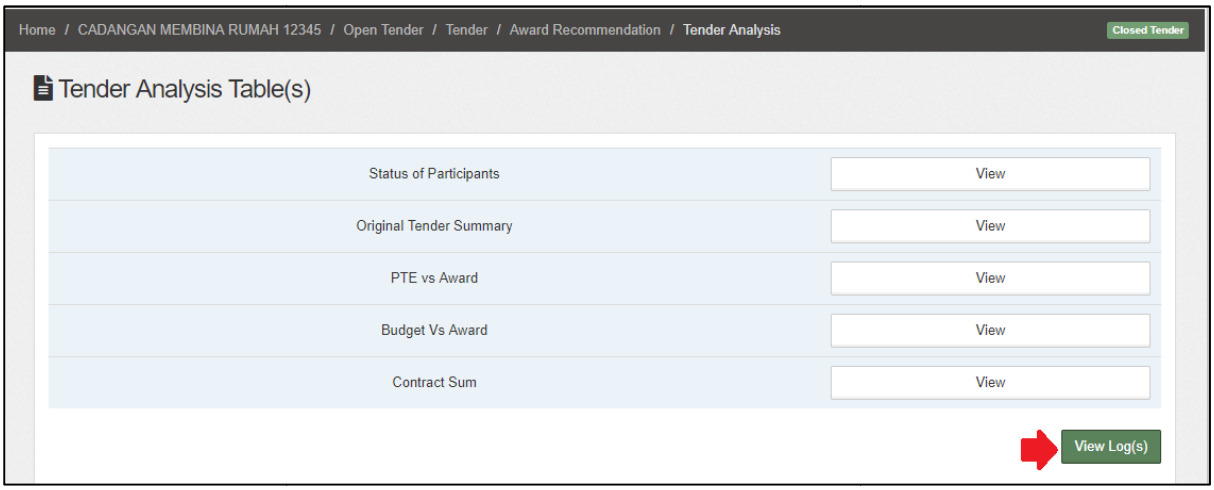


15. To go back list of **“Tender Analysis Table”** click **“Tender Analysis”**

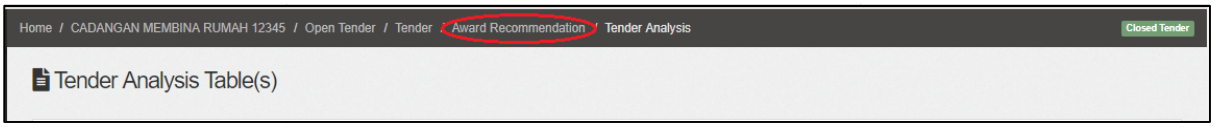


❖ ***To see the details for others table just repeat step no. 9***

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

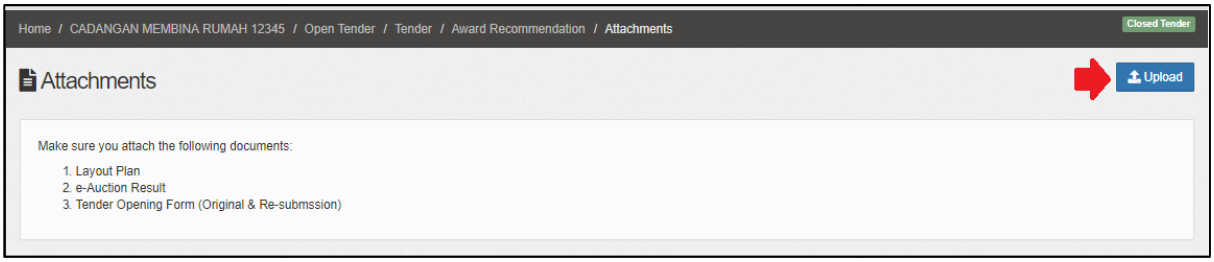


17. After all the amount already key in the table, user can upload the attachment (If required). Click **“Award Recommendation”** to go front page

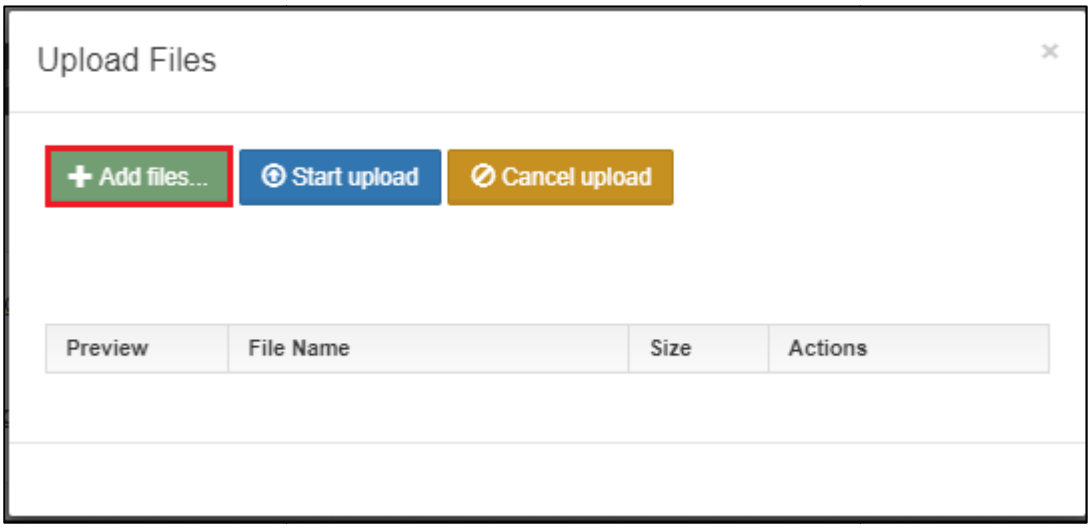


18. Click **“Attachments”**

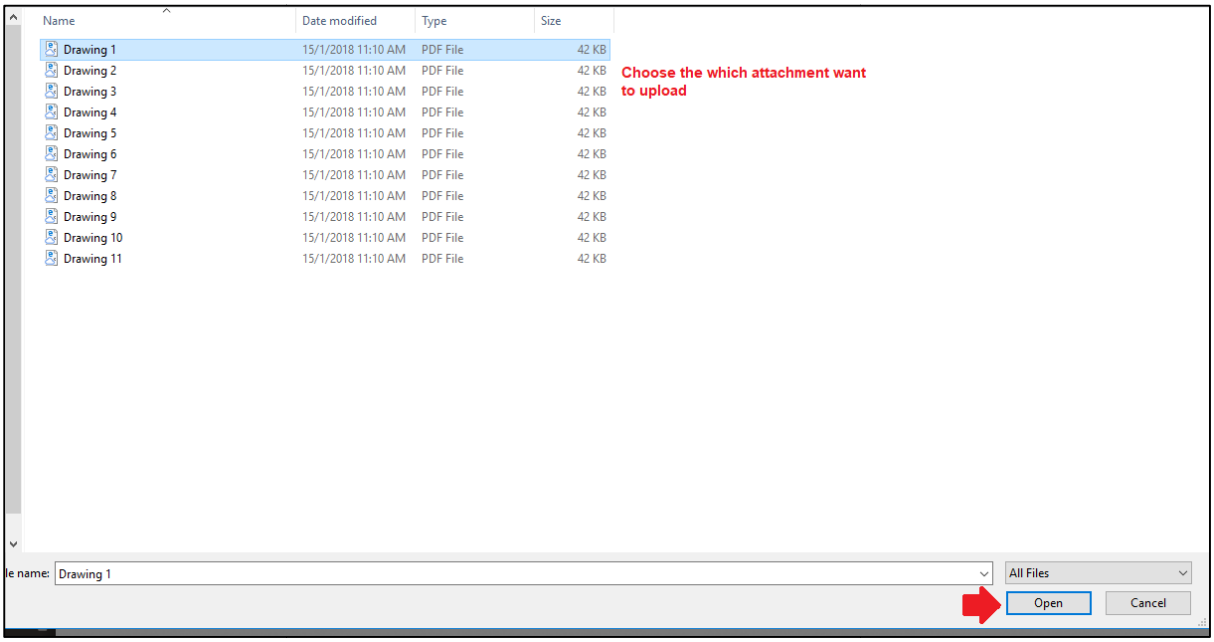
19. Click **“Upload”**



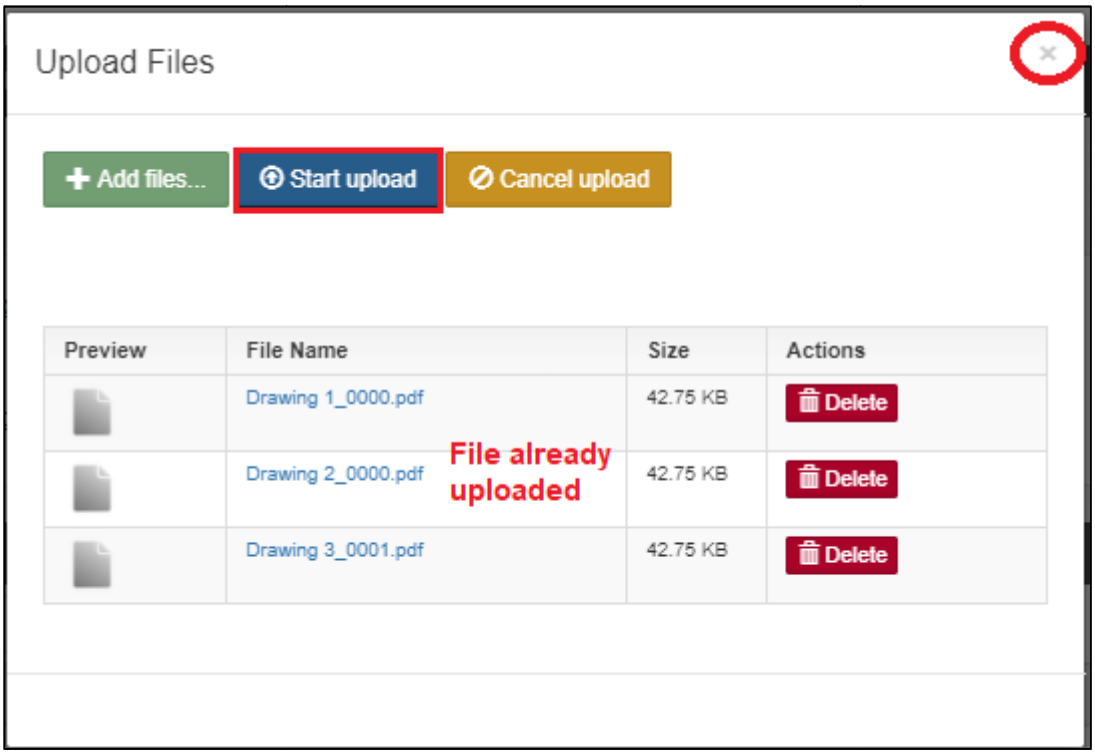
20. Click **“Add Files”**



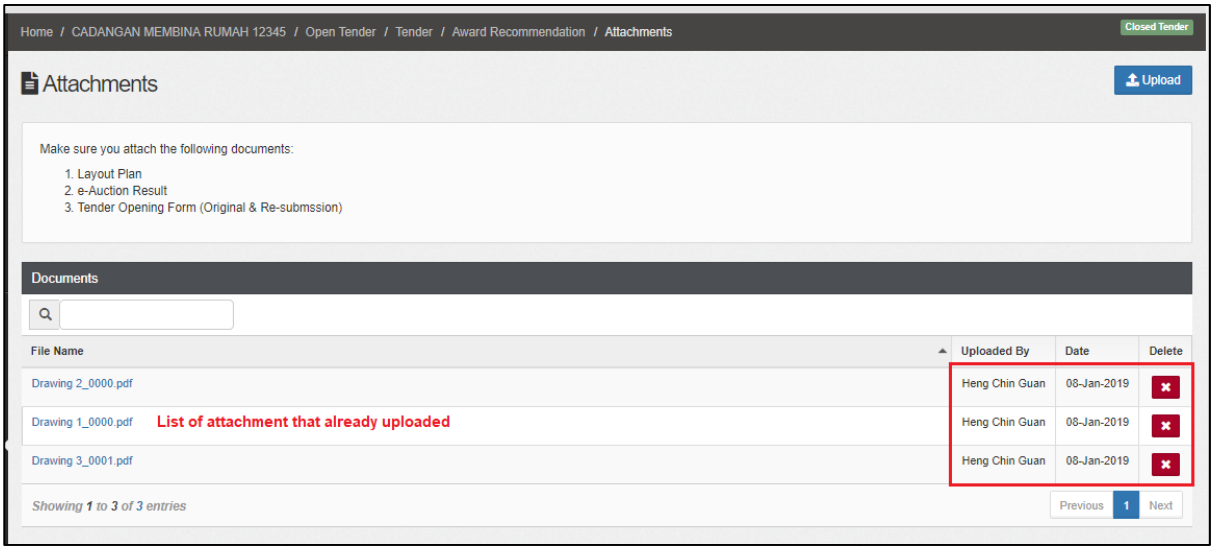
21. Select which file want to upload and click **“Open”**



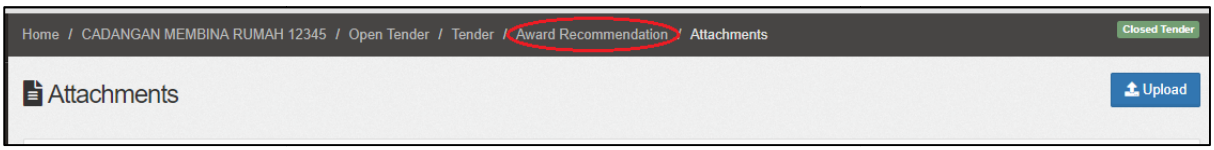
22. Click **“Star Upload”** to upload the all attachment in one time. Click **“Delete”** to delete the file and click **“x”** to close the tab



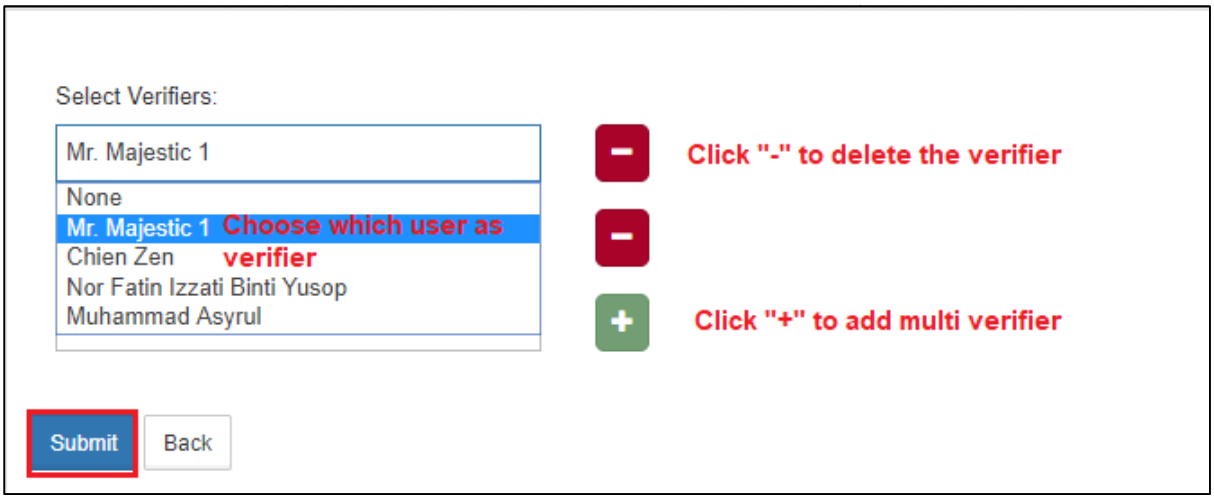
23. The file already uploads in the system. To delete the file, click **“x”** and to upload again click upload and refer the step **no 20 until 22**



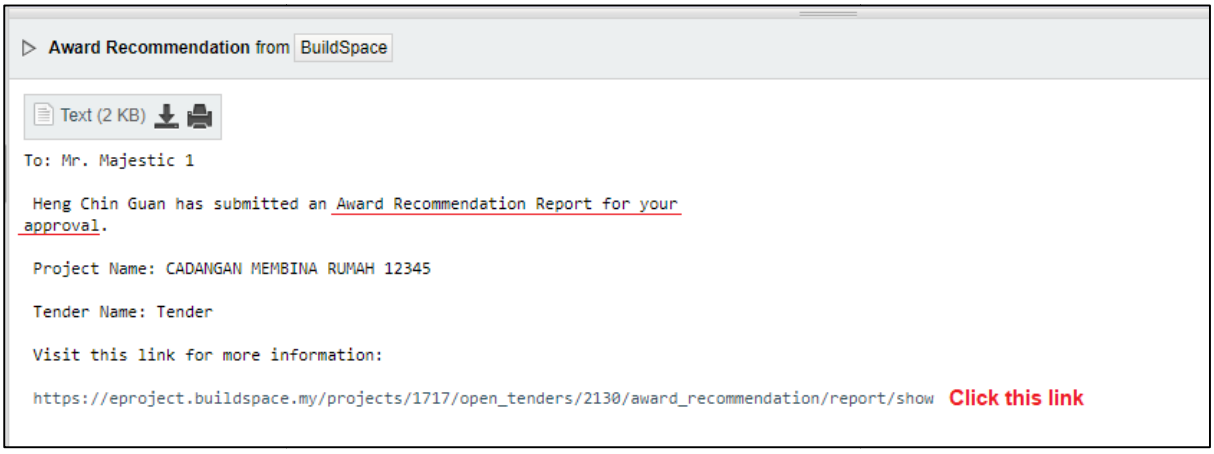
24. Click **“Award Recommendation”** to go front page and submit the report for approval



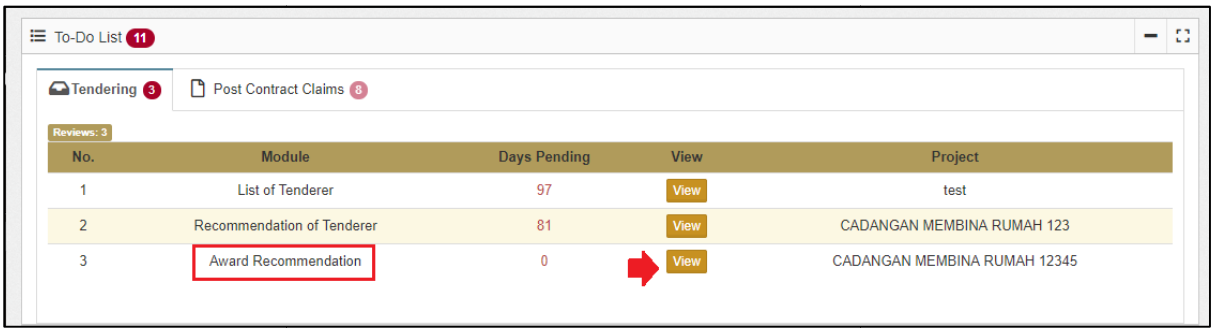
25. Select verifier and click **“Submit”**



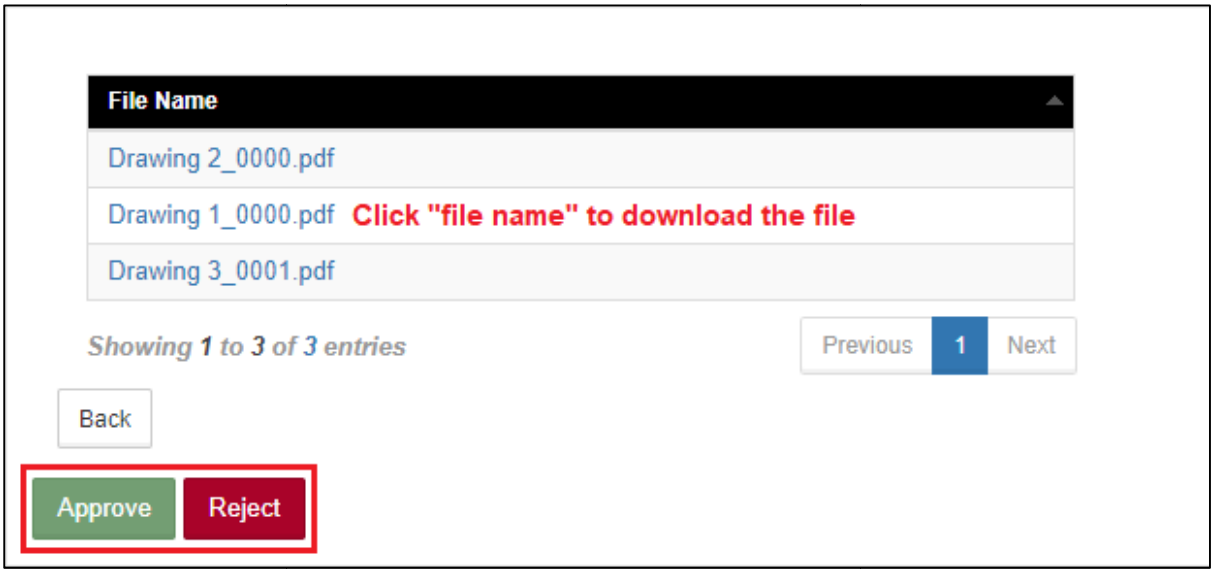
26. Approval receive the email and click the lick to **approve or reject** the request



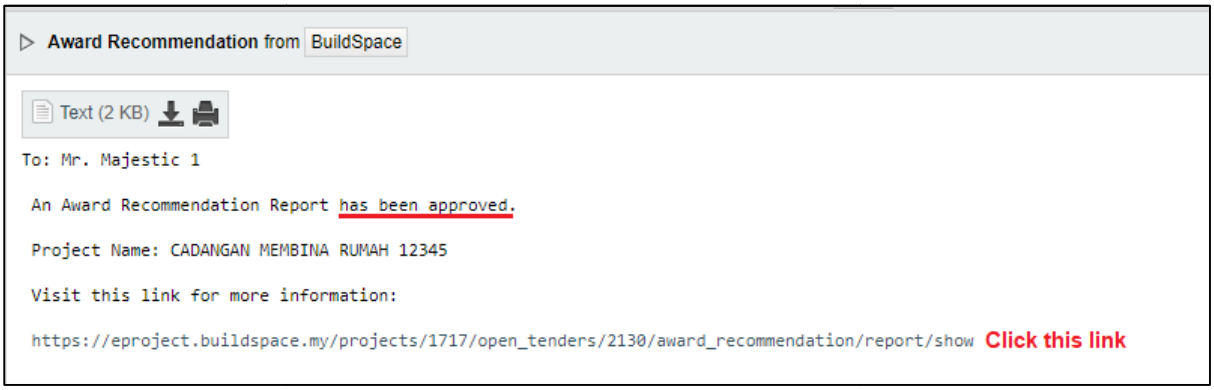
27. OR click the **“View”** at **“To Do List”** after login e-Tendering system

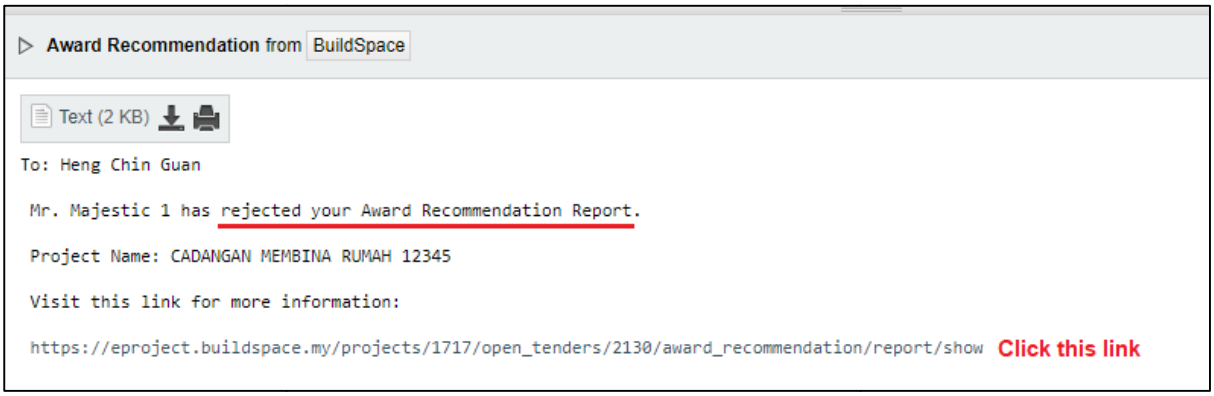


28. Verifier/Approval person can click the **“File Name”** to download uploaded attachment. After that, click **“Approve”** or **“Reject”**.

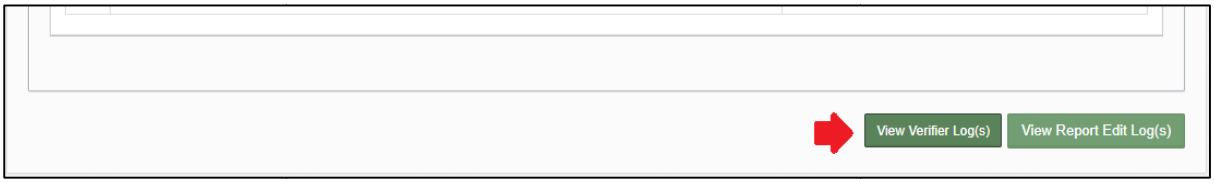


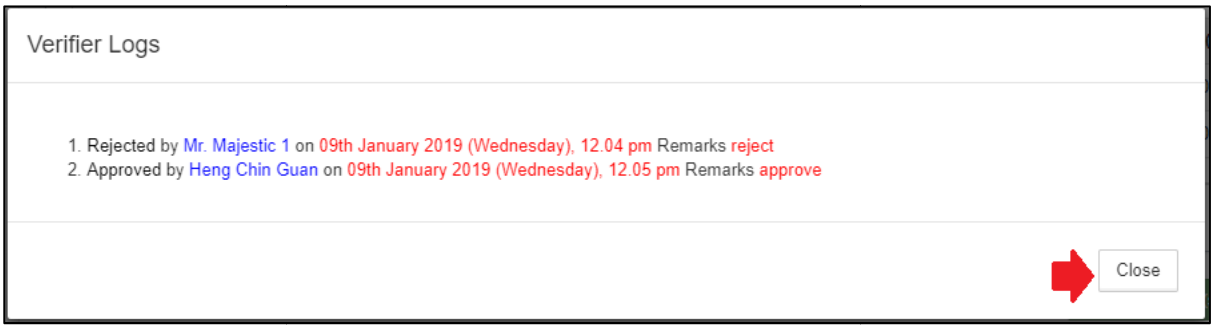
29. Notify the editor when the request is “**Approved”** or **“Rejected”** by verifier





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

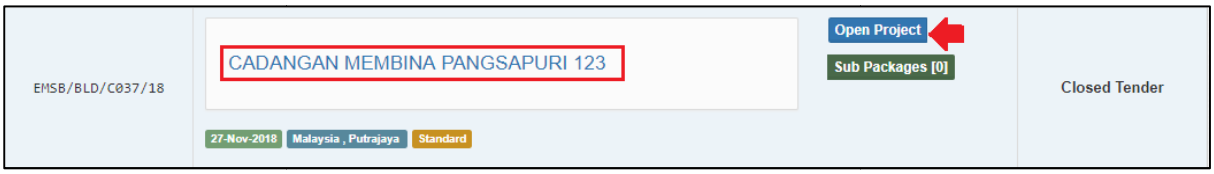




How To Prepare Rate Rationalization

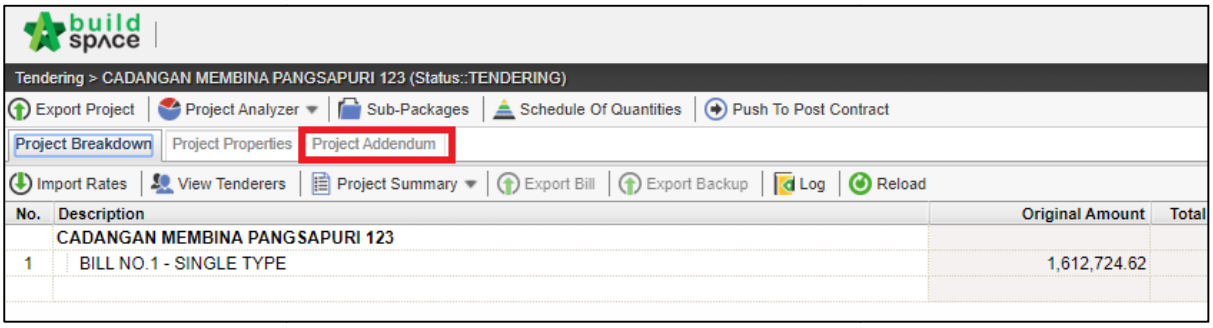
Note: a) Consultant need to activate Project Addendum first before prepare Rate Rationalization. ***(This is because system can detect the difference between original amount & rationalized amount)***

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

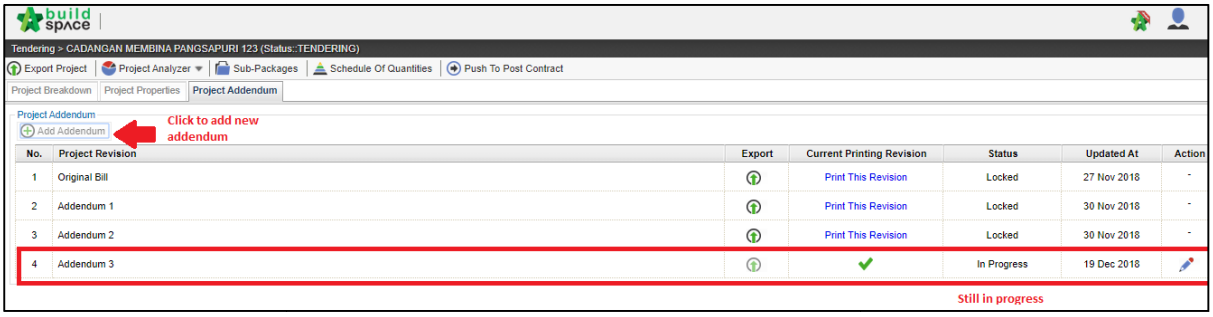


2. Click to open **Buildspace Pro**

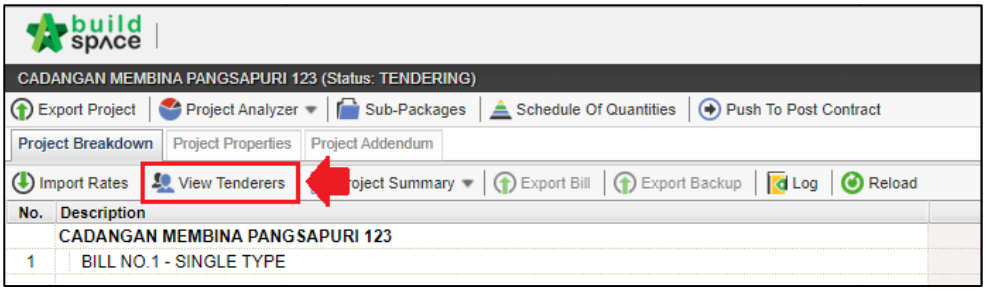
3. Click **Project Addendum**



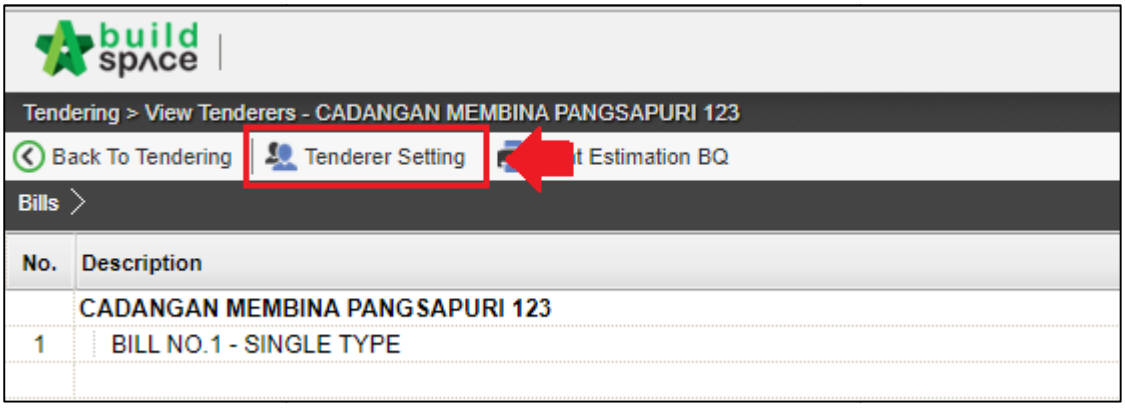
4. Click **Add Addendum** and make sure the status of new added addendum is “In Progress”. After that, click **Project Breakdown** and back to bill summary page.



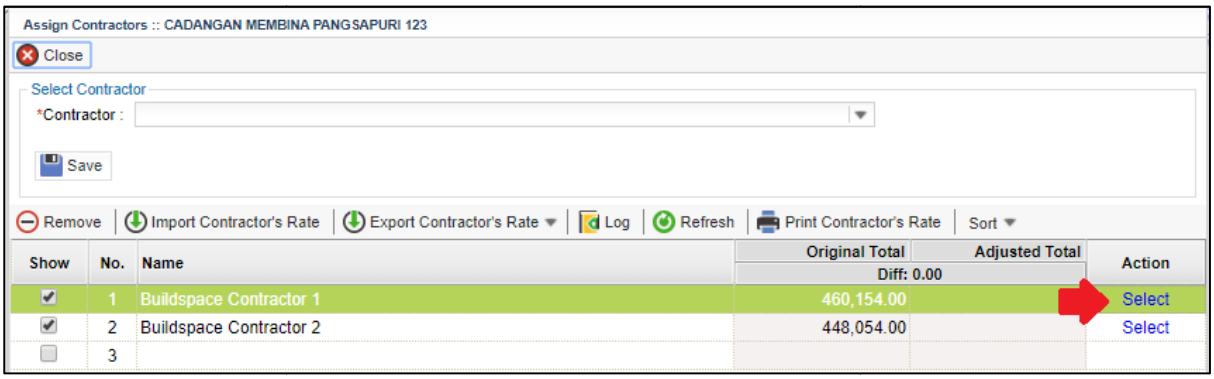
5. To do rates rationalization, Click **View Tenderers**



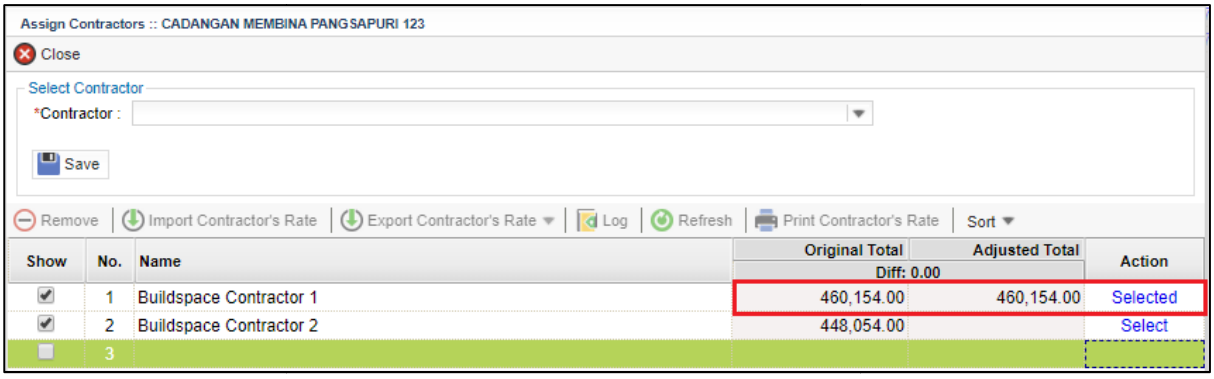
6. Click **Tenderer Setting**



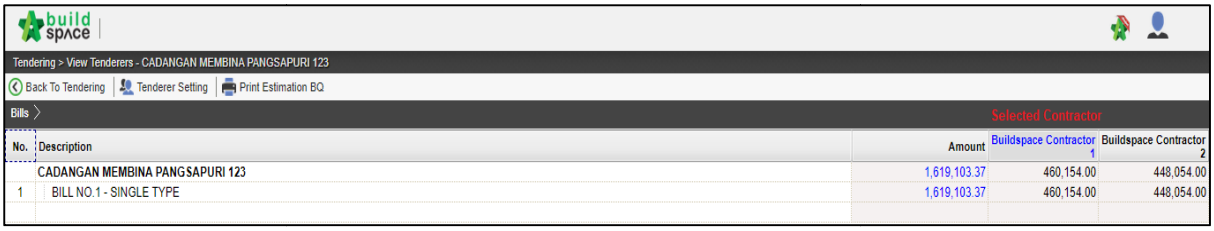
7. Click **Select** to select the tenderer



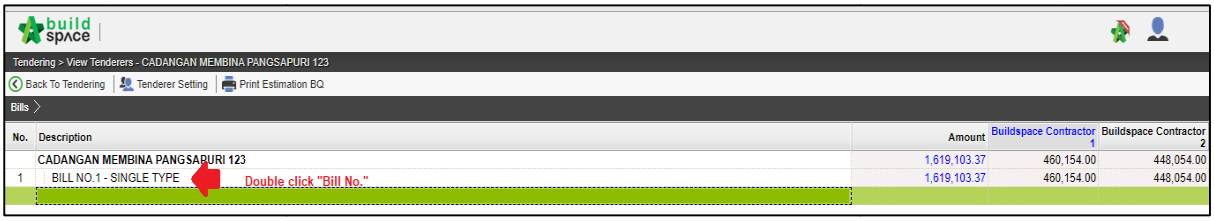
8. Once selected the tenderer, it will display **Original Total & Adjusted Total** and the action will change to **Selected.** After that, click **Close** to close **Tenderer Setting** tab.



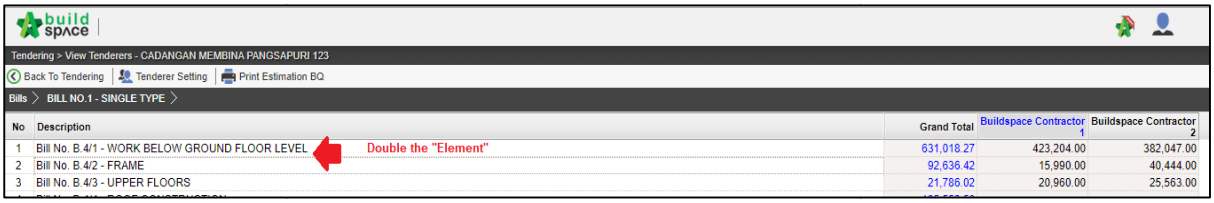
9. Once you closed **Tenderer Setting** tab, the selected tenderer's name will display in blue colour.



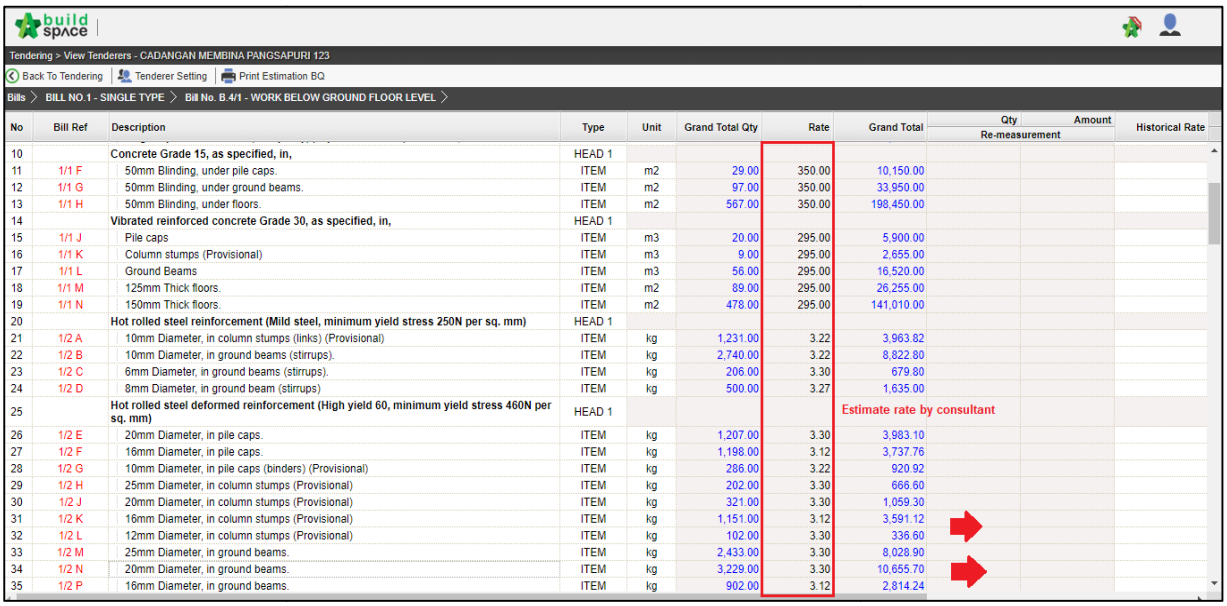
10. Double click the **Bill No** to go **Element Level**

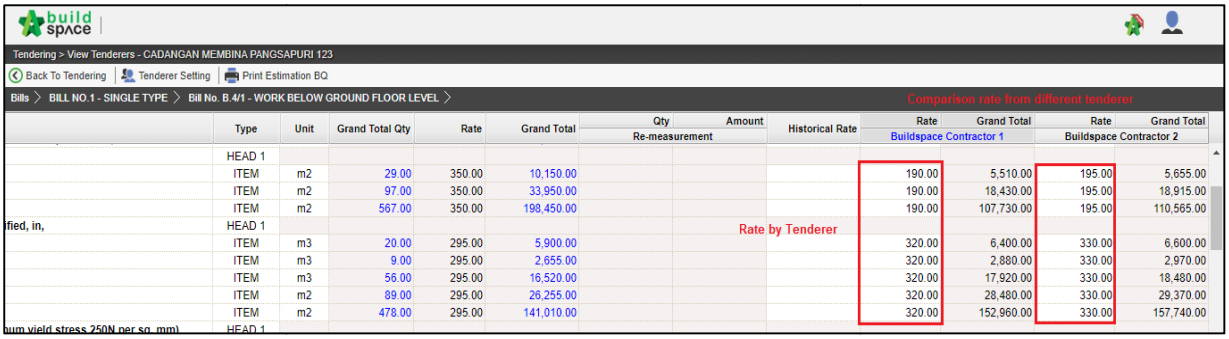


11. Double click the **Element Level** to go **Item Level**



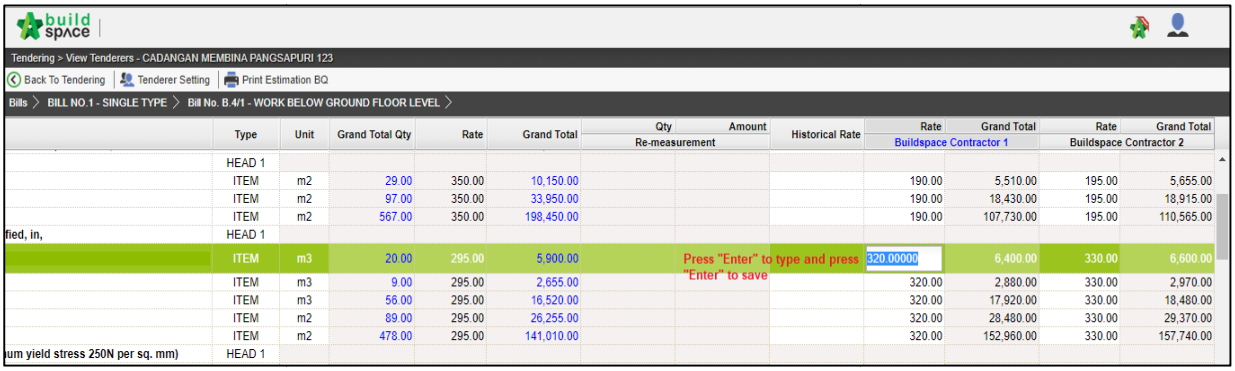
12. At **Item Level**, system will display **Consultant's PTE** and **Tenderers Rate** in one table.
(Scroll to the right to view for tenderer rate)





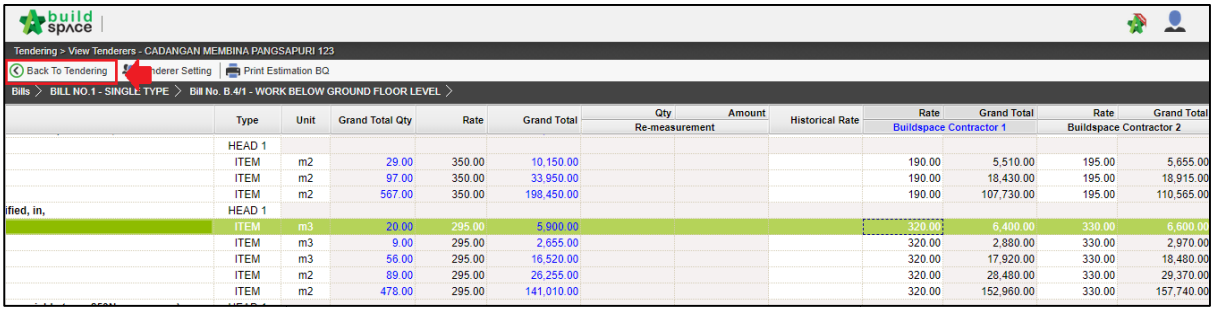
	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount Re-measurement	Historical Rate	Rate Buildspace Contractor 1	Grand Total Buildspace Contractor 1	Rate Buildspace Contractor 2	Grand Total Buildspace Contractor 2
	HEAD 1											
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	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
ified, in,	HEAD 1											
	ITEM	m3	20.00	295.00	5,900.00				320.00	6,400.00	330.00	6,600.00
	ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00
um yield stress 250N per sq. mm)	HEAD 1											

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

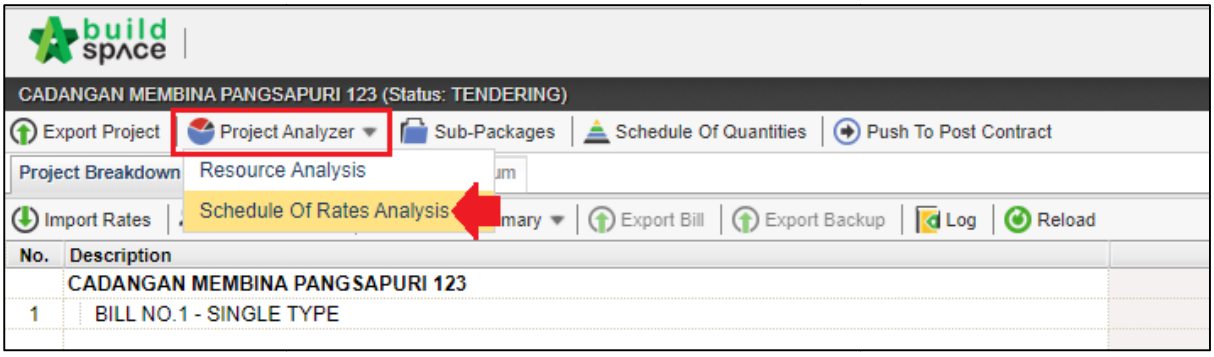


14. Or can **adjust the rate by trade**. *(This function only can be conducted if consultants used **Import Rate** function to prepare PTE)*. **If no, please skip to step 22.**

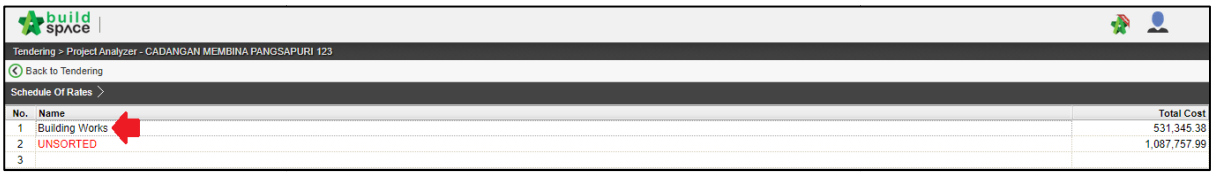
15. Click **Back To Tendering** to go front page



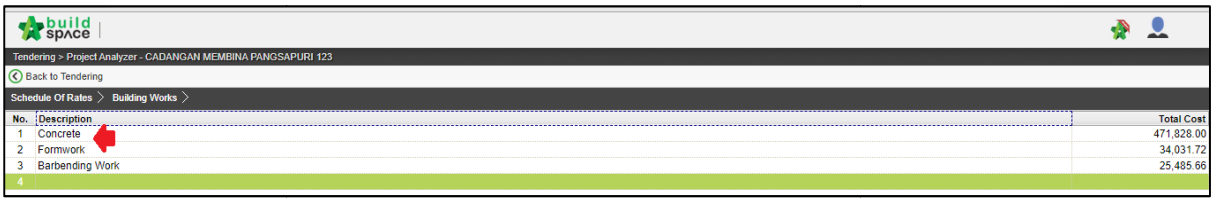
16. Click **Project Analyzer** and choose **Schedule Of Rates Analysis**



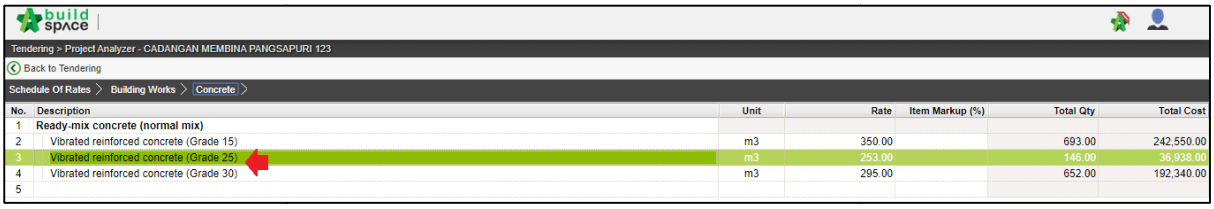
17. Double click **Schedule Of Rate (It depends on which schedule of rate that used during pricing BQ used import rate)**



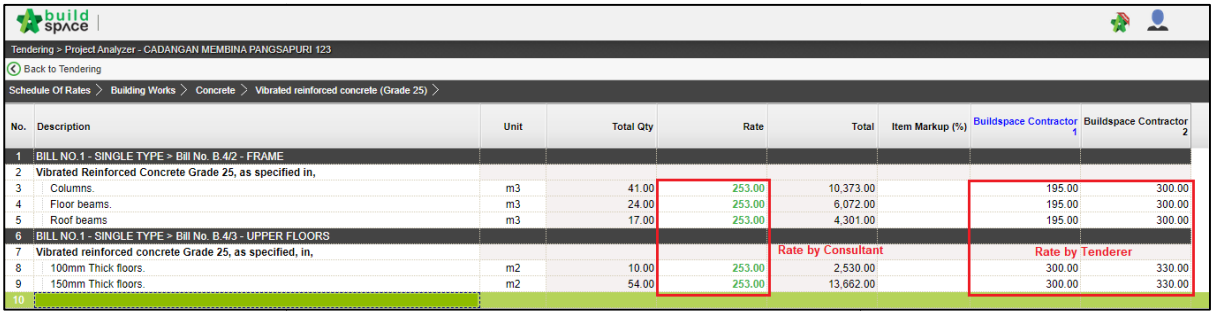
18. List of trade, **double click the trade** to view the grade/type under this trade



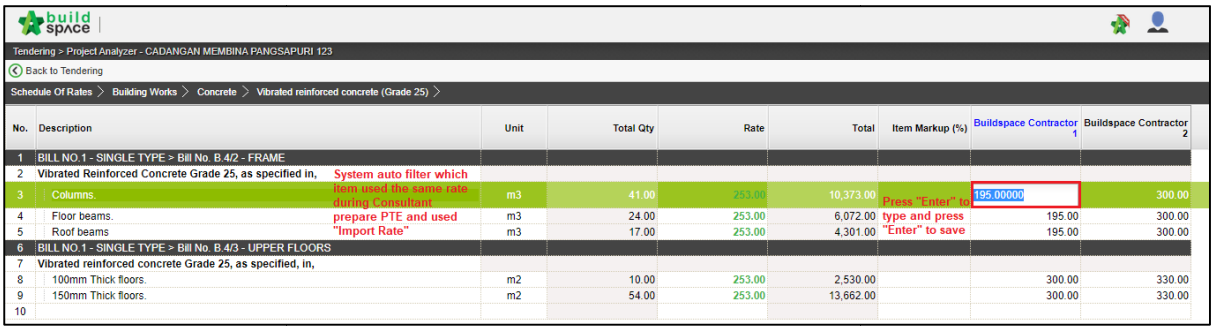
19. **Double click the grade/type** under the trade to know which bill, element and item used the grade/type



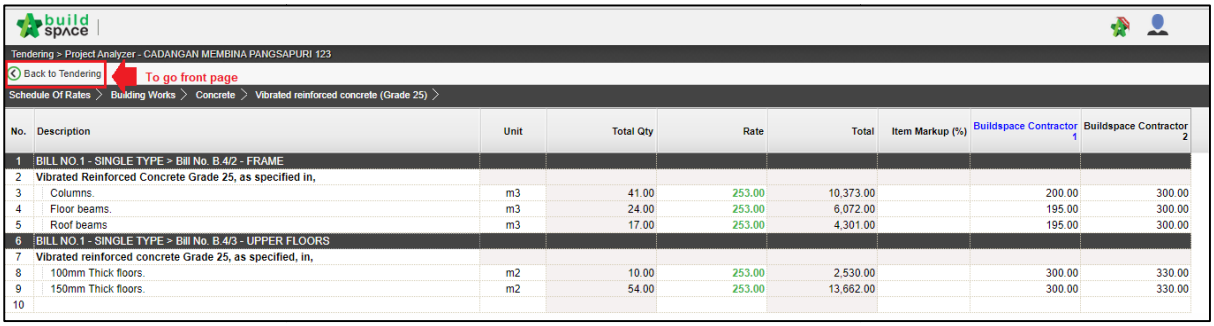
20. It will display **Consultant's PTE** and **Tenderer's rate** in one table



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

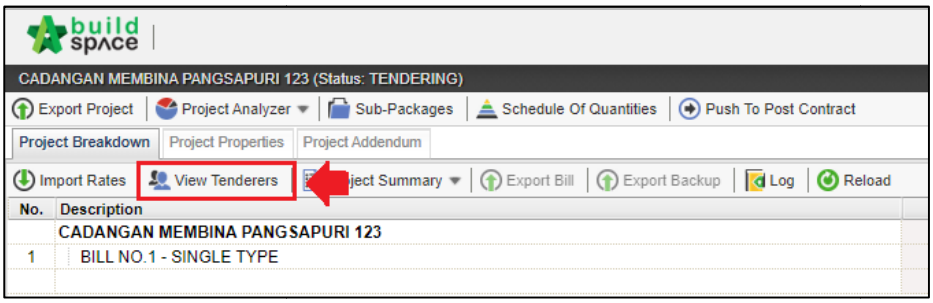


22. After rationalized the rate, you can check the difference between **original total and adjusted(rationalized) total** by clicking **Back To Tendering** to go to front page

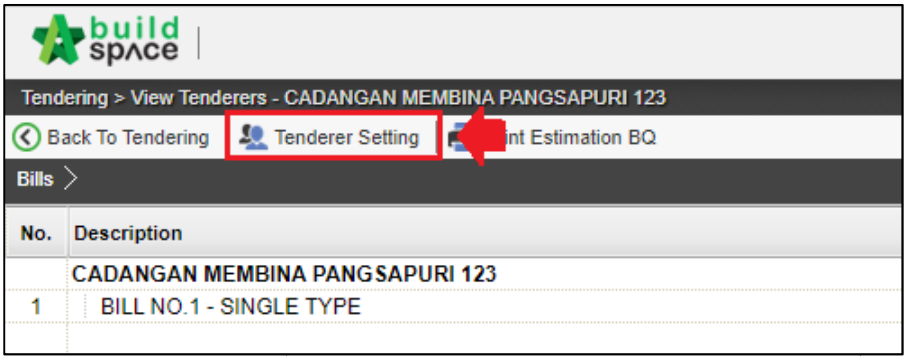


No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns.	m3	41.00	253.00	10,373.00		200.00	300.00
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00	300.00
5	Roof beams	m3	17.00	253.00	4,301.00		195.00	300.00
6	BILL NO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOORS							
7	Vibrated reinforced concrete Grade 25, as specified, in,							
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00	330.00
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00	330.00
10								

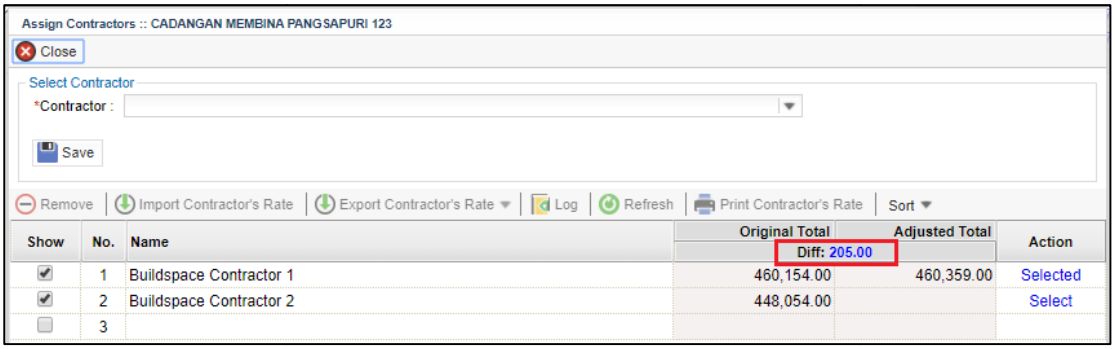
23. Click **View Tenderer**

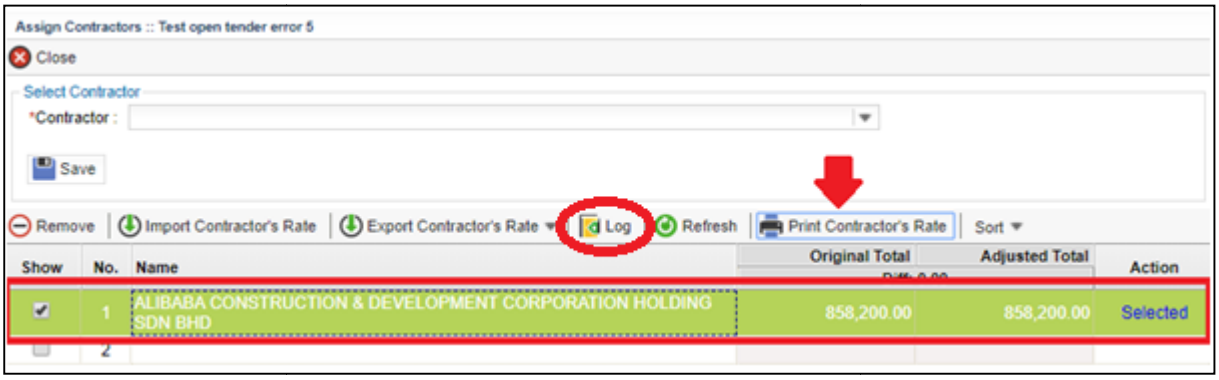


24. Click **Tenderer Setting**



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



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

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