

Contents

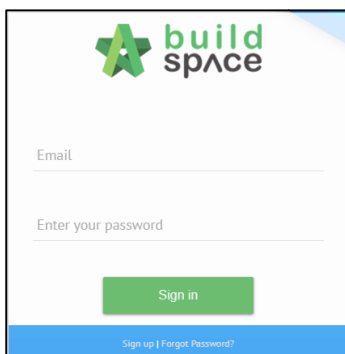
Create Template Technical Evaluation (only by Selected User)	3
Create Template Tender Documents (only by Selected User)	8
Create Subsidiary/Township Name (only by Admin User)	13
Create project & Assign company (only by Admin User).....	16
Manage Users / Import User (only by Admin User)	18
Assign User (Only by admin user only)	19
How to compose message to project team member	20
How to upload & share documents/drawings.....	21
Document Control (Request for Information)	26
How to issue RFI	26
How to respond RFI	28
Recommendation of Tenderer (only by Editor of Project)	30
List of Tenderer (only by Editor of Project)	35
User as a verifier to approve through email (only for approver)	38
User as a verifier to approve through system without login email (Only for approver)	40
How to access & prepare the BQ.....	42
How to Import sample ebq file	44
How to open a bill, key in elements & items.....	45
How to import BQ from Excel	47
You can continue prepare BQ in Excel format and Import into BuildSpace	51
How to print project/tender summary	55
How to publish the project to tendering (only do this once your BQ is finalized)	56
How to edit “Form of Tender” at a project	57
How to upload tender documents	60
How to prepare “Calling Tender” form.....	63
How to prepare Tender Invitation	65
How to prepare Acknowledgment Letter.....	66
How to EXTEND tender	67
Tender Addendum.....	69
How to issue addendum tender documents	69
How to issue / add addendum item at BQ.....	70
Forum	74
How to reply message from tenderer	74
How to compose message to tenderer	76
How to set a Topic to public	79
Log For Tender Document	81

Technical Opening (Only by Editor of Project).....	83
How to Activate Tender Re-Submission After Tender Interview (<i>without Original Commercial Opening</i>) for Revise Submission	85
Technical Assessment Form	88
Commercial Opening (Only by Editor of Project)	91
How to see total no of participated projects by tenderer	92
How to import tenderer’s rates for comparison	93
How to insert “Tender Validity Period”	93
How to insert “Remarks”	94
How to print “Open Tender Form”	95
Print Tender Price Comparison Reports (Only by Editor of Project).....	96
Award Recommendation Report.....	101
How To Prepare Rate Rationalization.....	112

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**

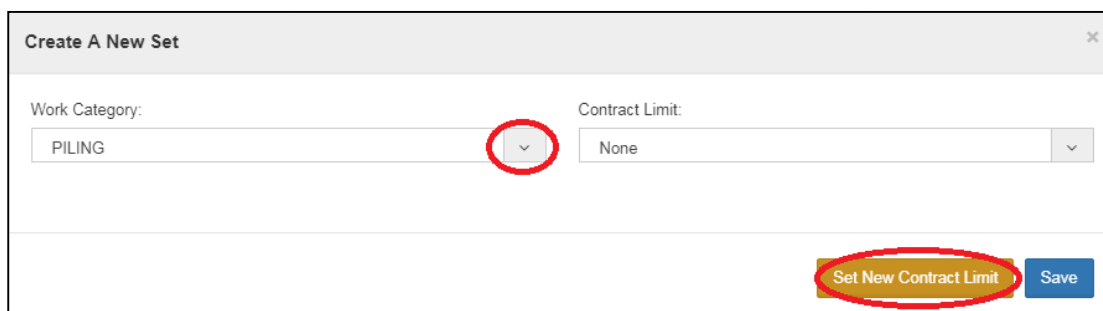


The login page features the 'build space' logo at the top left. Below it are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

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

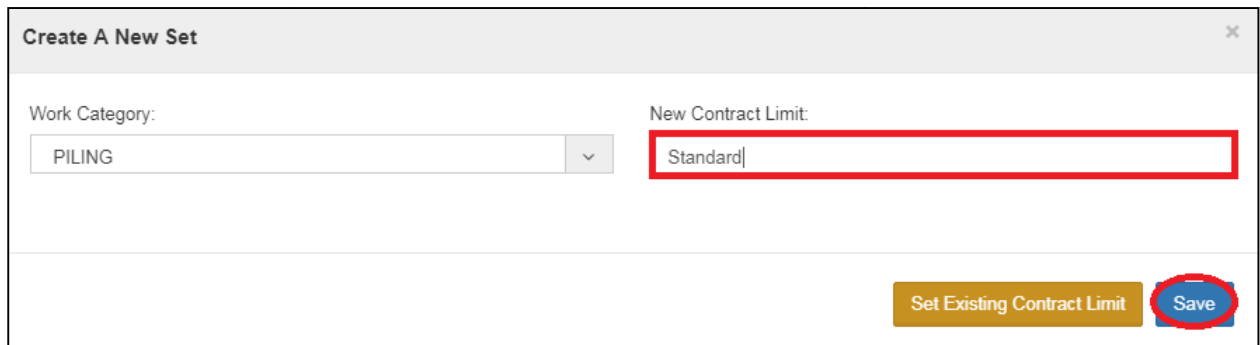


3. Select which **“Work Category”** and click at **“Set New Contract Limit”** to set this technical evaluation’s contract limit or can put sub work category.



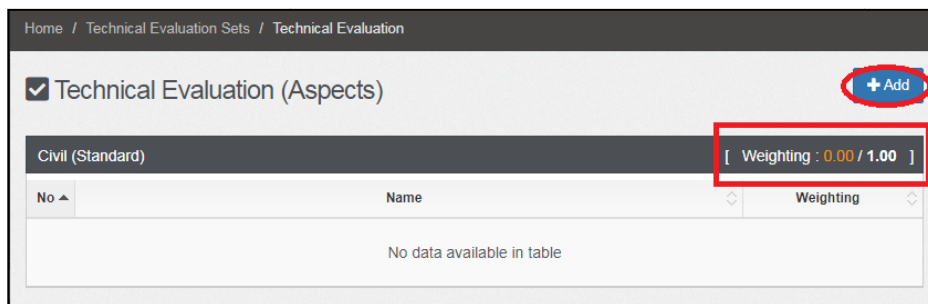
The 'Create A New Set' dialog box is shown. It has two dropdown menus: 'Work Category:' with 'PILING' selected, and 'Contract Limit:' with 'None' selected. A red circle highlights the dropdown arrow for 'Work Category'. At the bottom right, there is a yellow button labeled 'Set New Contract Limit' and a blue 'Save' button. Both buttons are circled in red.

- 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”**.



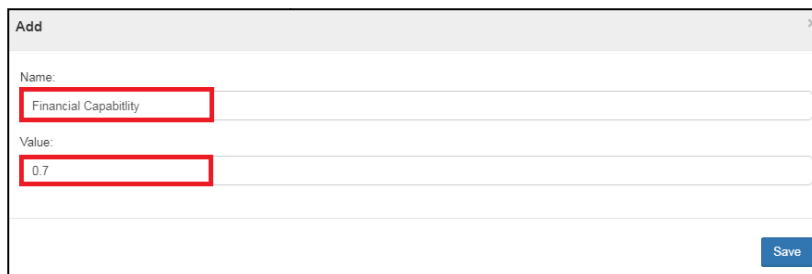
The screenshot shows a dialog box titled "Create A New Set". It has two input fields: "Work Category:" with a dropdown menu showing "PILING", and "New Contract Limit:" with a text input field containing "Standard". At the bottom right, there are two buttons: "Set Existing Contract Limit" and "Save".

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



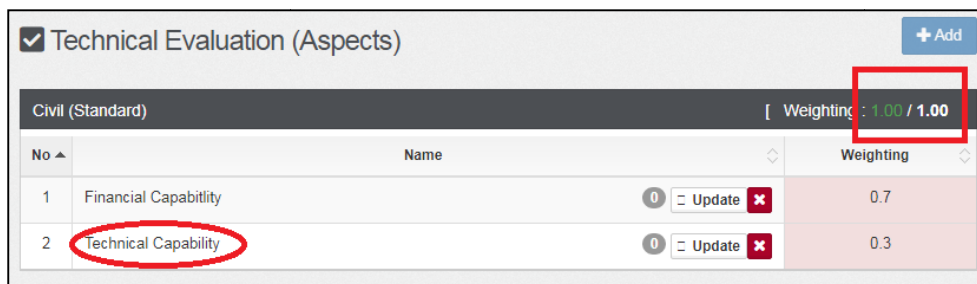
The screenshot shows the "Technical Evaluation (Aspects)" page. At the top right, there is a blue "+ Add" button. Below it, a table header shows "Civil (Standard)" with a weighting of "[Weighting : 0.00 / 1.00]". Below the header is a table with columns "No", "Name", and "Weighting". The table is currently empty, with the text "No data available in table" displayed.

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



The screenshot shows an "Add" dialog box. It has two input fields: "Name:" with the text "Financial Capability" and "Value:" with the text "0.7". At the bottom right, there is a "Save" button.

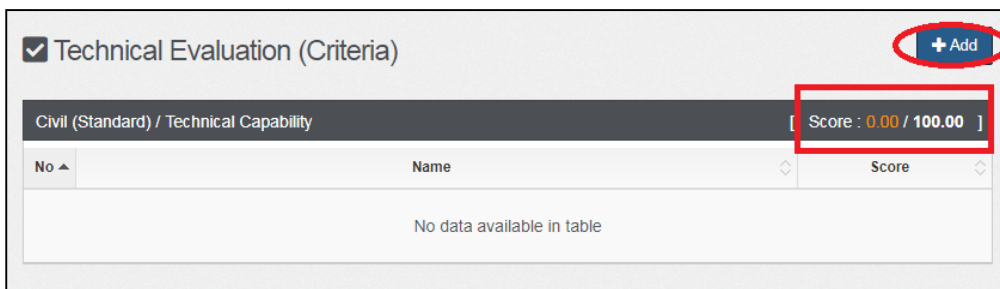
- Then I put the rest of 0.3 score on **“Technical Capability”**. Click at **“Technical Capability”** to input the main criteria for technical capability.



The screenshot shows the "Technical Evaluation (Aspects)" page with two criteria added. The table header shows "Civil (Standard)" with a weighting of "[Weighting : 1.00 / 1.00]". The table has columns "No", "Name", and "Weighting". The table contains two rows:

No	Name	Weighting
1	Financial Capability	0.7
2	Technical Capability	0.3

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

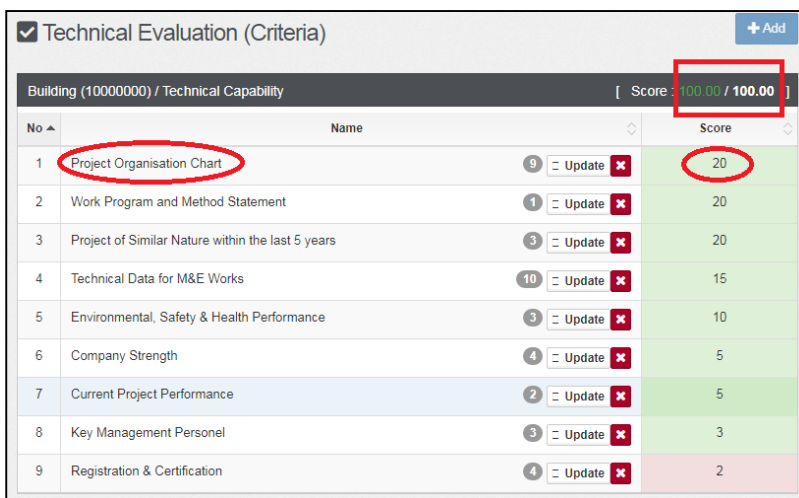


Technical Evaluation (Criteria) + Add

Civil (Standard) / Technical Capability [Score : 0.00 / 100.00]

No ^	Name	Score
No data available in table		

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

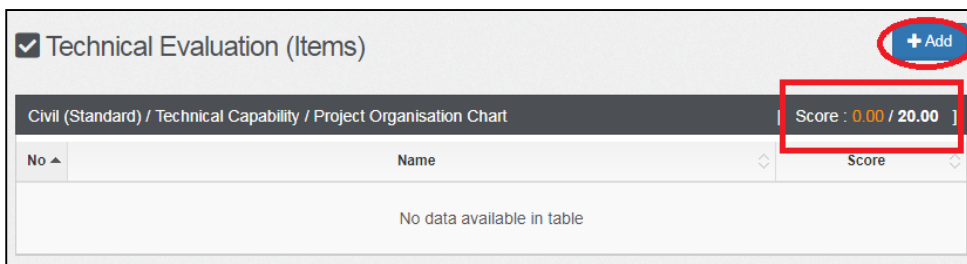


Technical Evaluation (Criteria) + Add

Building (10000000) / Technical Capability [Score : 100.00 / 100.00]

No ^	Name	Score
1	Project Organisation Chart	20
2	Work Program and Method Statement	20
3	Project of Similar Nature within the last 5 years	20
4	Technical Data for M&E Works	15
5	Environmental, Safety & Health Performance	10
6	Company Strength	5
7	Current Project Performance	5
8	Key Management Personnel	3
9	Registration & Certification	2

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



Technical Evaluation (Items) + Add

Civil (Standard) / Technical Capability / Project Organisation Chart [Score : 0.00 / 20.00]

No ^	Name	Score
No data available in table		

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

✓ Technical Evaluation (Items) + Add

Building (10000000) / Technical Capability / Project Organisation Chart [Score 20.00 / 20.00]

No ▲	Name		Score
1	Project Director	3 Update ✖	3
2	Project Manager	3 Update ✖	3
3	Construction Manager	3 Update ✖	2
4	Quantity Surveyor	3 Update ✖	2
5	QA/QC Officer	3 Update ✖	2
6	Architectural Manager/Coordinator	3 Update ✖	2
7	Civil & Structure Engineer	3 Update ✖	2
8	Mechanical Manager/Coordinator	3 Update ✖	2
9	Electrical Manager/Coordinator	3 Update ✖	2

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

✓ Technical Evaluation (Options) + Add

Civil (Standard) / Technical Capability / Project Organisation Chart / Project Director [Max : 3.00]

No ▲	Name	Score
No data available in table		

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

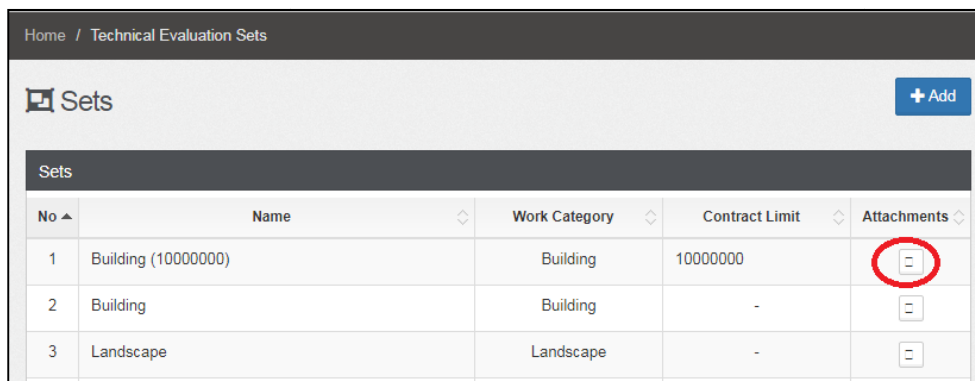
Home **Technical Evaluation Sets** / Technical Evaluation




✓ Technical Evaluation (Options) + Add

Building (10000000) / Technical Capability / Project Organisation Chart / Project Director [Max : 3.00]

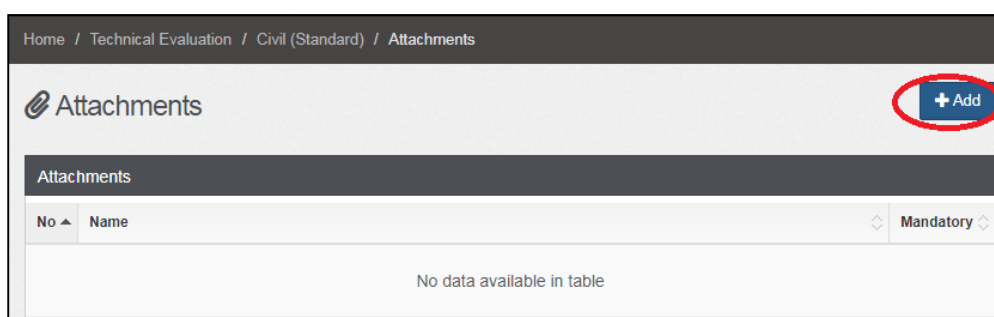
No ▲	Name		Score
1	Experience ≥ 10 years	0 Update ✖	3
2	5 years ≤ Experience < 10 years	0 Update ✖	2
3	Less than 5 years relevant working experience	0 Update ✖	1

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



No	Name	Work Category	Contract Limit	Attachments
1	Building (10000000)	Building	10000000	
2	Building	Building	-	
3	Landscape	Landscape	-	

15. Click “**Add**” to add attachment name.



No	Name	Mandatory
No data available in table		

16. Type the attachment name and set whether it’s “**Mandatory**” or not, then click “**Save**”.



Add New List Item

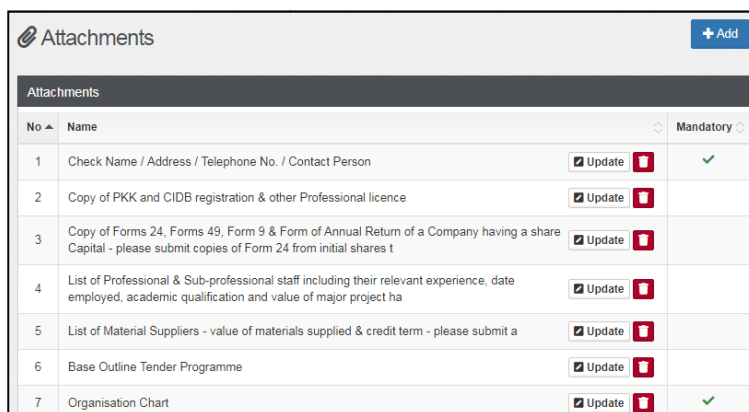
Name :

Company registration certificate

Mandatory

Save

17. After created, it will look like below;



No	Name	Update	Mandatory
1	Check Name / Address / Telephone No. / Contact Person	<input checked="" type="checkbox"/> Update	✓
2	Copy of PKK and CIDB registration & other Professional licence	<input checked="" type="checkbox"/> Update	
3	Copy of Forms 24, Forms 49, Form 9 & Form of Annual Return of a Company having a share Capital - please submit copies of Form 24 from initial shares t	<input checked="" type="checkbox"/> Update	
4	List of Professional & Sub-professional staff including their relevant experience, date employed, academic qualification and value of major project ha	<input checked="" type="checkbox"/> Update	
5	List of Material Suppliers - value of materials supplied & credit term - please submit a	<input checked="" type="checkbox"/> Update	
6	Base Outline Tender Programme	<input checked="" type="checkbox"/> Update	
7	Organisation Chart	<input checked="" type="checkbox"/> Update	✓

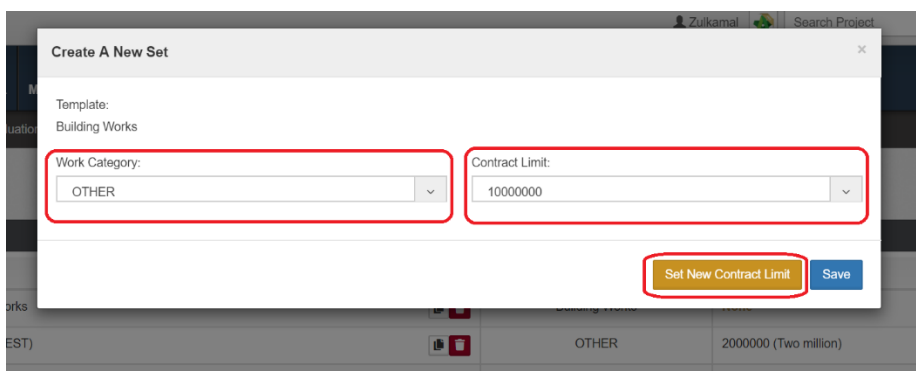
18. Once you already finalized with “Technical Evaluation Template” it will show the list. To delete you can click on the “Bin Icon”

No	Name	Work Category	Contract Limit	Attachments
1	Building Works	Building Works	None	
2	Building (TEST)	OTHER	2000000 (Two million)	
3	Building (TEST)	Building	TEST	
4	PILING (23456789654)	PILING	23456789654	
5	Building (10000000)	Building	10000000	
6	Building	Building	None	
7	Building (RM100000000)	Building	RM100000000	
8	Building (RM 100,000,000.00)	Building	RM 100,000,000.00	
9	Building (RM TESTING)	Building	RM TESTING	

To copy template click here
 To delete template click here

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.



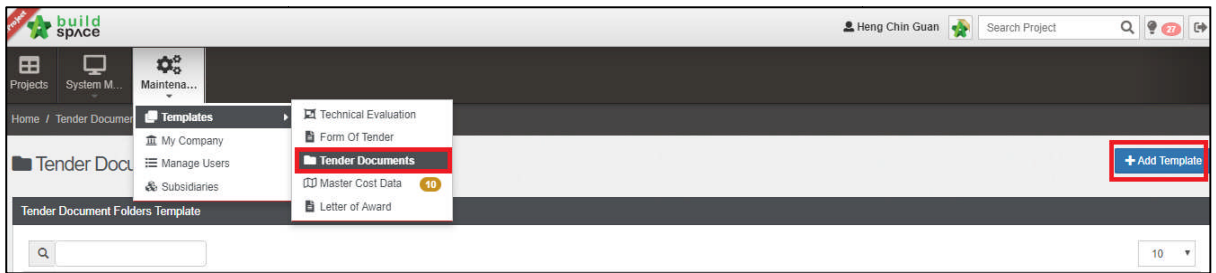
The screenshot shows a dialog box titled "Create A New Set". It has a "Template:" field with the value "Building Works". Below it are two dropdown menus: "Work Category:" with "OTHER" selected, and "Contract Limit:" with "10000000" selected. At the bottom right, there are two buttons: "Set New Contract Limit" (highlighted with a red box) and "Save".

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

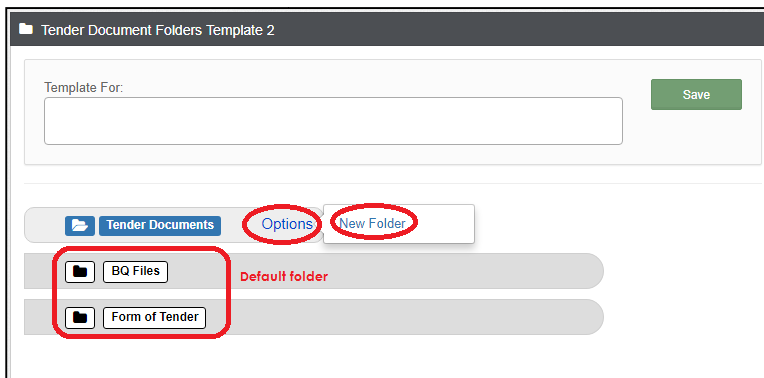
Create Template Tender Documents (only by Selected User)

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

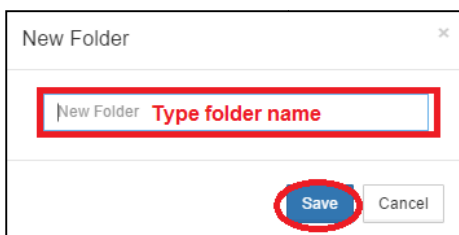
1. Login to eTender system. Click at “Maintenance” menu, select “Templates” and “Tender Documents”. Then click at “Tender Documents 1” or click “Add Template” to create a new template.



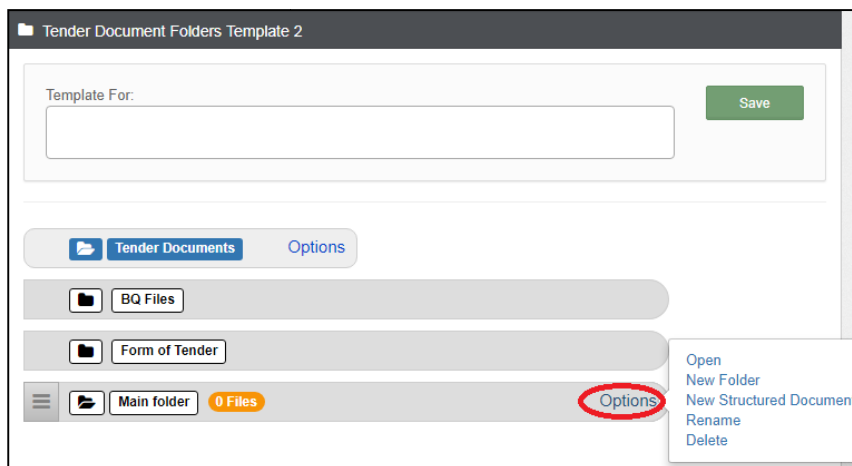
2. Click at **“Options”** and select **“New Folder”** to create a folder.



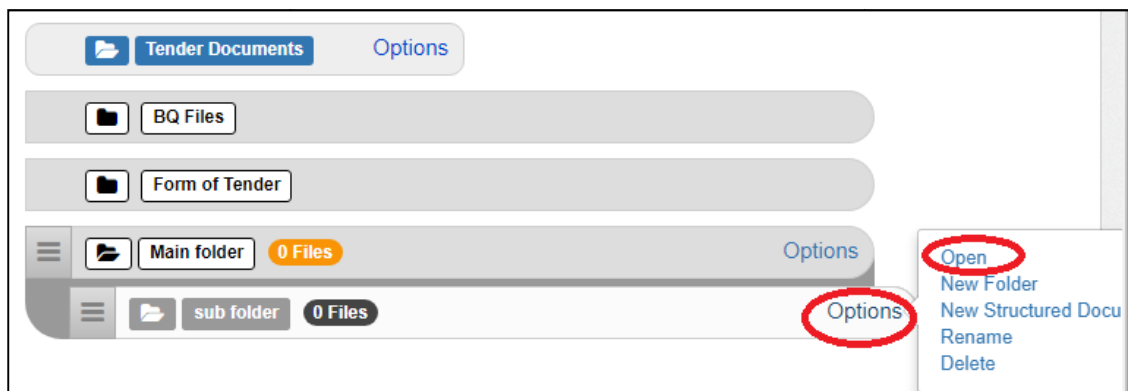
3. Type in folder name and click **“Save”**.



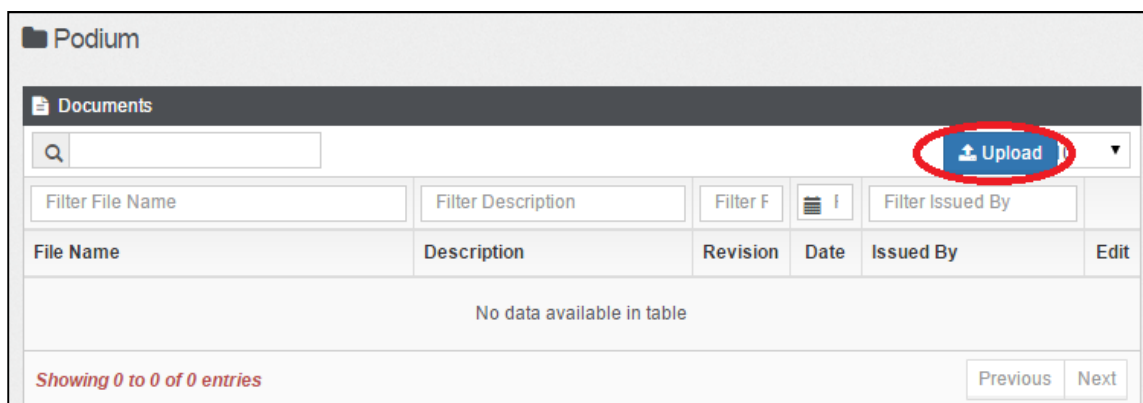
- Click at created folder's **"Options"** and select **"New Folder"** to create a sub folder.



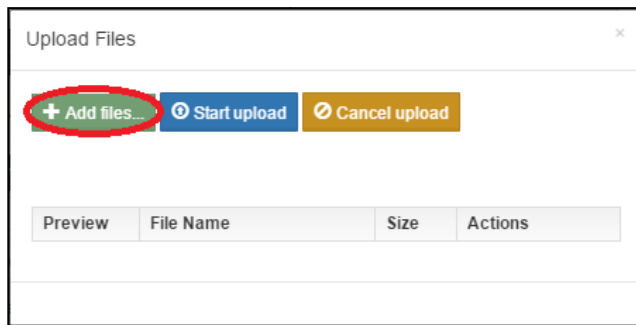
- Click **"Options"** again and select **"Open"** to access folder.



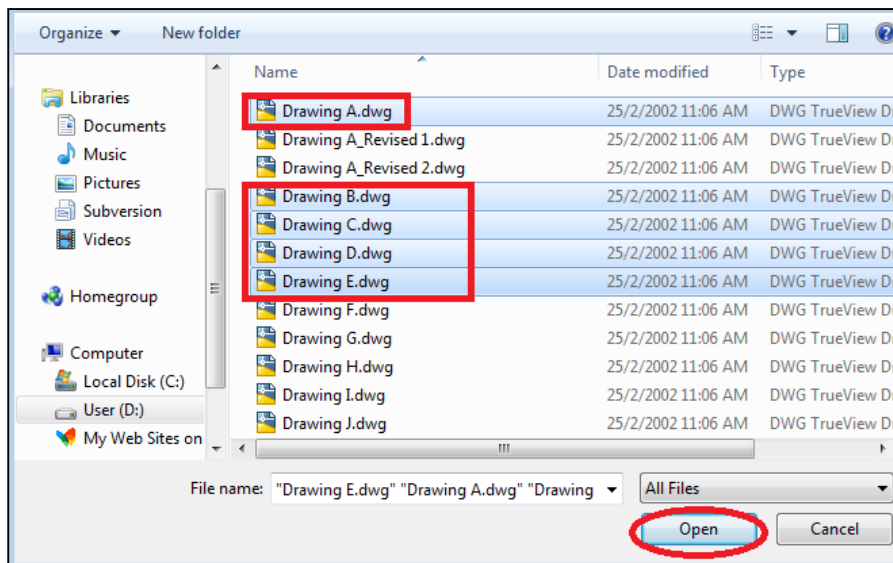
- Click **"Upload"** to upload files (you can upload standard tender document file which will be used for each tender project, if not just leave it blank).



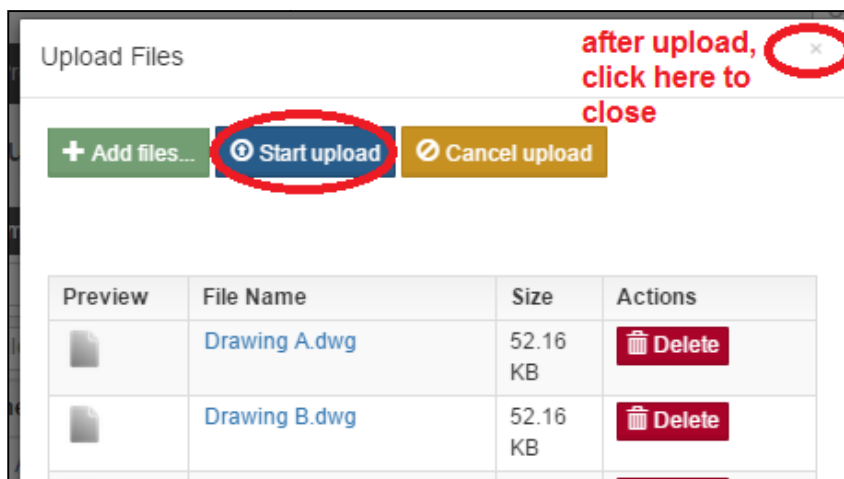
- Click **“Add Files”** to browse and select files that you want to upload.



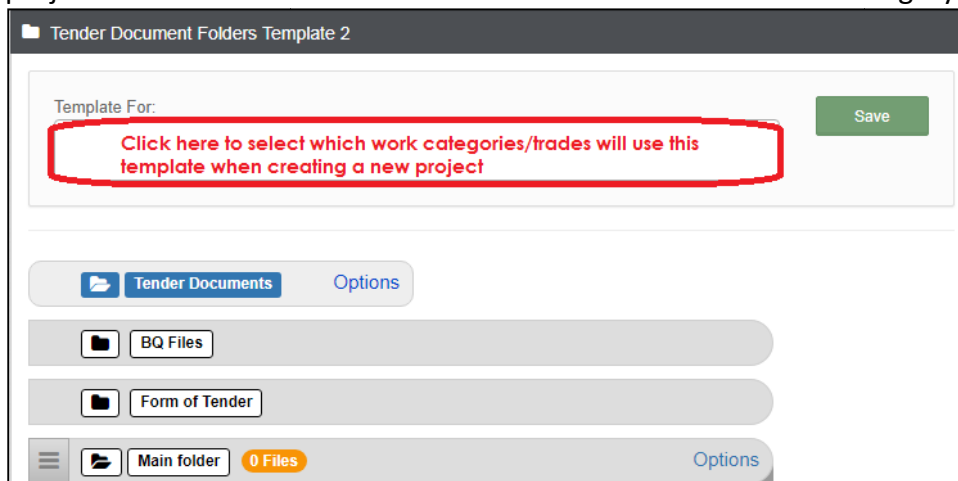
- Can multi select files and click **“Open”**



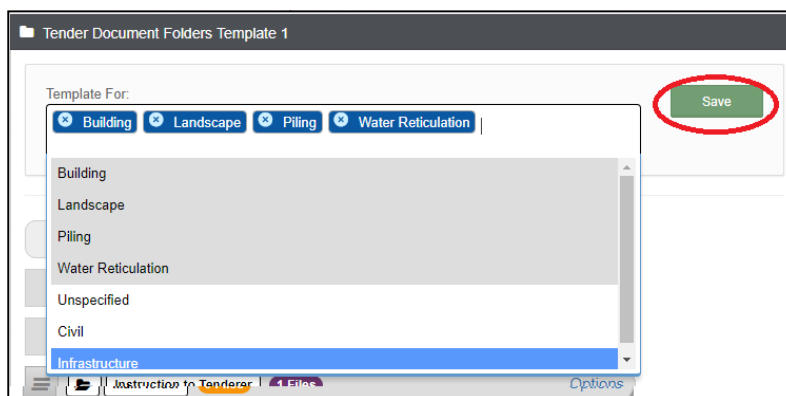
- Click **“Start upload”** and after finish uploaded, click **“x”** sign to return.



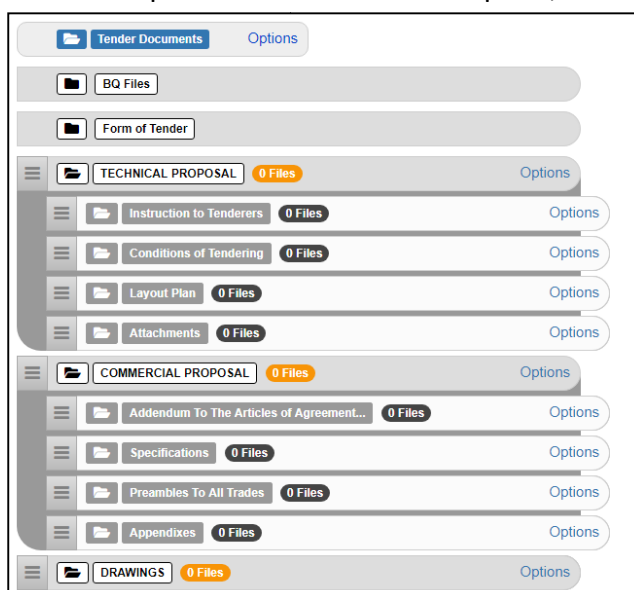
10. Select which work categories or trades that will use this template when creating a project. Please remember **EVERYTIME** to add new created work category here.



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



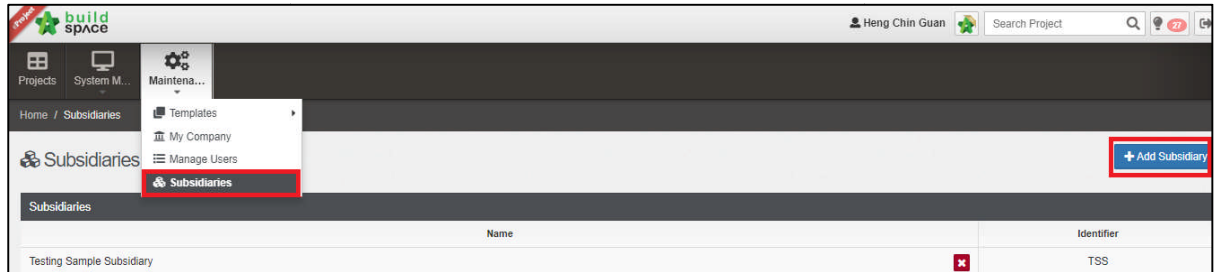
12. Here's sample tender document template;



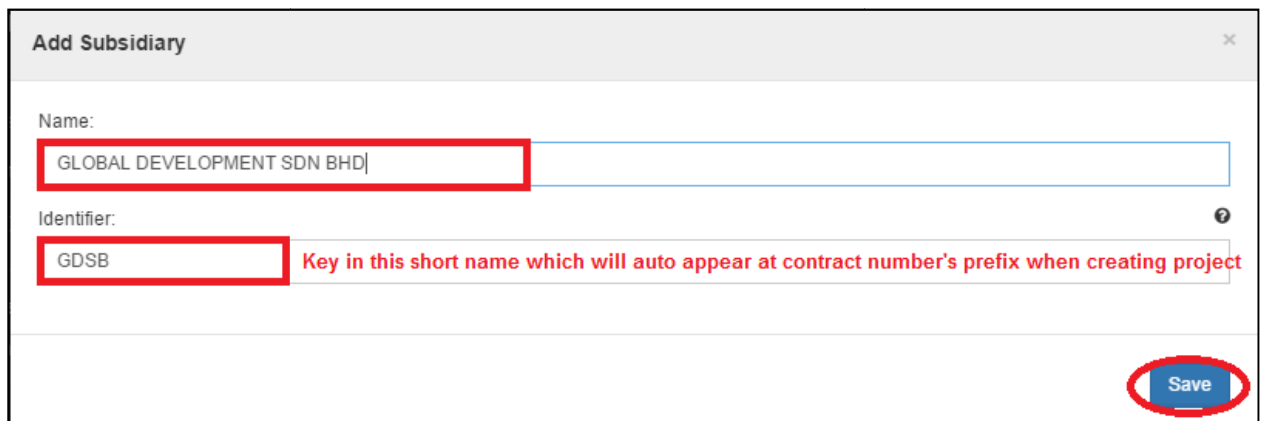
Create Subsidiary/Township Name (only by Admin User)

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”**.

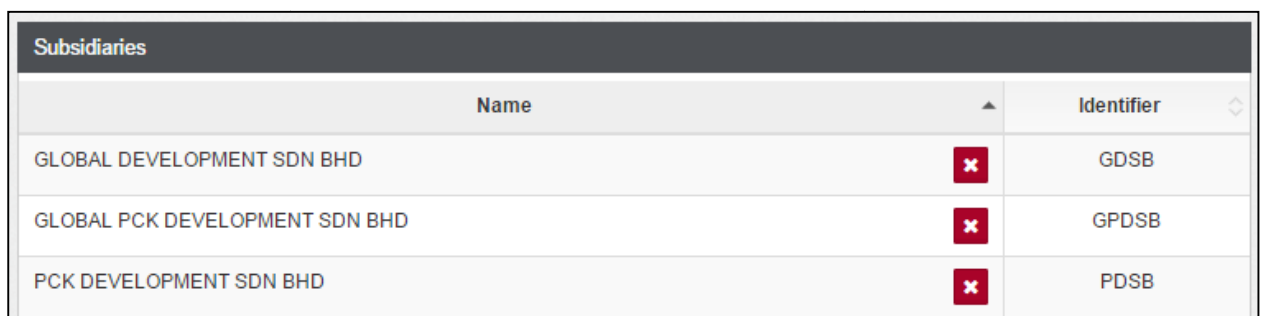


2. Fill up the name of subsidiary and also identifier (short name). Then click **“Save”** button.



The screenshot shows the 'Add Subsidiary' form. The 'Name' field is filled with 'GLOBAL DEVELOPMENT SDN BHD' and the 'Identifier' field is filled with 'GDSB'. A red box highlights the 'GDSB' field with the text 'Key in this short name which will auto appear at contract number's prefix when creating project'. The 'Save' button is highlighted with a red circle.

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



The screenshot shows the 'Subsidiaries' table with the following data:

Name	Identifier
GLOBAL DEVELOPMENT SDN BHD	GDSB
GLOBAL PCK DEVELOPMENT SDN BHD	GPDSB
PCK DEVELOPMENT SDN BHD	PDSB

- You can also add sub-subsubsidiary, 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.



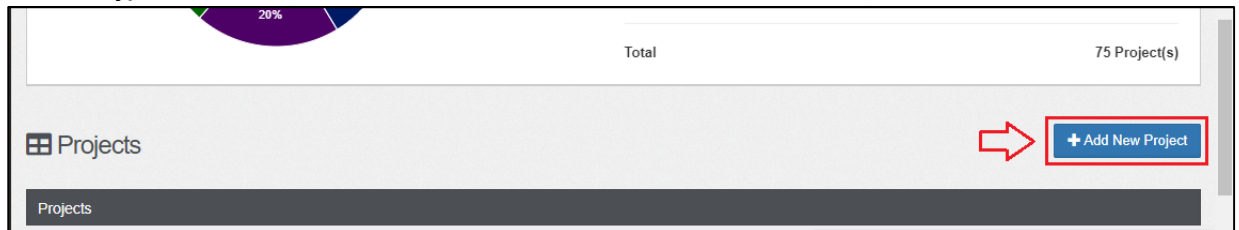
- Sample of subsidiary with many levels first level will be your company name, followed by projects & finally phases (ONLY SAMPLE)

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

Create project & Assign company (only by Admin User)

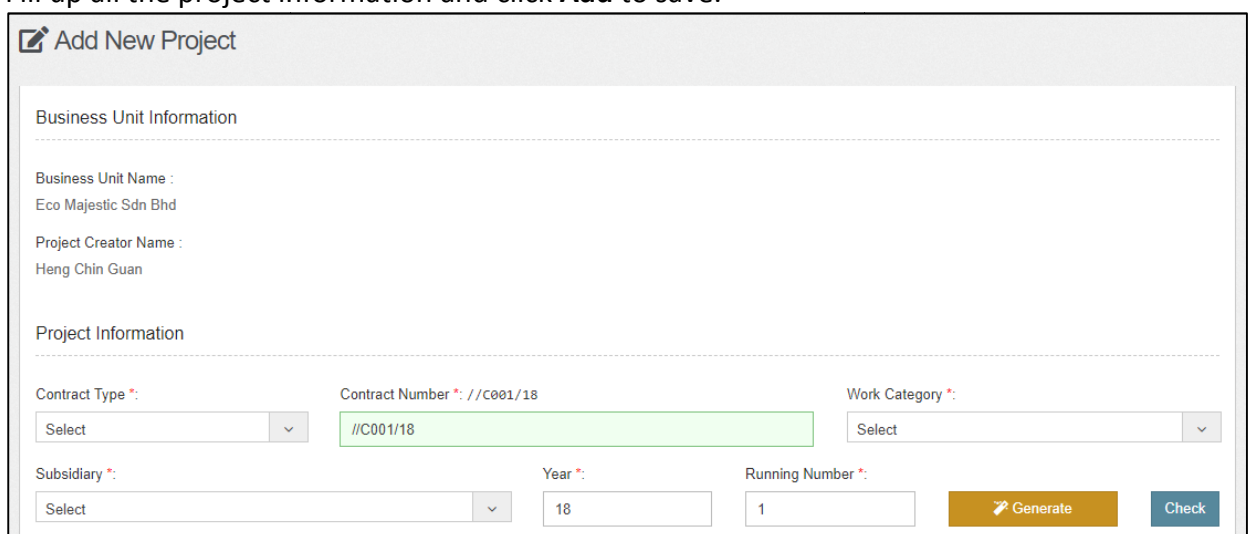
Note: Only C&C Admin user can do this.

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

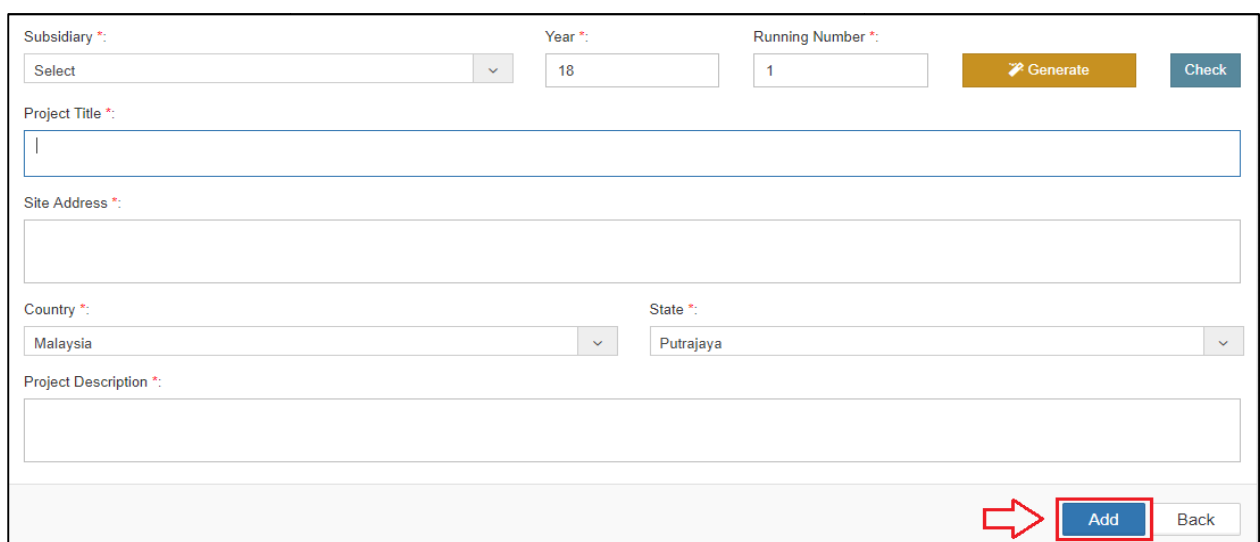


The screenshot shows the top navigation bar with a 'Total' label and '75 Project(s)' count. Below the navigation bar, there is a 'Projects' section with a grid icon. A red arrow points to a blue button labeled '+ Add New Project' which is highlighted with a red rectangular box.

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




The screenshot shows the 'Add New Project' form. The 'Business Unit Information' section includes fields for 'Business Unit Name' (Eco Majestic Sdn Bhd) and 'Project Creator Name' (Heng Chin Guan). The 'Project Information' section includes fields for 'Contract Type' (Select), 'Contract Number' (//C001/18), 'Work Category' (Select), 'Subsidiary' (Select), 'Year' (18), and 'Running Number' (1). There are 'Generate' and 'Check' buttons at the bottom right of this section.



The screenshot shows the 'Add New Project' form with the following fields: 'Subsidiary' (Select), 'Year' (18), 'Running Number' (1), 'Project Title' (text input), 'Site Address' (text input), 'Country' (Malaysia), 'State' (Putrajaya), and 'Project Description' (text input). At the bottom right, there is a blue 'Add' button highlighted with a red box and a red arrow pointing to it, and a 'Back' button.

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.

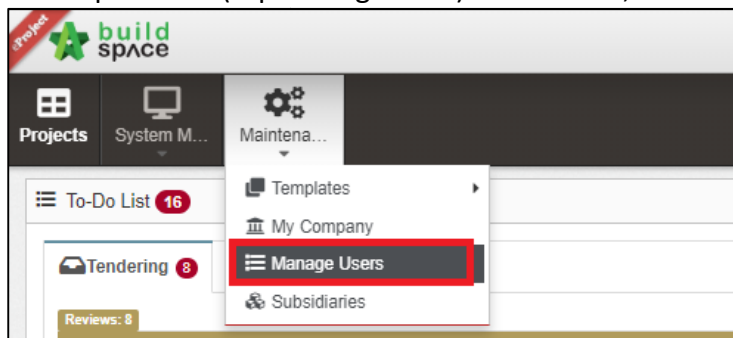
 Assign Companies to Project

Group	Companies
<input type="radio"/> Contracts & Commercial	Eco Majestic Sdn Bhd
<input type="radio"/> Group Contract	Select Company <input type="text"/>
<input type="radio"/> Architect	Select Company <input type="text"/>
<input checked="" type="radio"/> QS Consultant	<div style="border: 1px solid #ccc; padding: 5px;"><input type="text" value="Select Company"/> <input type="text" value="QS"/> <div style="background-color: #0056b3; color: white; padding: 2px;">SQS Indonesia</div> <div style="padding: 2px;">QS Consultant 2 Sdn Bhd</div> <div style="padding: 2px;">QS Consultant 1 Sdn Bhd</div></div>
<input type="radio"/> M & E Consultant	Select Company <input type="text"/>
<input type="radio"/> Project Manager	Select Company <input type="text"/>

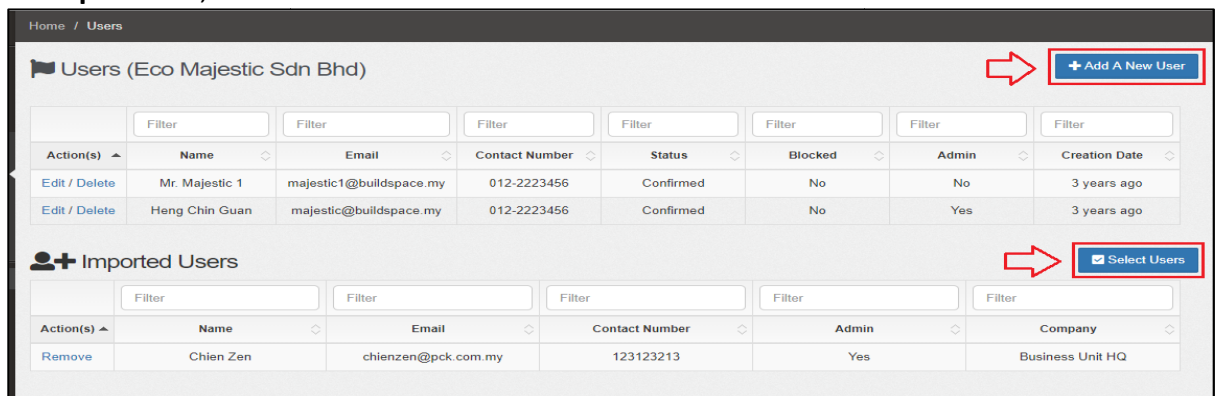
Manage Users / Import User (only by Admin User)

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

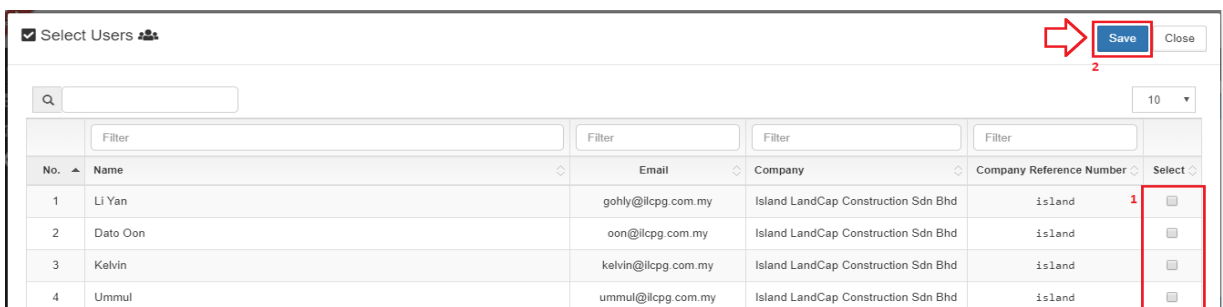
1. Can import user (top management) as a verifier, click **“Manage Users”**.



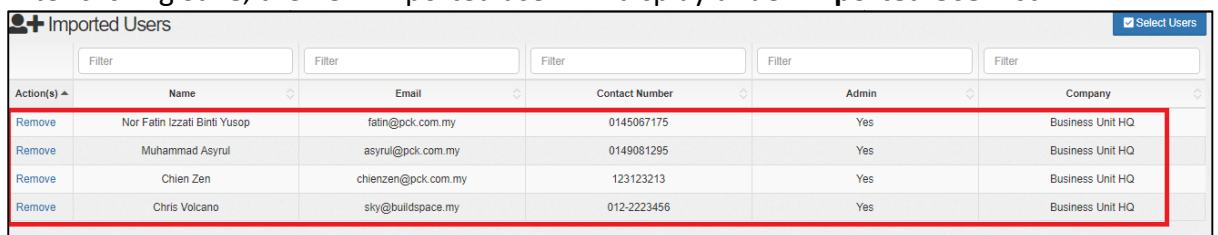
2. To import user, click **select user**.



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



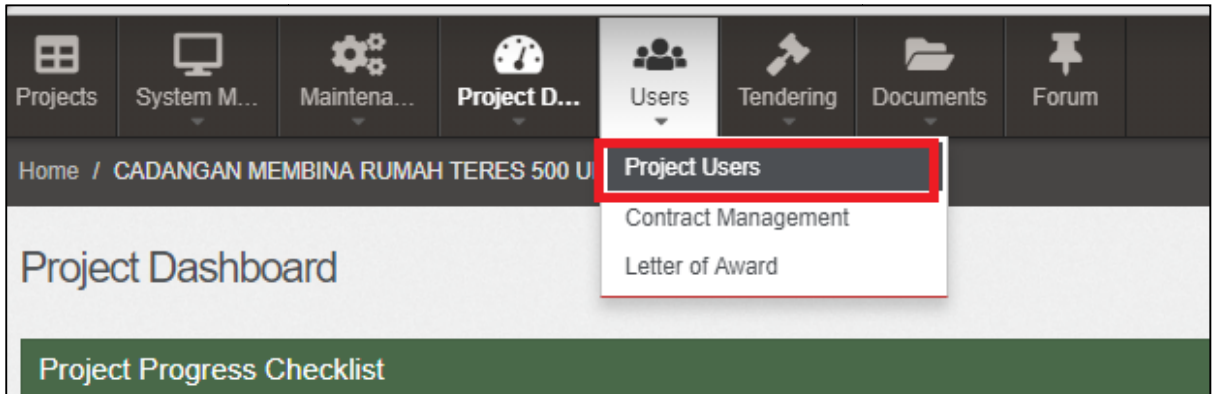
Assign User (Only by admin user only)

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.

Assign User From Group (Contracts & Commercial) To Project

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

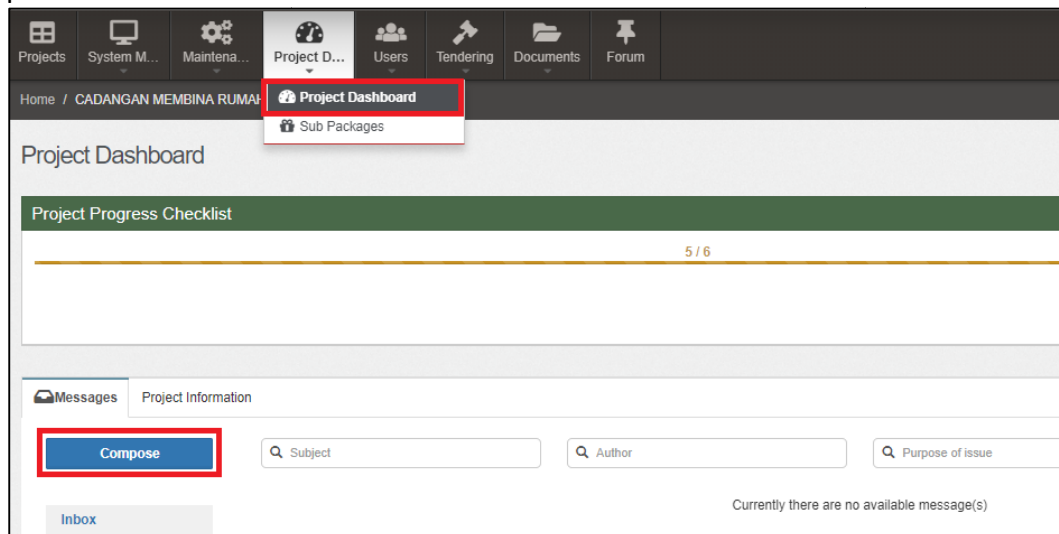
Imported Users

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

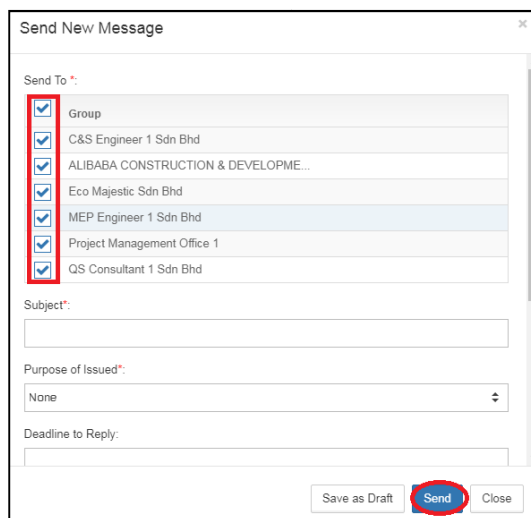
←

How to compose message to project team member

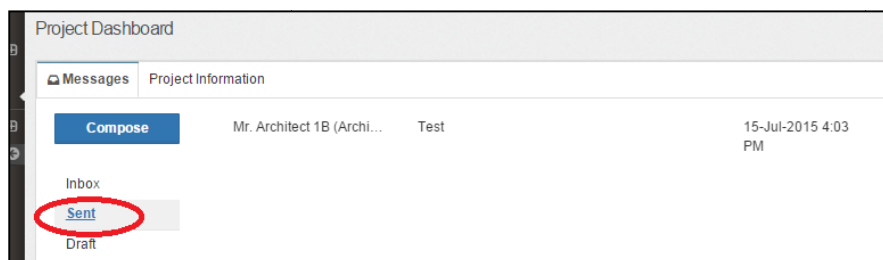
1. While in **“Project Dashboard”**, click **“Compose”** icon to compose a message to other parties.



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”**.



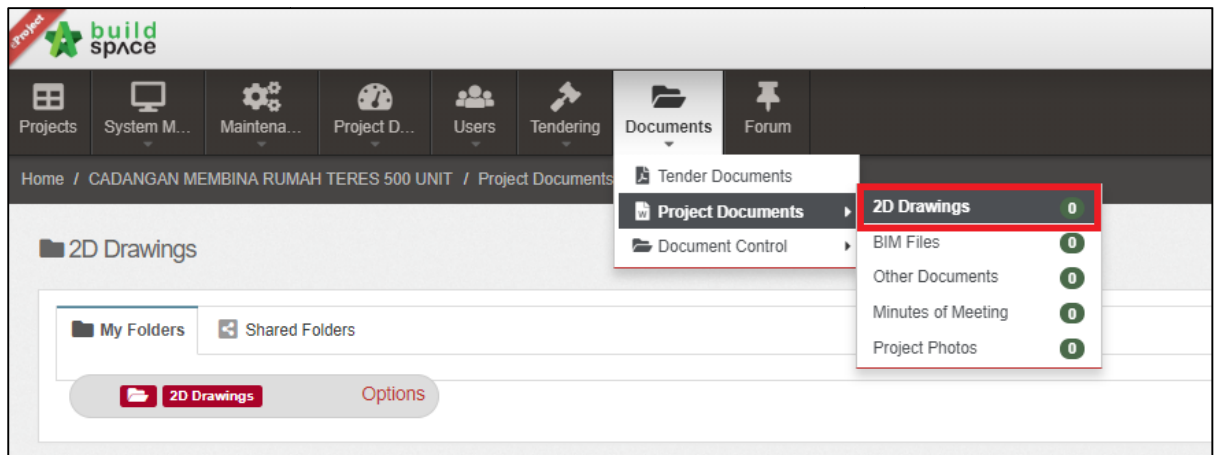
3. The message will keep at your **“Sent”** menu.



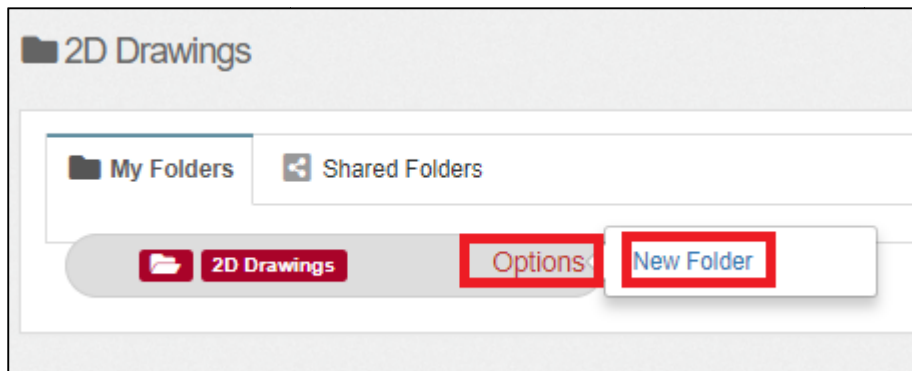
4. The receiver will receive the message at their **“Inbox”** and they can open it and reply the message if they want.

How to upload & share documents/drawings

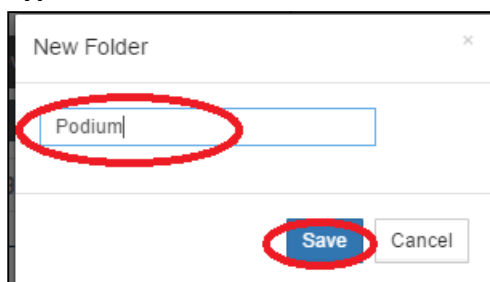
1. Click at **“Project Document”** and select any sub menus such as **“2D Drawings”**.



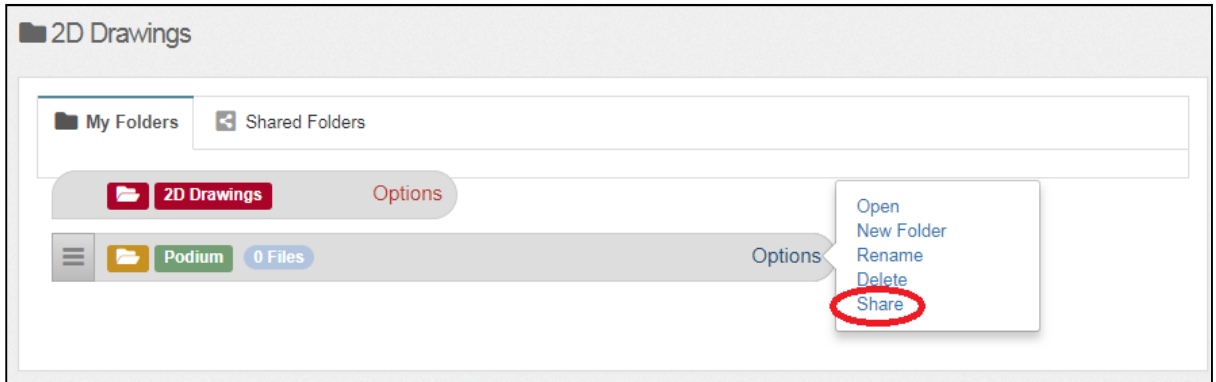
2. Then click **“Options”** and select **“New Folder”** to create a new folder.



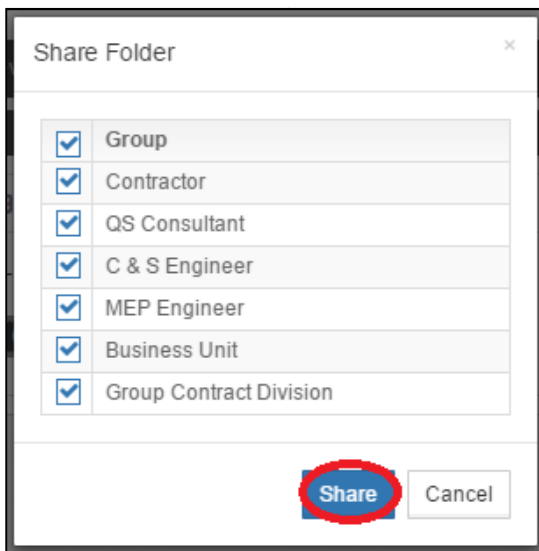
3. Type in new folder name and click **“Save”**.



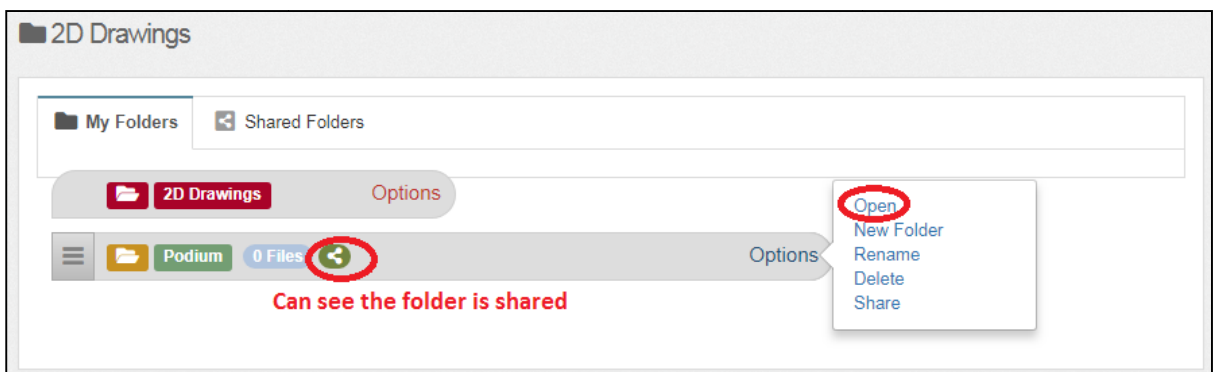
- Click **“Options”** again to create sub folder if want or click **“Share”** to share to other parties.



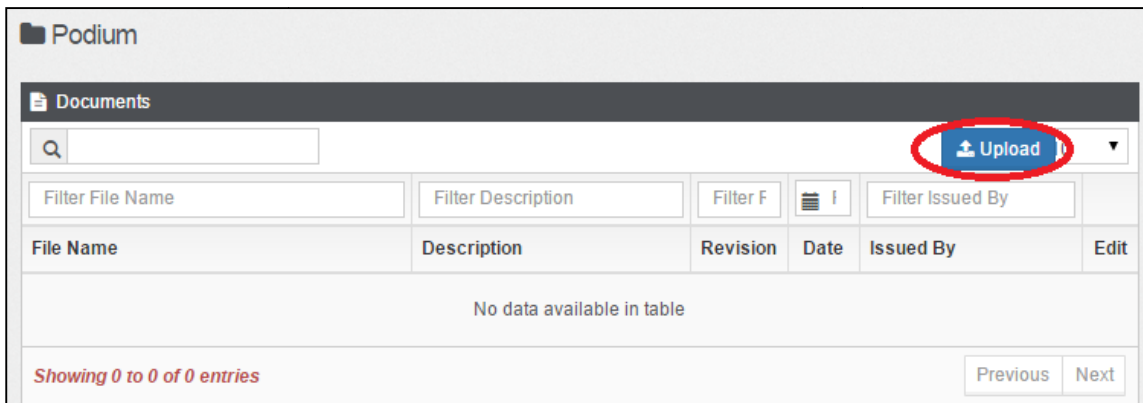
- Tick on which parties you want to share with and click **“Share”**.



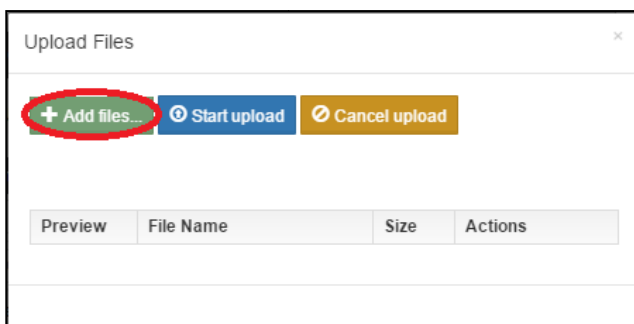
- Click **“Options”** again and select **“Open”** to access folder.



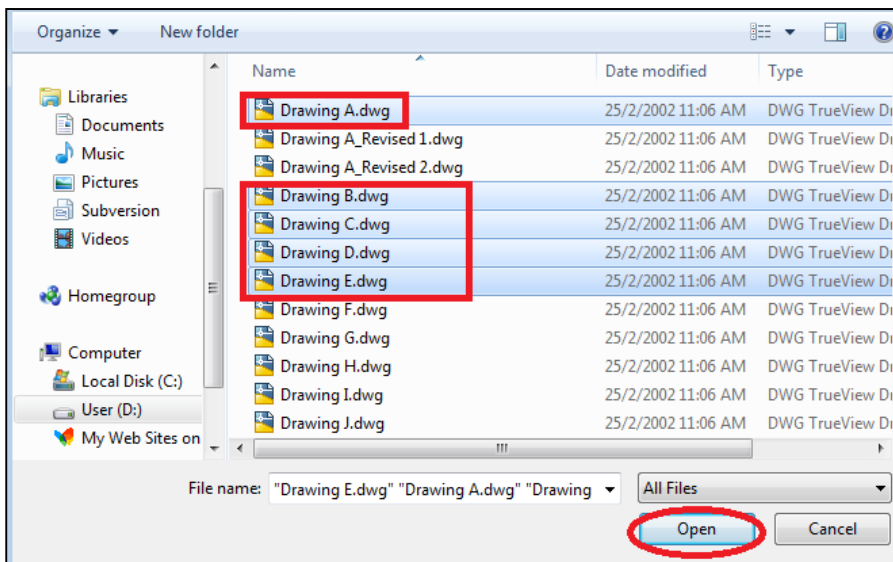
7. Click **“Upload”** to upload files.



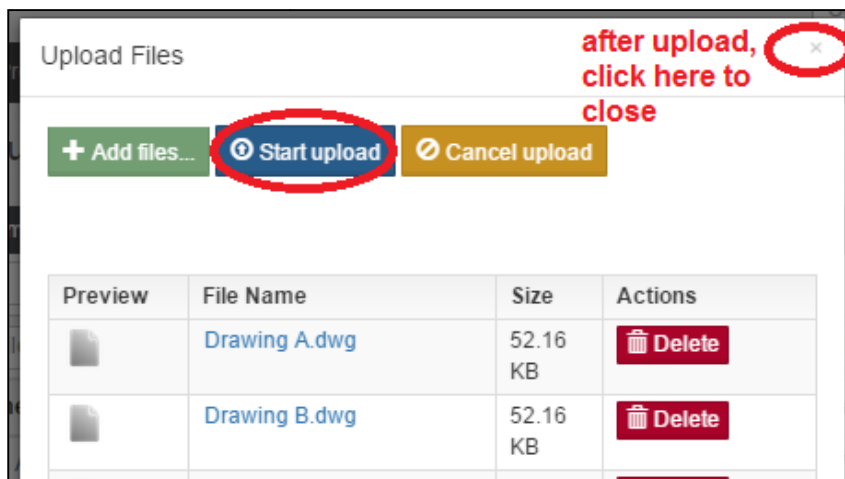
8. Click **“Add Files”** to browse and select files that you want to upload.



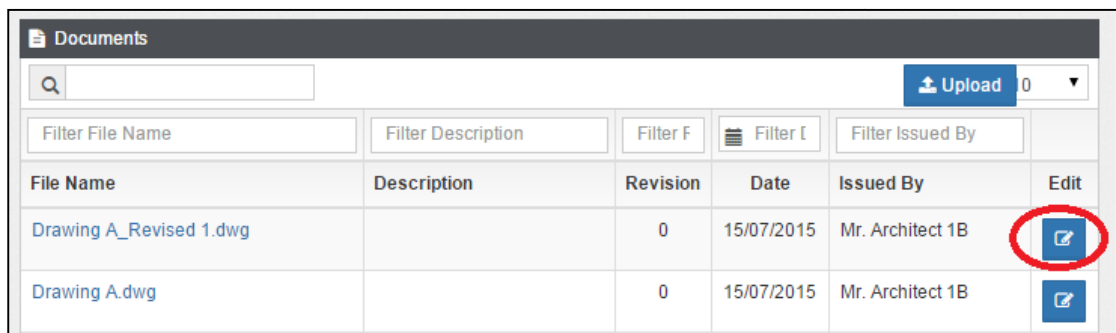
9. Can multi select files and click **“Open”**



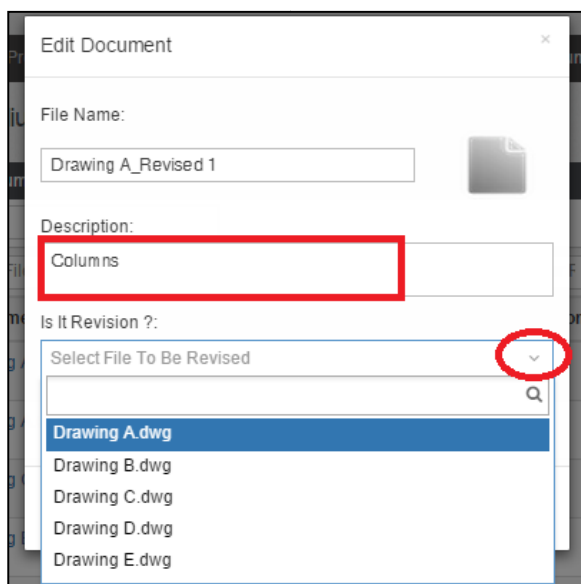
10. Click **“Start upload”** and after finish uploaded, click **“x” sign** to return.





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**.

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

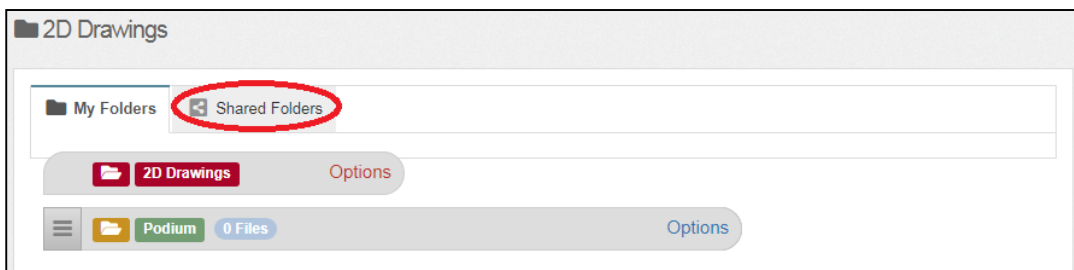
14. Click on **number of revisions** to view all revision's files.

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

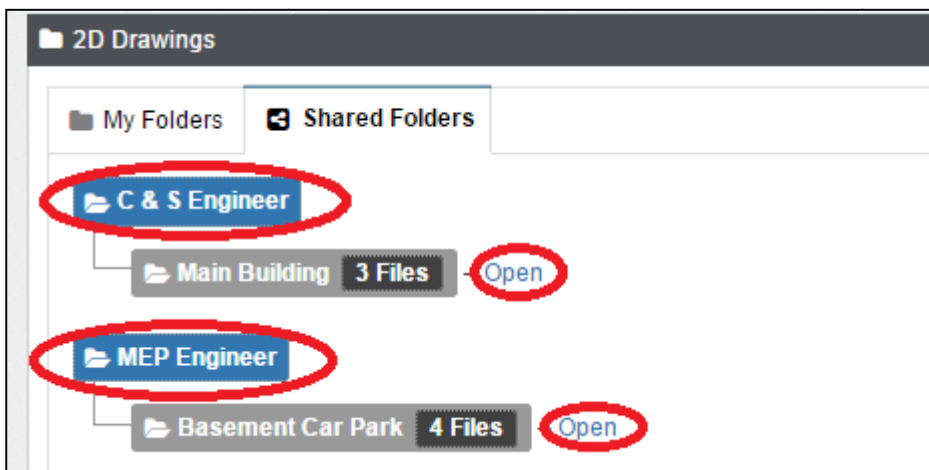
Showing 1 to 2 of 2 entries

Previous 1 Next

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



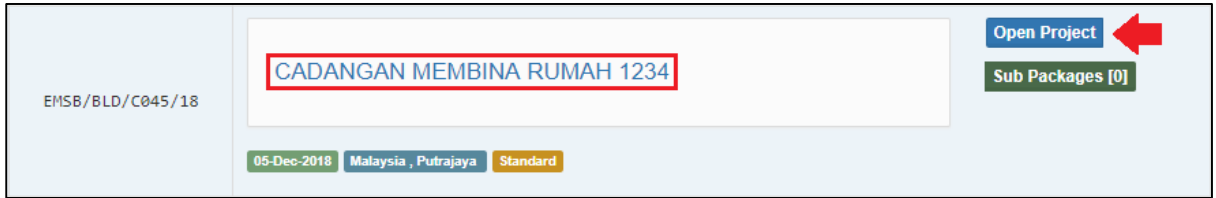
16. Can see other parties' shared files and click open to see & download the files.



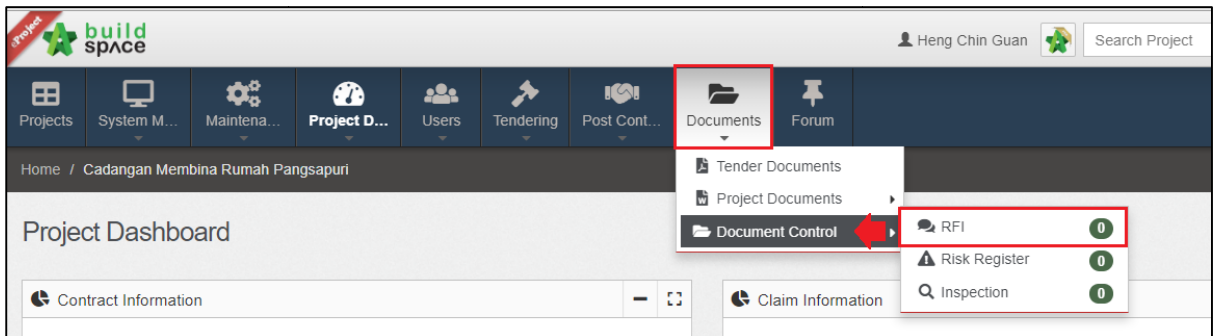
Document Control (Request for Information)

How to issue RFI

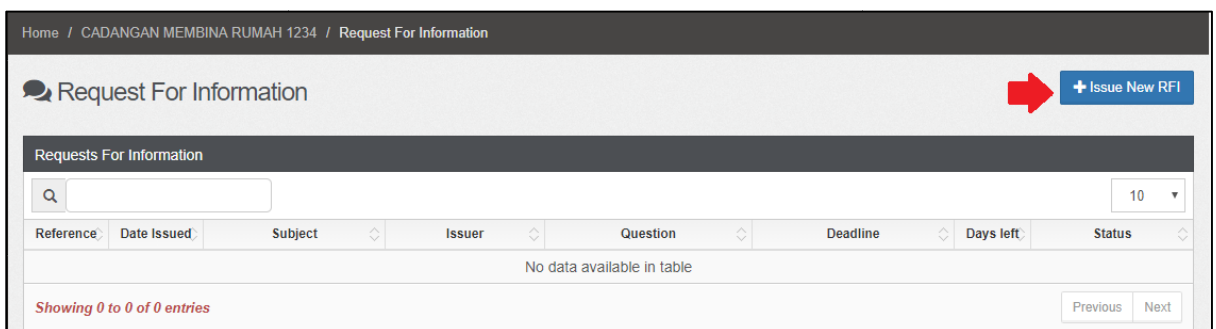
1. Login eTender system with **Username and Password**, click the **project title** or click **open tender**



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

Issue New RFI

Reference : Subject * :

Question * :

Directed To * : **Tick which parties want to respond the RFI**

<input checked="" type="checkbox"/>	Group
<input checked="" type="checkbox"/>	Architect 1 Sdn Bhd
<input checked="" type="checkbox"/>	QS Consultant 1 Sdn Bhd

Reply Deadline * :
Set the deadline to respond

Attachment(s):

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

Attachment(s):

Click "Add Files" to upload attachment

Preview	File Name	Size	Actions	Uploaded

Select Verifiers:

Click "-" to remove verifier

Click "+" to add multi verifier

None

None

Mr. Majestic 1

Chien Zen **Choose which person as verifier**

Nor Fatin Izzati Binti Yusop

Muhammad Asyrul

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

RFI has been issued. x

Request For Information

Requests For Information

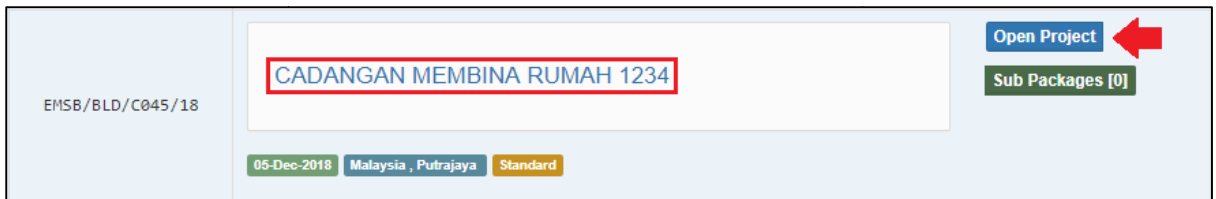
10 ▾

Reference	Date Issued	Subject	Issuer	Question	Deadline	Days left	Status
0001	13/04/2018	Request drawing details for...	Heng Chin Guan	Please upload the drawings here ASAP	20/04/2018	6	Requesting

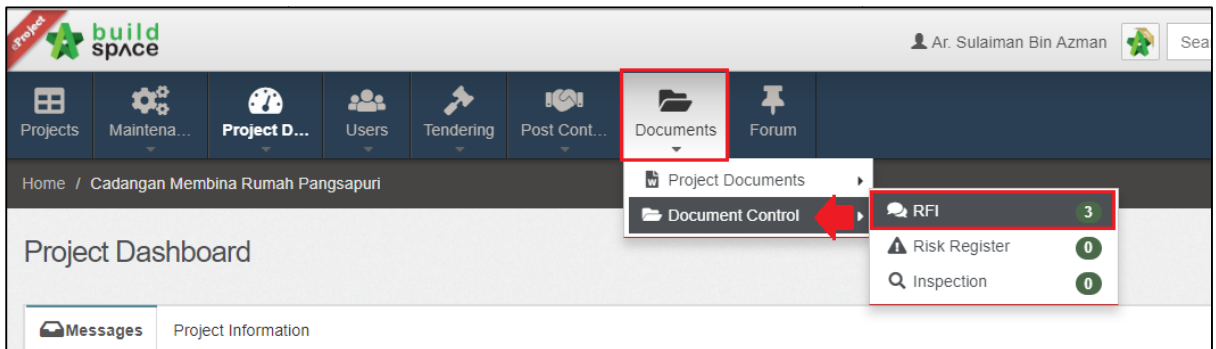
Showing 1 to 1 of 1 entries **1**

How to respond RFI

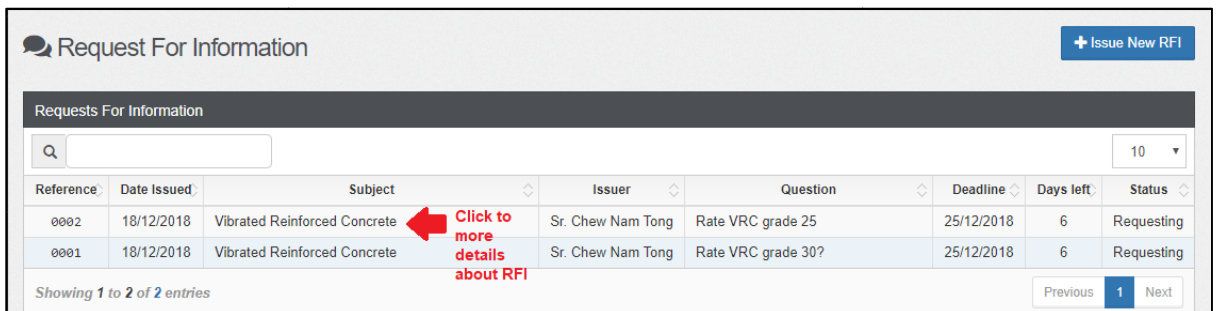
1. Login eTender system with **Username and passwords**, click **“Project Title”** or click **“Open Project”**



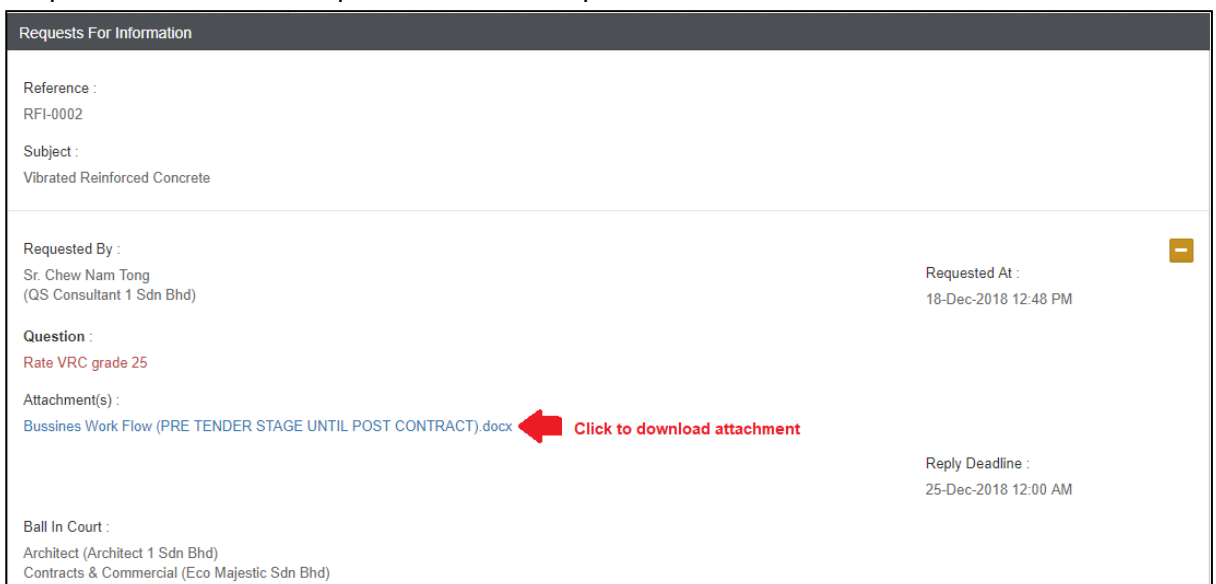
2. Click **“Documents”**, choose **“Document Control”** and select **“RFI”**



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



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



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

Response *:

Type any comments

Attachment(s):

+ Add files... Start upload Cancel upload

Click "Add files" to upload file as attachment

Preview	File Name	Size	Actions	Uploaded

Cost Impact :
 No Yes

Schedule Impact :
 No Yes

Tick if the RFI give impact for cost & schedule

Select Verifiers:

Nor Fatin Izzati Binti Yusop

None

None

Mr. Majestic 1

Chien Zen

Nor Fatin Izzati Binti Yusop

Muhammad Asyrul

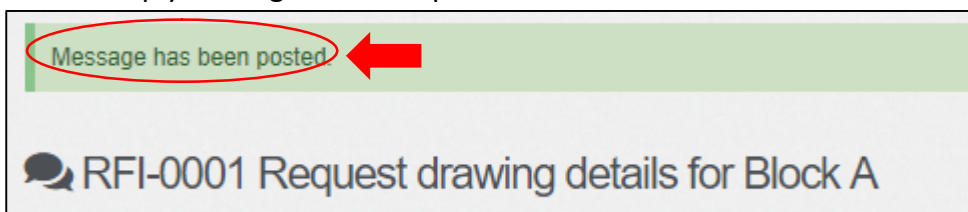
Choose which person as verifier

Click "-" to remove verifier

Click "+" to add multi verifier

Reply Back

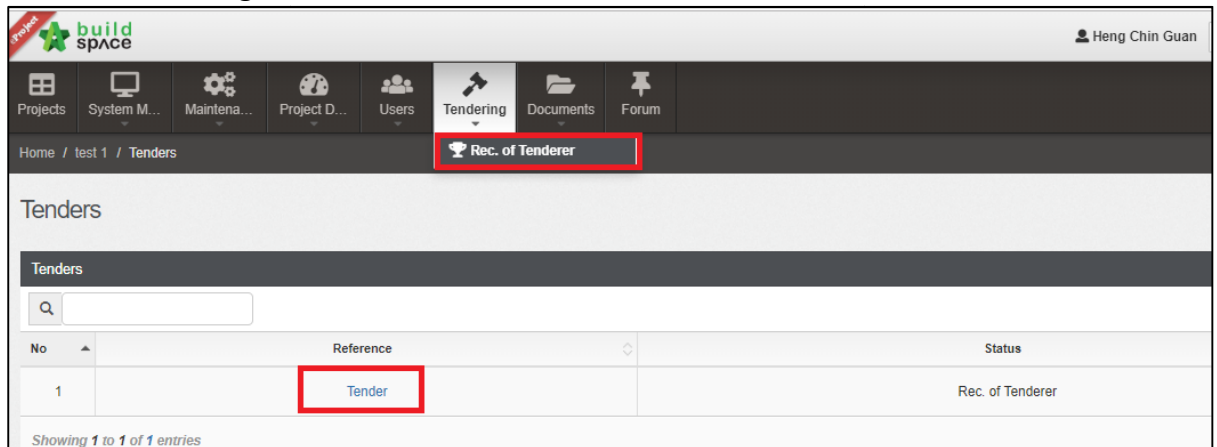
- Once replied, the system will pop out a message (in green colour) to notify the user that the reply message has been posted.



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".



buildspace Heng Chin Guan

Projects System M... Maintena... Project D... Users Tendering Documents Forum

Home / test 1 / Tenders **Rec. of Tenderer**

Tenders

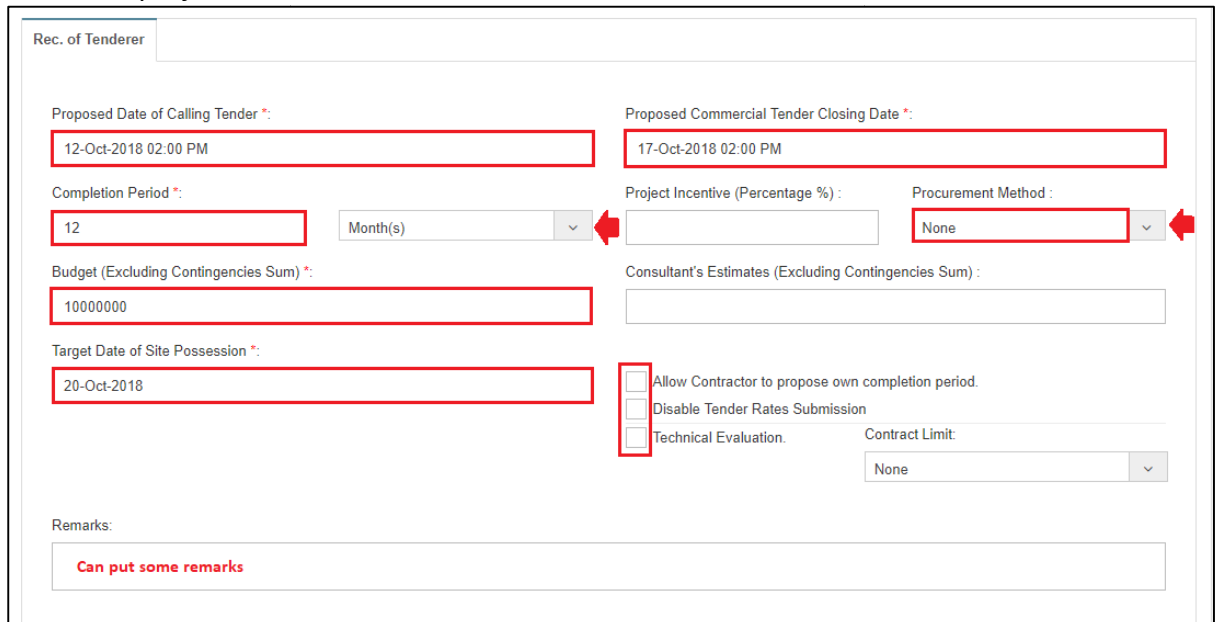
Tenders

Search

No	Reference	Status
1	Tender	Rec. of Tenderer

Showing 1 to 1 of 1 entries

2. Insert the project information.



Rec. of Tenderer

Proposed Date of Calling Tender *: 12-Oct-2018 02:00 PM

Proposed Commercial Tender Closing Date *: 17-Oct-2018 02:00 PM

Completion Period *: 12 Month(s)

Project Incentive (Percentage %):

Procurement Method: None

Budget (Excluding Contingencies Sum) *: 10000000

Consultant's Estimates (Excluding Contingencies Sum):

Target Date of Site Possession *: 20-Oct-2018

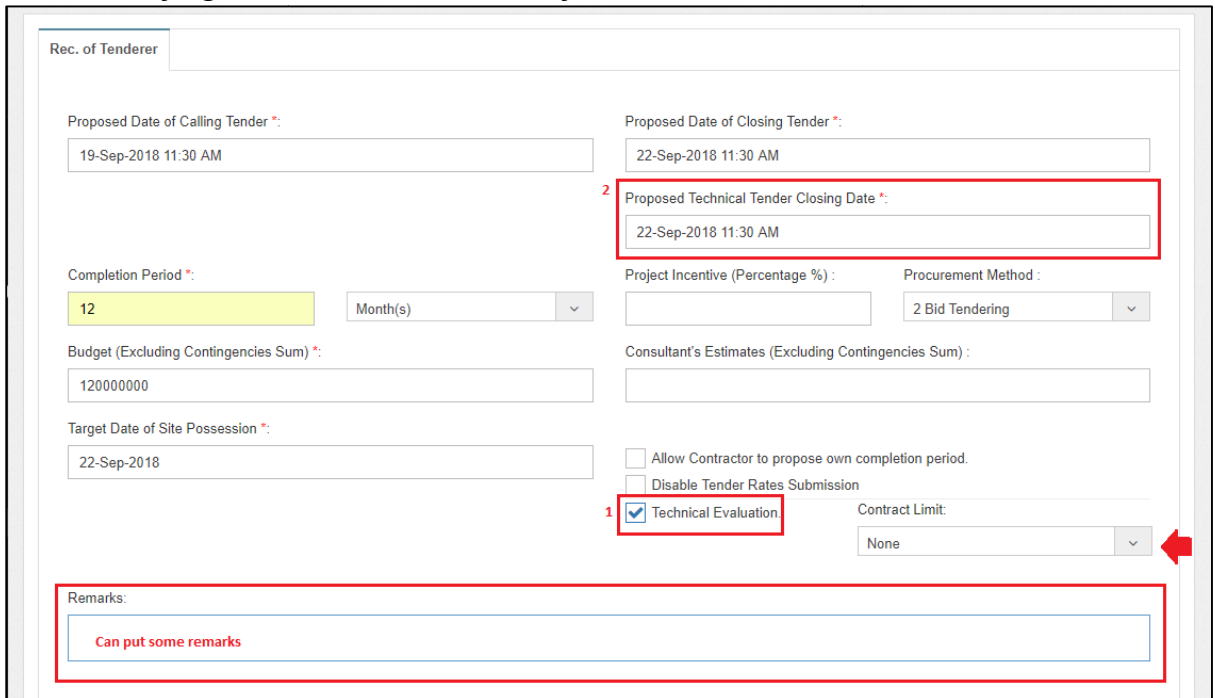
Allow Contractor to propose own completion period.
 Disable Tender Rates Submission
 Technical Evaluation.

Contract Limit: None

Remarks: Can put some remarks

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.



Rec. of Tenderer

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

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

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

Completion Period *: 12 Month(s)

Project Incentive (Percentage %):

Procurement Method: 2 Bid Tendering

Budget (Excluding Contingencies Sum) *: 120000000

Consultant's Estimates (Excluding Contingencies Sum):

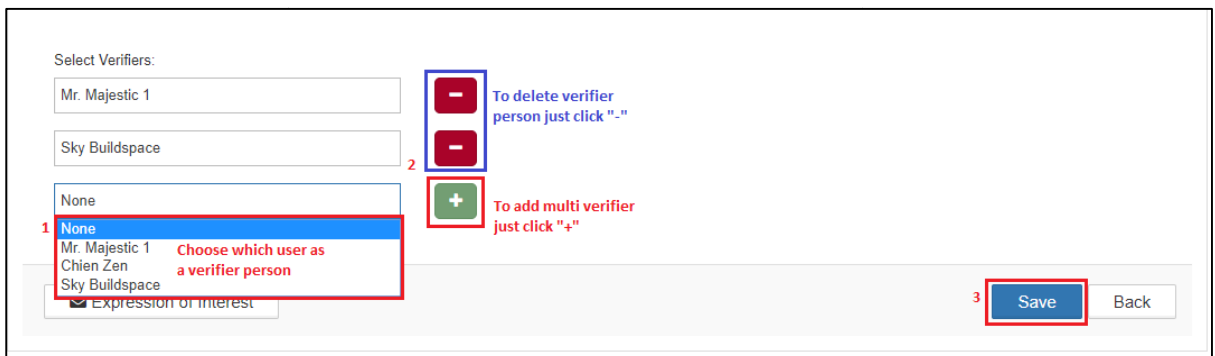
Target Date of Site Possession *: 22-Sep-2018

Allow Contractor to propose own completion period.
 Disable Tender Rates Submission
 Technical Evaluation

Contract Limit: None

Remarks: Can put some remarks

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



Select Verifiers:

Mr. Majestic 1

Sky Buildspace

None

None

Mr. Majestic 1 Choose which user as a verifier person

Chien Zen

Sky Buildspace

Expression of Interest

To delete verifier person just click "-"

To add multi verifier just click "+"

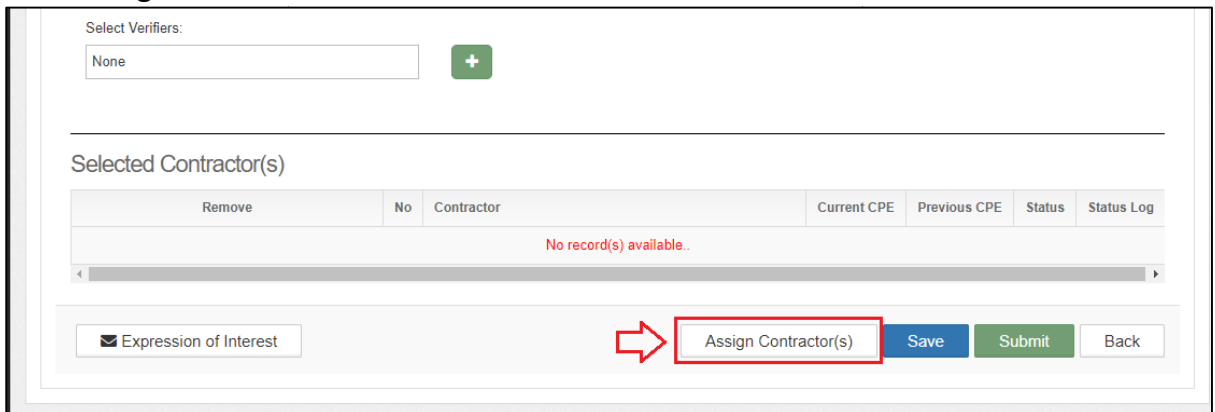
Save Back

Note:

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

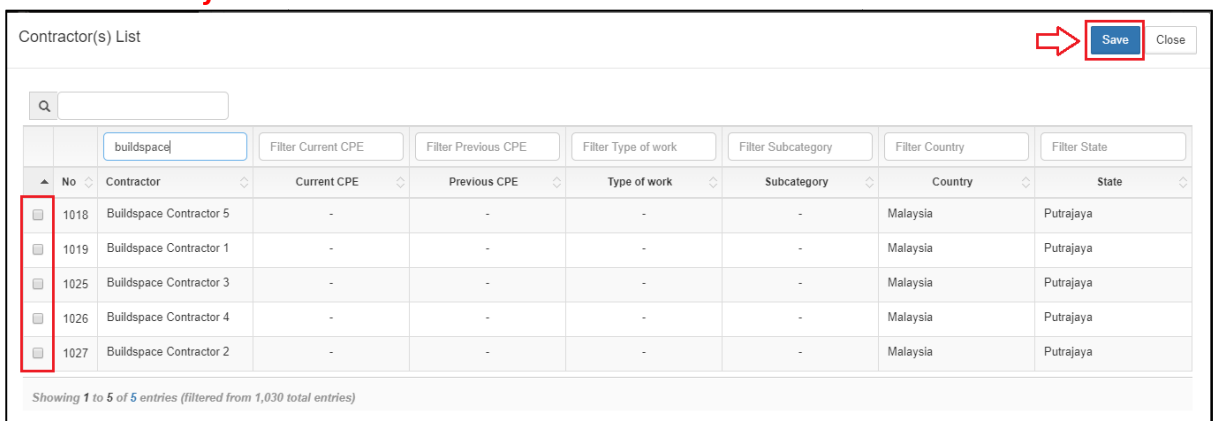
- VII. **Allow contractor to propose own completion period, disable tender rate submission and technical evaluation:** Can tick this requirement during list of tenderer stage.
- VIII. **Contract Limit:** It will be change during list of tenderer stage.

5. Click **“Assign Contractor”** to select recommended contractors



6. Tick to select which contractors, after that click **Save**.

Note: User can filter contractor’s name.



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

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

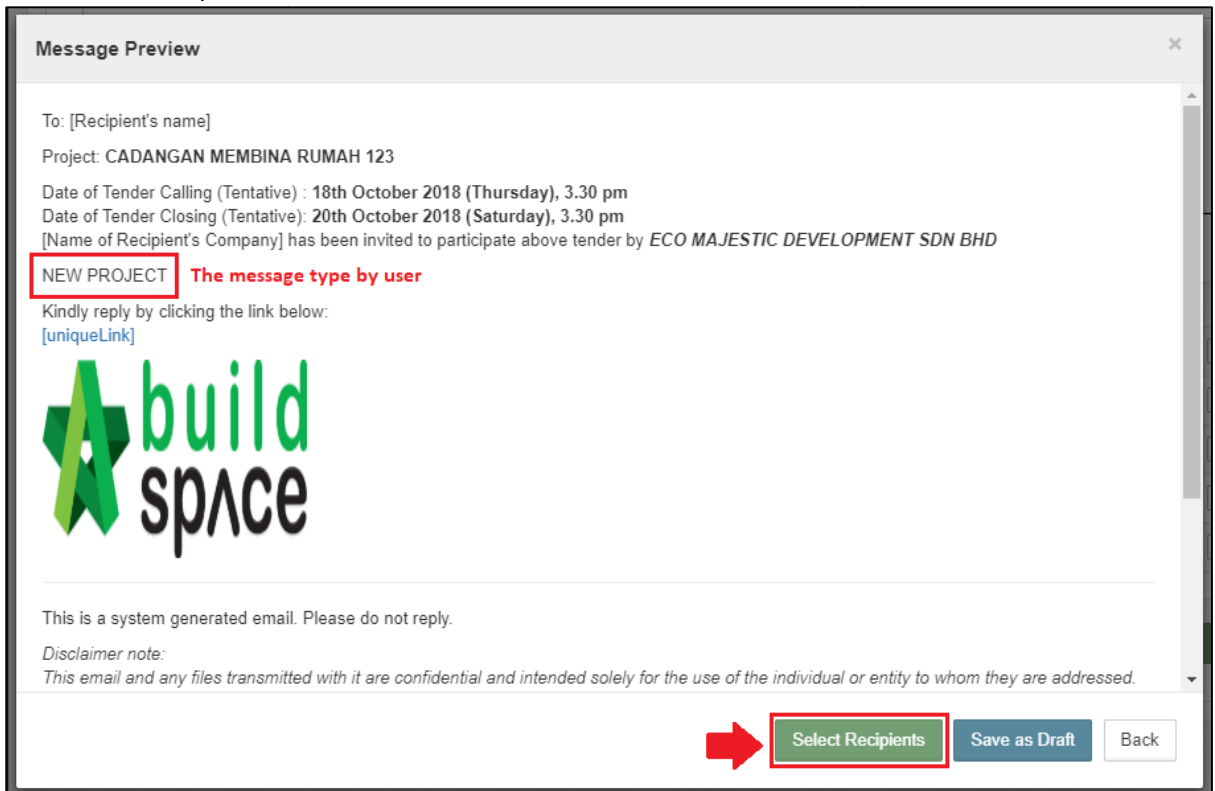


Remove	No	Contractor	Current CPE	Previous CPE	Status	Status Log
Delete	1	Buildspace Contractor 1	-	-	Yes	View
Delete	2	Buildspace Contractor 2	-	-	Yes	View
Delete	3	Buildspace Contractor 3	-	-	Yes	View
Delete	4	Buildspace Contractor 4	-	-	Yes	View
Delete	5	Buildspace Contractor 5	-	-	Yes	View

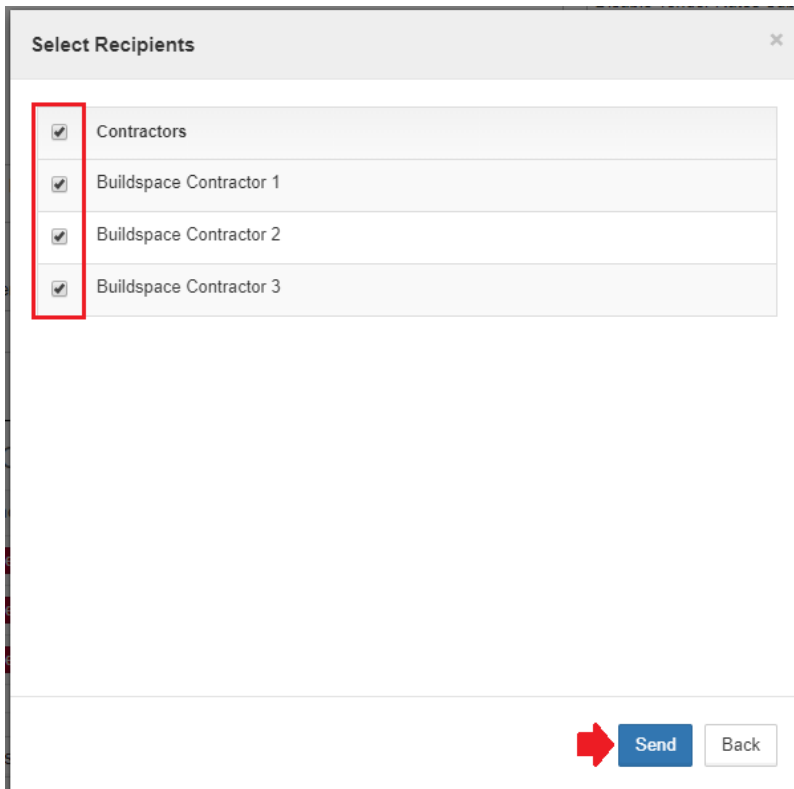
- After clicking **Expression of Interest** button, user can type any message before sending out to contractors. After that can **save as draft** or click **preview** and send to contractors.



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

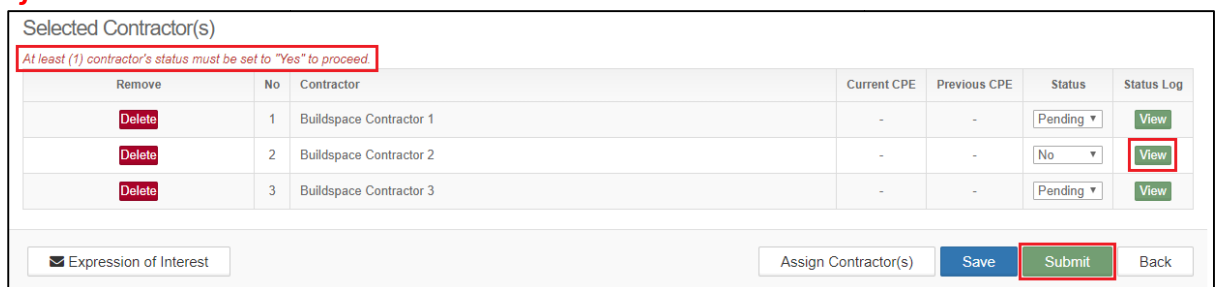


10. By default, the all contractors' name is ticked but the user still can untick (*Optional*) and click **send**.



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.



Remove	No	Contractor	Current CPE	Previous CPE	Status	Status Log
Delete	1	Buildspace Contractor 1	-	-	Pending	View
Delete	2	Buildspace Contractor 2	-	-	No	View
Delete	3	Buildspace Contractor 3	-	-	Pending	View

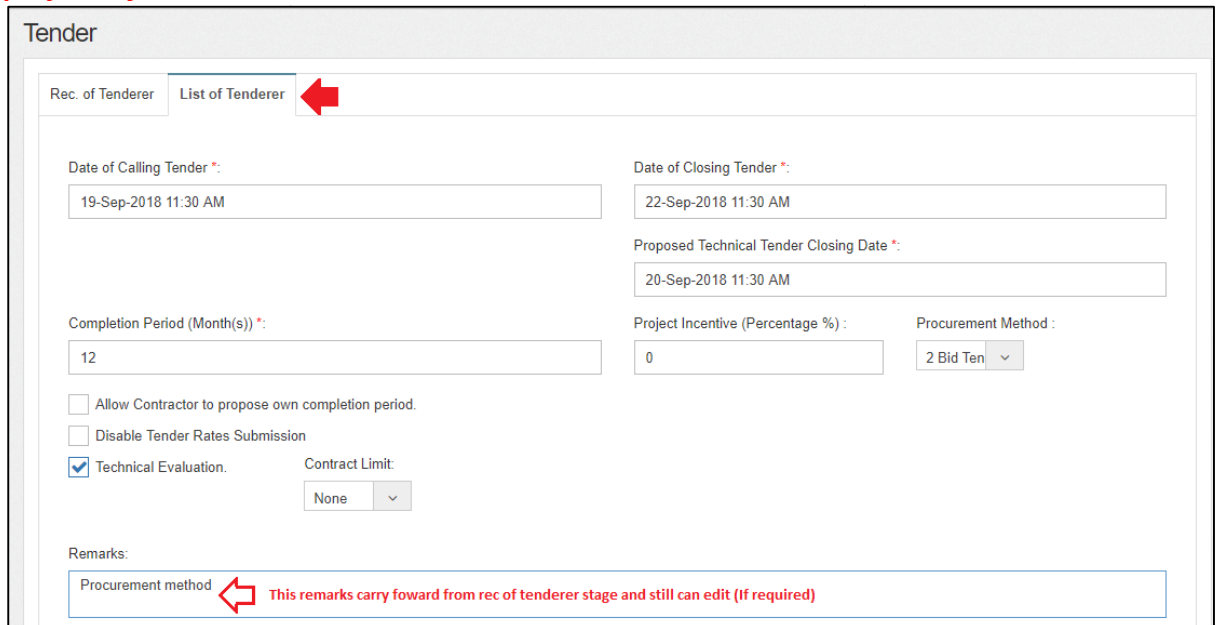
***At least one contractor responds to the expression of interest as “Yes” before submitting the form, otherwise the form will not be allowed to submit.**

List of Tenderer (only by Editor of Project)

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

- 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.



Tender

Rec. of Tenderer | **List of Tenderer** ←

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

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

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

Completion Period (Month(s)) *: 12

Project Incentive (Percentage %): 0

Procurement Method: 2 Bid Ten

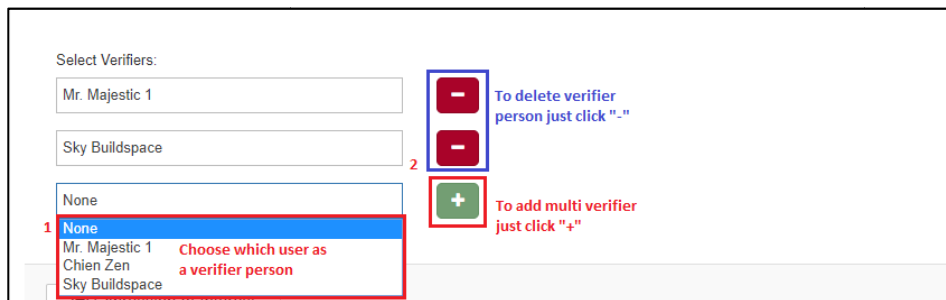
Allow Contractor to propose own completion period.

Disable Tender Rates Submission

Technical Evaluation. Contract Limit: None

Remarks: Procurement method ← This remarks carry forward from rec of tenderer stage and still can edit (If required)

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



Select Verifiers:

Mr. Majestic 1

Sky Buildspace

None

1 None

Mr. Majestic 1 Choose which user as a verifier person

Chien Zen

Sky Buildspace

2

- To delete verifier person just click "-"

+ To add multi verifier just click "+"

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.

Selected Contractor(s)

Remove	No	Contractor	GCD Remark
<input type="button" value="Delete"/>	1	Buildspace Contractor 1	<input type="text" value="Type any remarks"/>
<input type="button" value="Delete"/>	2	Buildspace Contractor 2	<input type="text"/>
<input type="button" value="Delete"/>	3	Buildspace Contractor 3	<input type="text"/>
<input type="button" value="Delete"/>	4	Buildspace Contractor 4	<input type="text"/>
<input type="button" value="Delete"/>	5	Buildspace Contractor 5	<input type="text"/>

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

Contractor(s) List

Q

No	Contractor	Current CPE	Previous CPE	Type of work	Subcategory	Country	State
<input checked="" type="checkbox"/>	1014 ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	A	A	Building	Commercial	Malaysia	Selangor

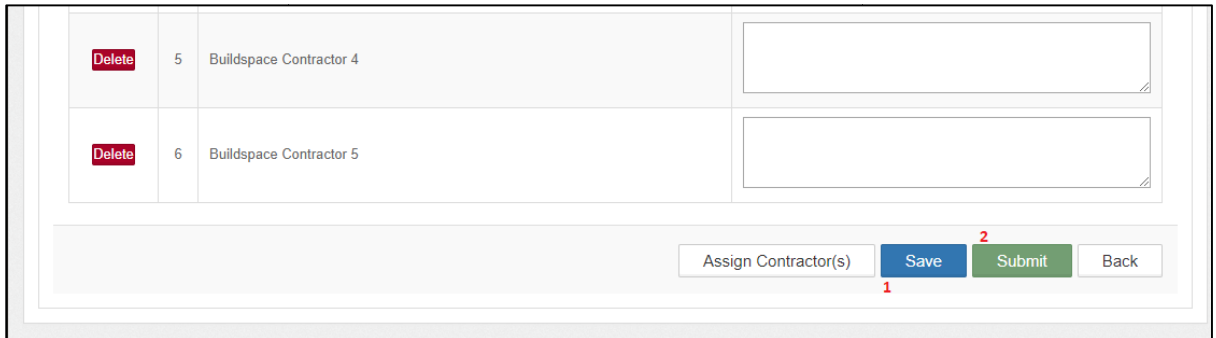
Showing 1 to 1 of 1 entries (filtered from 1,030 total entries)

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

Selected Contractor(s)

Remove	No	Contractor	GCD Remark
<input type="button" value="Delete"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD <i>Assign a new contractor during list of tenderer</i>	<input type="text"/>
<input type="button" value="Re-enable"/>	2	Buildspace-Contractor-4 <i>Can delete the list of contractor during list of tenderer</i>	<input type="text"/>

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

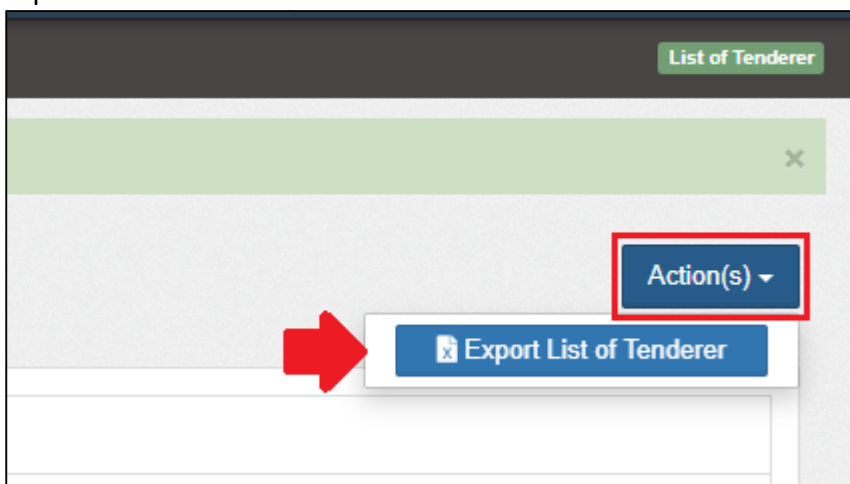


The screenshot shows a table with two rows of contractor information. Each row has a 'Delete' button, an ID number, and a name. To the right of each row is a text input field. Below the table is a control bar with buttons: 'Assign Contractor(s)', 'Save', 'Submit', and 'Back'. A red '1' is placed below the 'Save' button, and a red '2' is placed above the 'Submit' button.

Delete	5	Buildspace Contractor 4	
Delete	6	Buildspace Contractor 5	

Assign Contractor(s) Save Submit Back

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

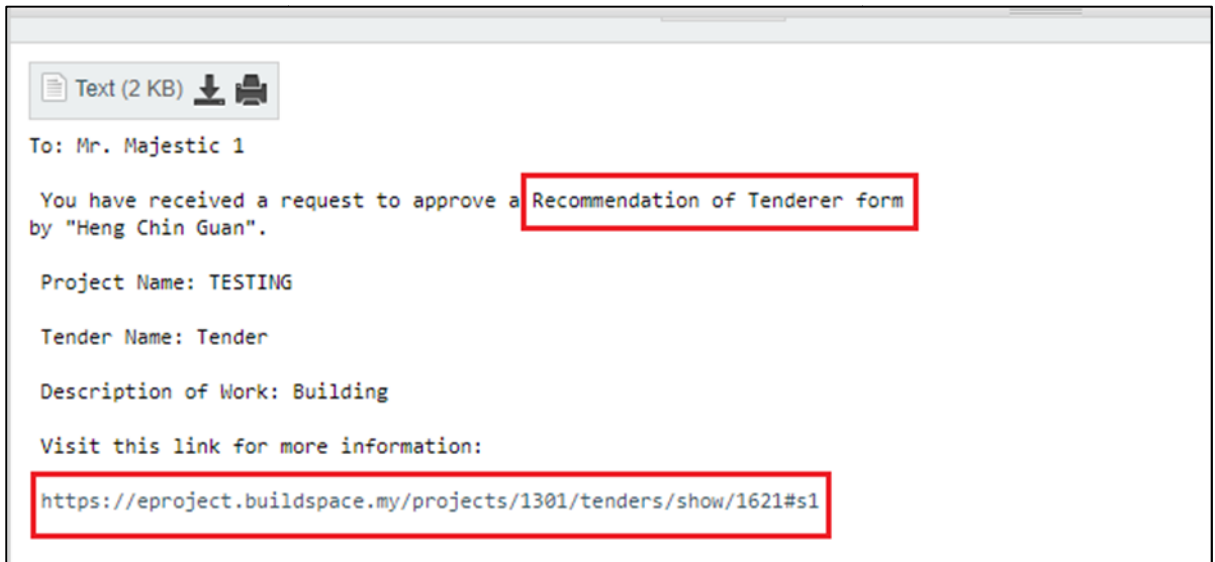


Note: *Consultant who prepared tender document will receive notification after list of tenderer form is submitted.*

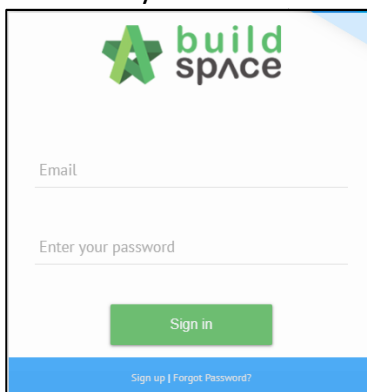
User as a verifier to approve through email (only for approver)

Note: Only for Verifier/Approval person

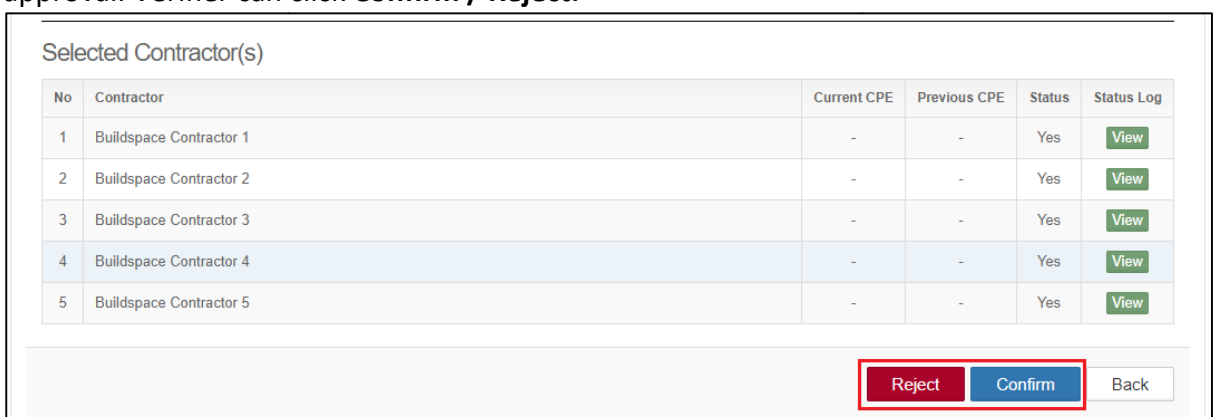
1. Verifier will receive email notification for the forms that pending for his/her approval. Verifier can click at the **link** from email to view for more information.



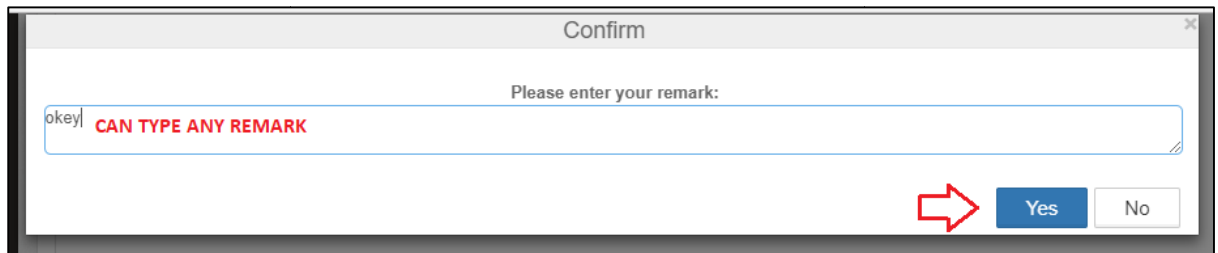
2. Then the system will divert verifier into eProject system.



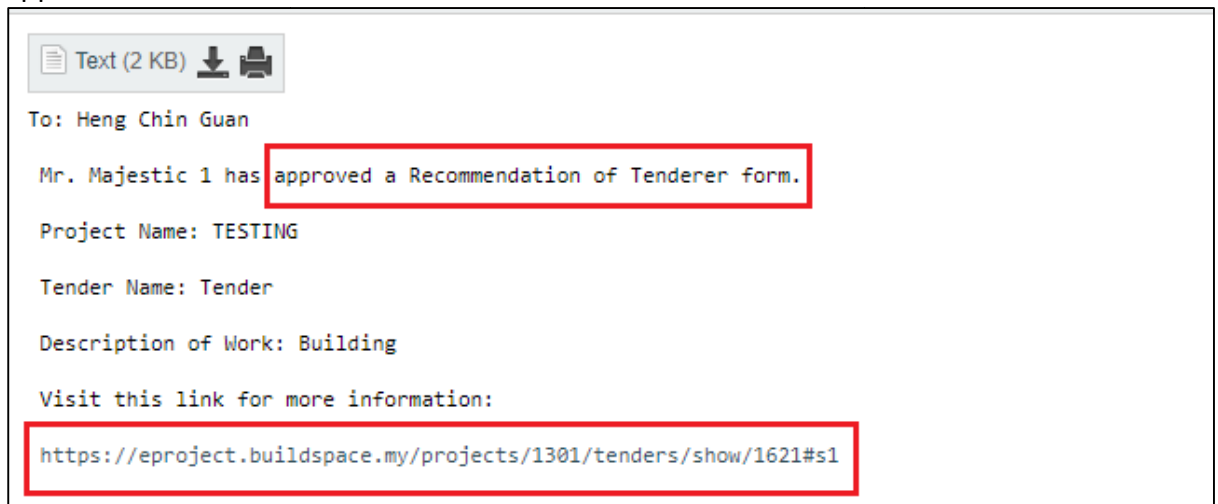
3. Once logged in, system will divert user into the task that pending for his/her approval. Verifier can click **Confirm / Reject**.



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

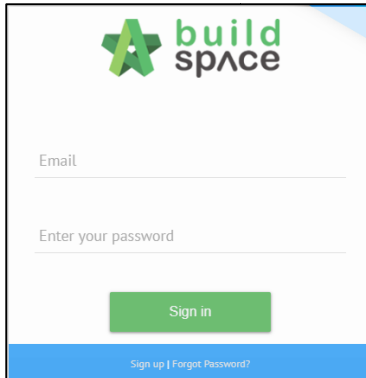


5. Editor will receive email notification whenever the verifier has responded to the approval task. Editor also can click at the link from email to view for more details.



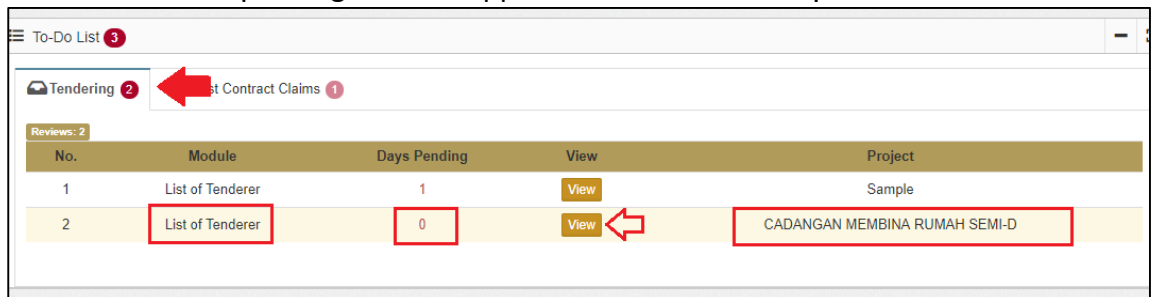
User as a verifier to approve through system without login email (Only for approver)

1. Login eProject system



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

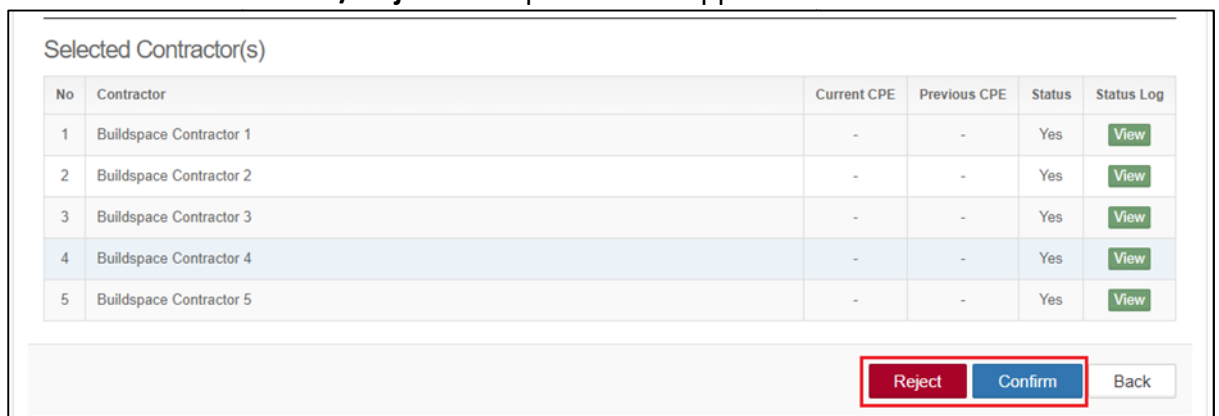
2. After login, user can see a table called "To-Do-List", from this table user can view a list of tasks that pending for their approval. Click **View** to respond to the task.



The screenshot shows a 'To-Do List' interface with a table of pending tasks. A red arrow points to the 'View' button for the second task.

No.	Module	Days Pending	View	Project
1	List of Tenderer	1	View	Sample
2	List of Tenderer	0	View	CADANGAN MEMBINA RUMAH SEMI-D

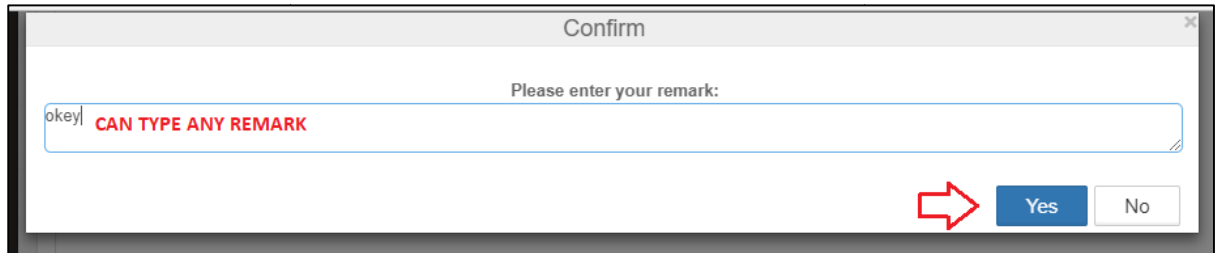
3. Then the system will divert verifier to the task that pending for his/her approval. Verifier can click **Confirm / Reject** to respond to the approval task.



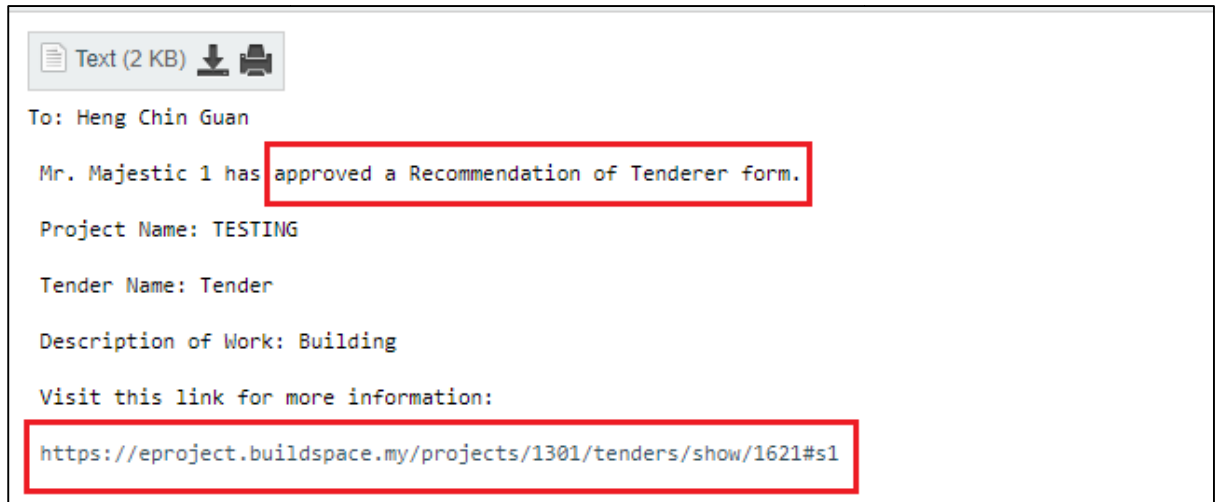
The screenshot shows the 'Selected Contractor(s)' interface with a table of contractors and their status. At the bottom, there are 'Reject', 'Confirm', and 'Back' buttons.

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

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

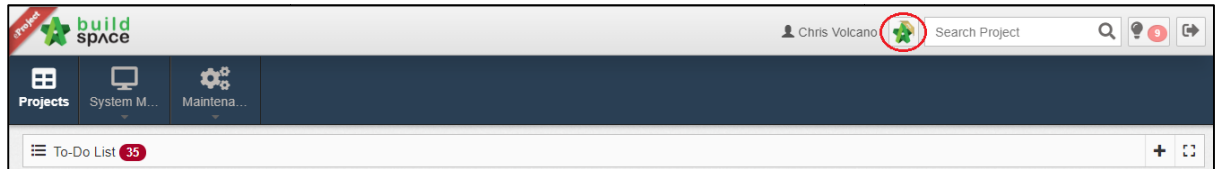


7. Editor will receive email notification whenever the verifier has responded to the approval task. Editor also can click at the link from email to view for more details.

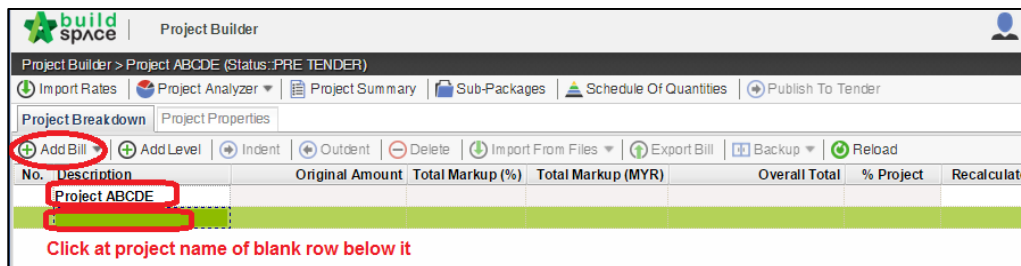


How to access & prepare the BQ

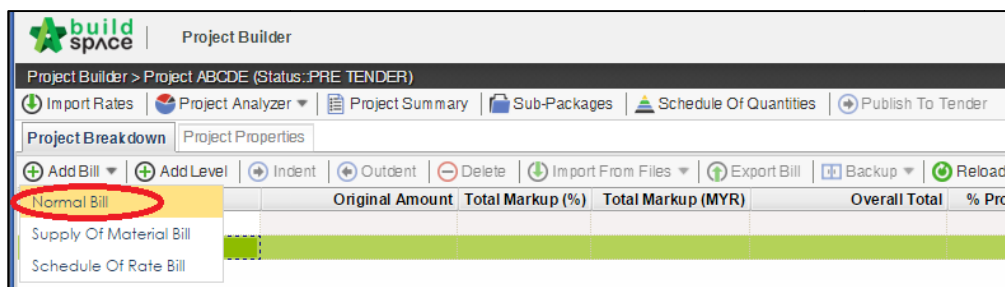
1. **Open a project.** Click on “BuildSpace Pro” logo and your browser will create another tab to open BQ system.



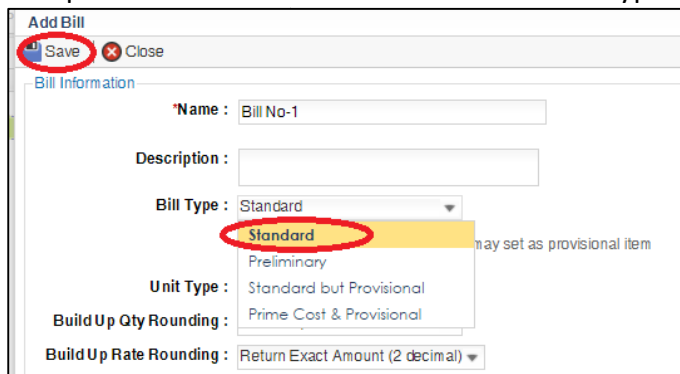
2. **Click at project name or blank row** below it, and then click at “Add Bill”.



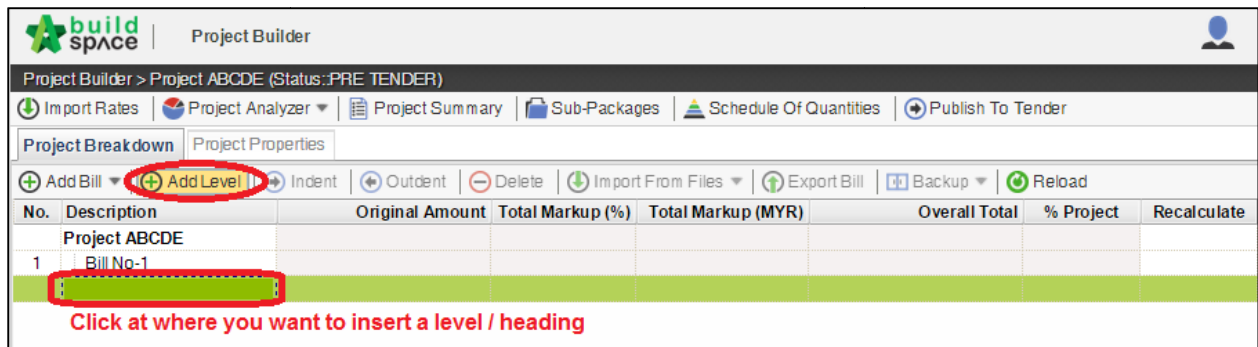
3. Select “Normal Bill”;



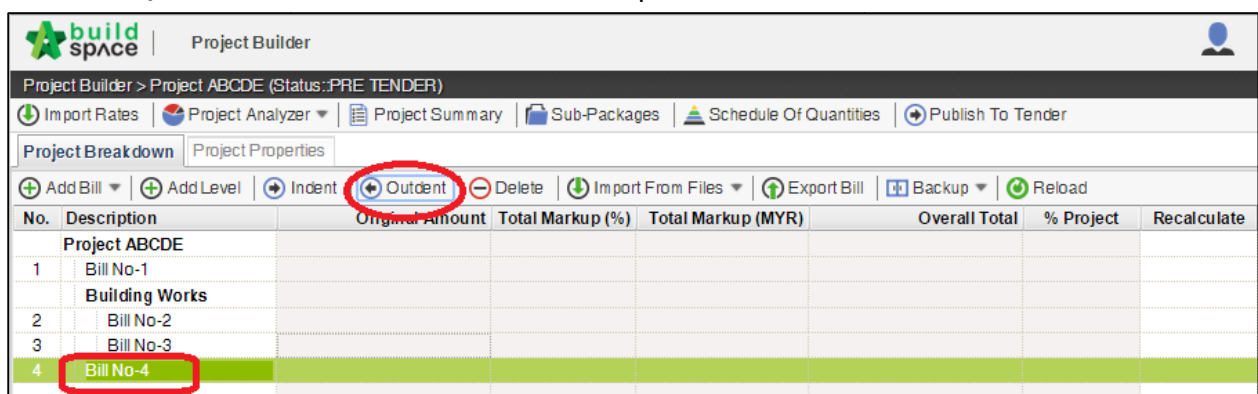
4. Fill up the bill name and select “Standard” bill type.



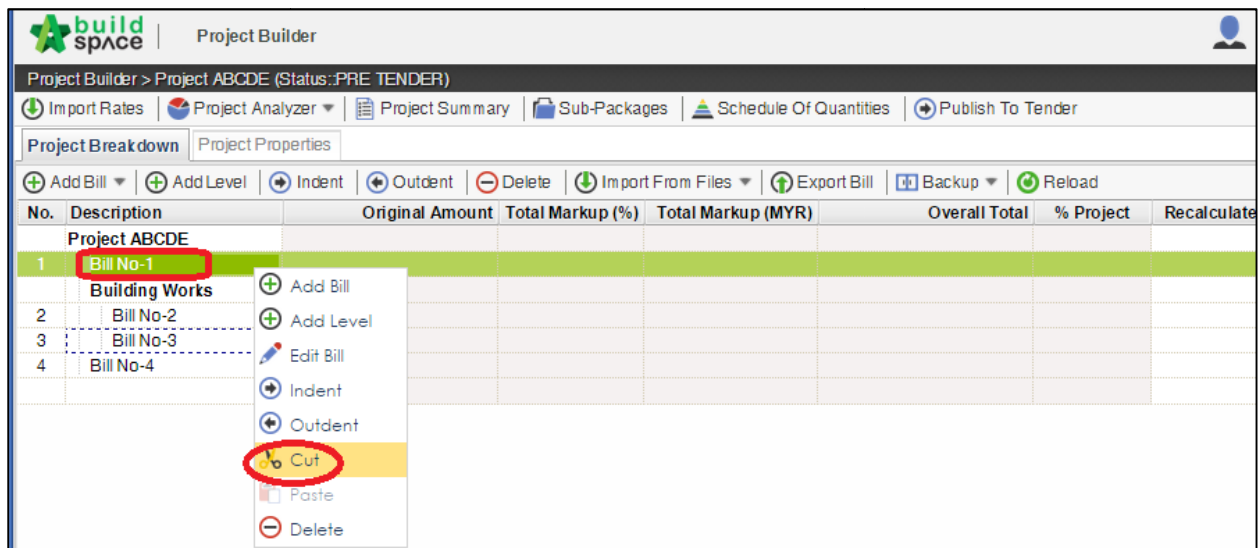
- Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click **“Add Level”**.



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

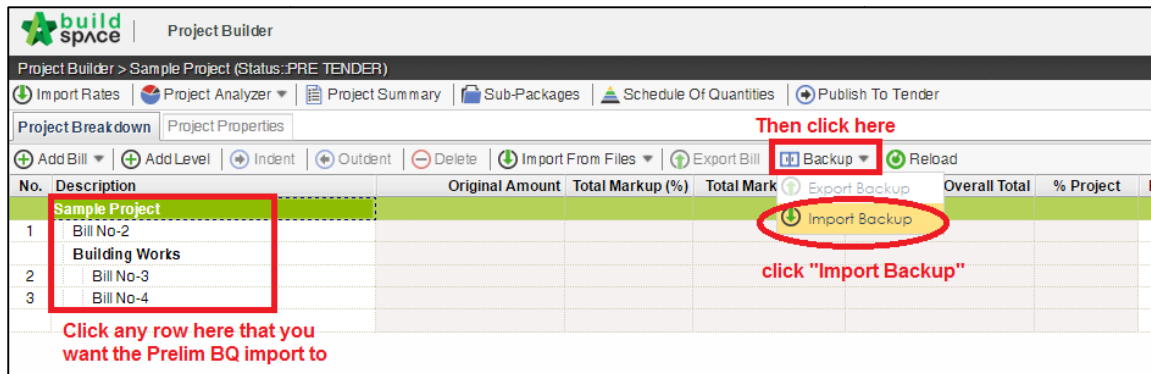


- Can **cut & paste** bill. Right click at a bill and select **“Cut”**. Then right click at the row that you want to paste and select **“Paste”** (it will paste above the selected row).



How to Import sample ebq file

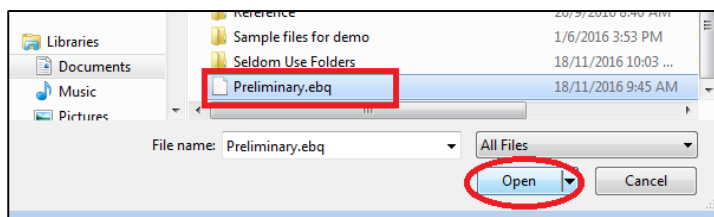
1. You can email your Excel BQ to support@pck.com.my and we will help you to convert into BuildSpace BQ (ebq file) and **imports follow the step 2 to 6** at below.
2. Click at **project title** and click **“Backup”** icon. Then follow by **“Import Backup”**.



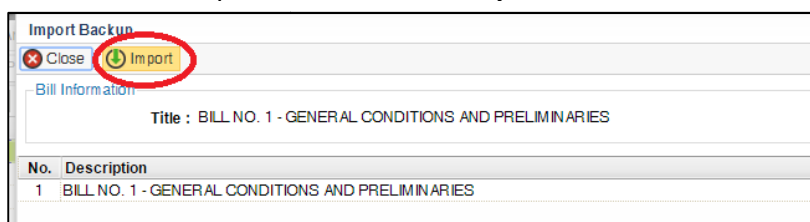
3. Click **“Select Backup File”**.



4. Select the downloaded **“.ebq”** file and click **“Open”**.



5. You will see the preview and click **“Import”**.

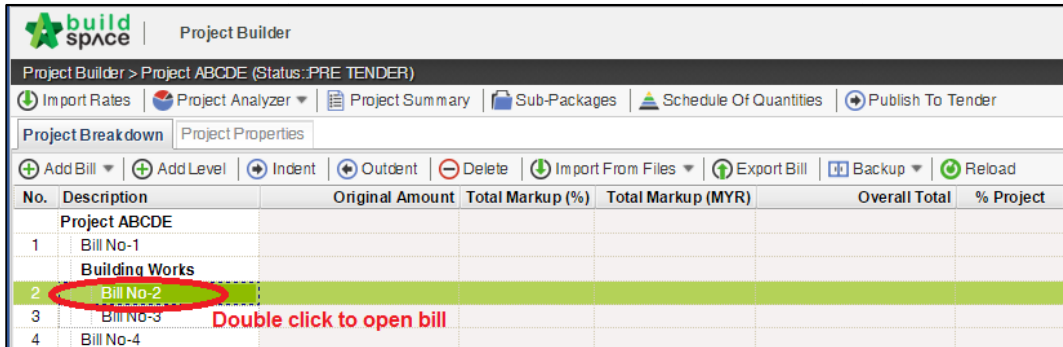


6. Then you can see file imported.

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

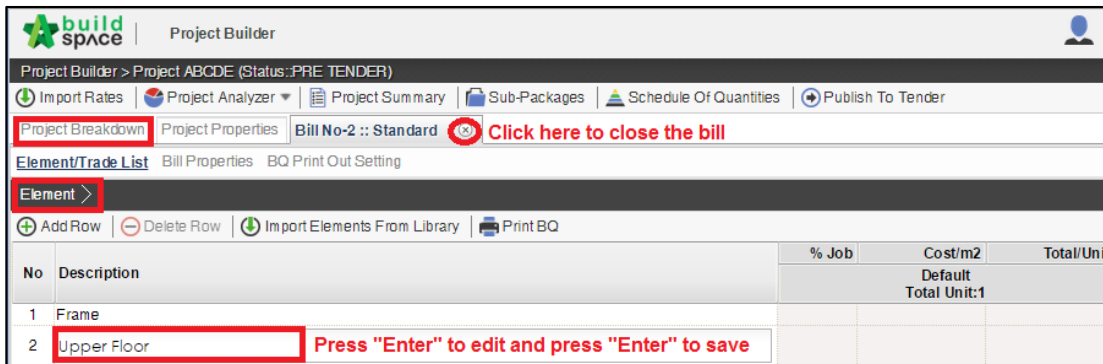
1. Double click at a bill.



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

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

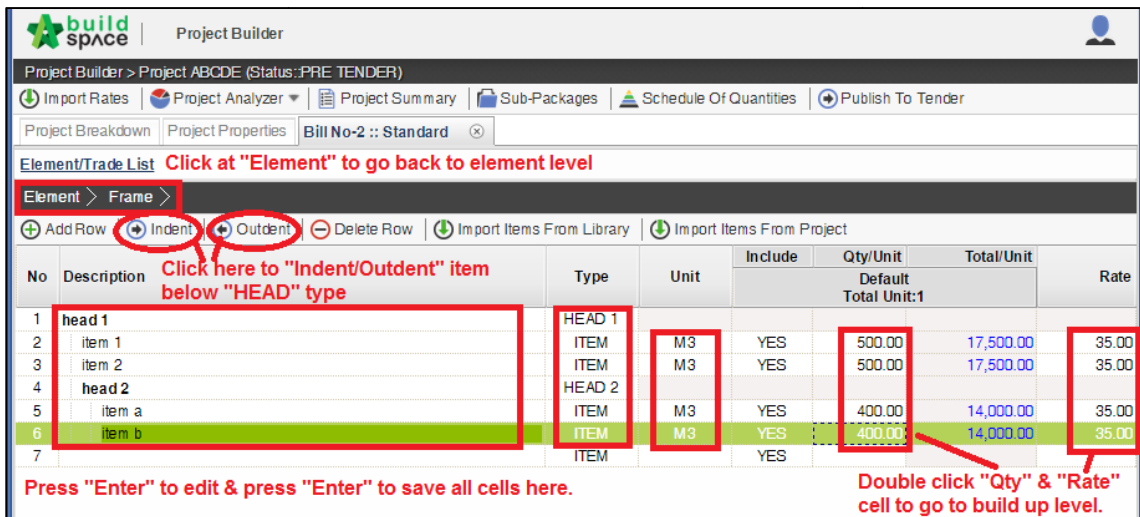
Note: You can use your keyboard's arrow key to move to other cell like Excel.



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

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

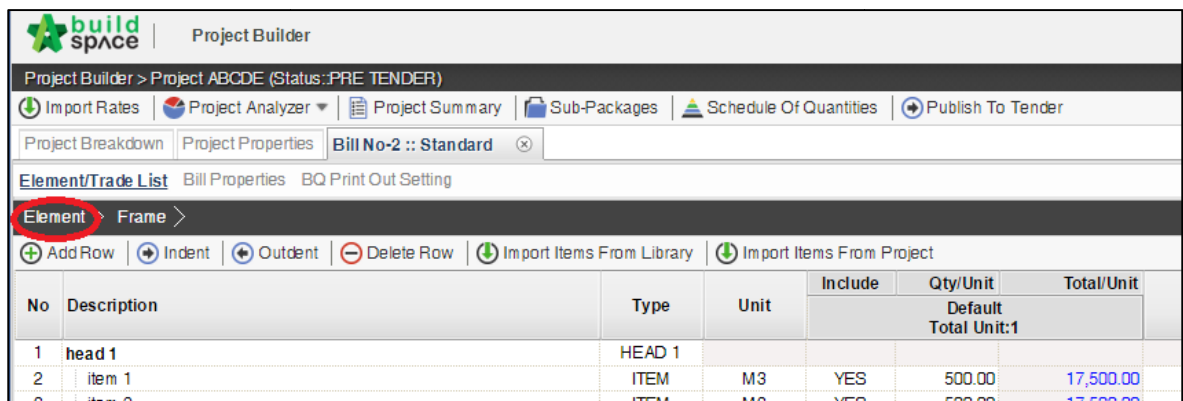
Note: You can use your keyboard's arrow key to move to other cell like Excel.



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

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

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



Project Builder > Project ABCDE (Status::PRE TENDER)

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

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

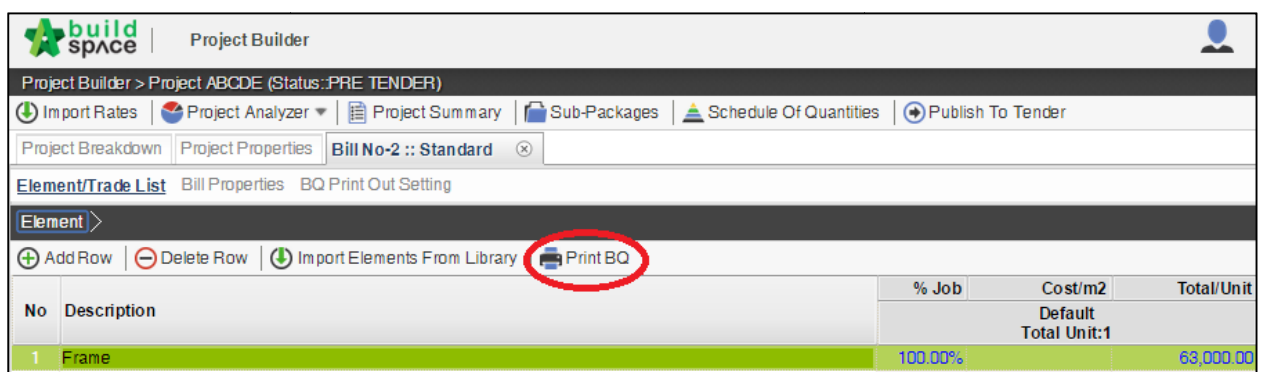
Element/Trade List | Bill Properties | BQ Print Out Setting

Element > Frame >

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

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

- Click at “Print BQ”.



Project Builder > Project ABCDE (Status::PRE TENDER)

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

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

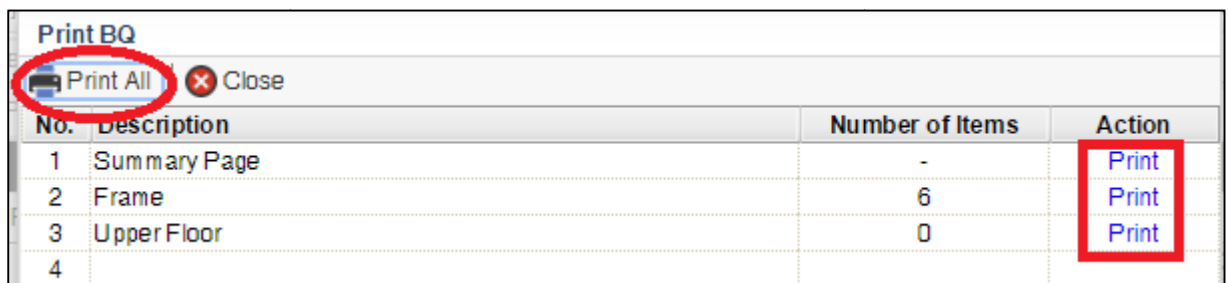
Element/Trade List | Bill Properties | BQ Print Out Setting

Element >

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

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

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



Print BQ

Print All | Close

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

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

How to import BQ from Excel

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

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

	A	B	C	D	E	F	G
4							
5		Item	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
6							
7							
8			Bill No. 3.1				
9			WORK BELOW GROUND FLOOR LEVEL				
10			Excavate oversite, commencing from platform				
11			level				
12							
13							
14		A.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50

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

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

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

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

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

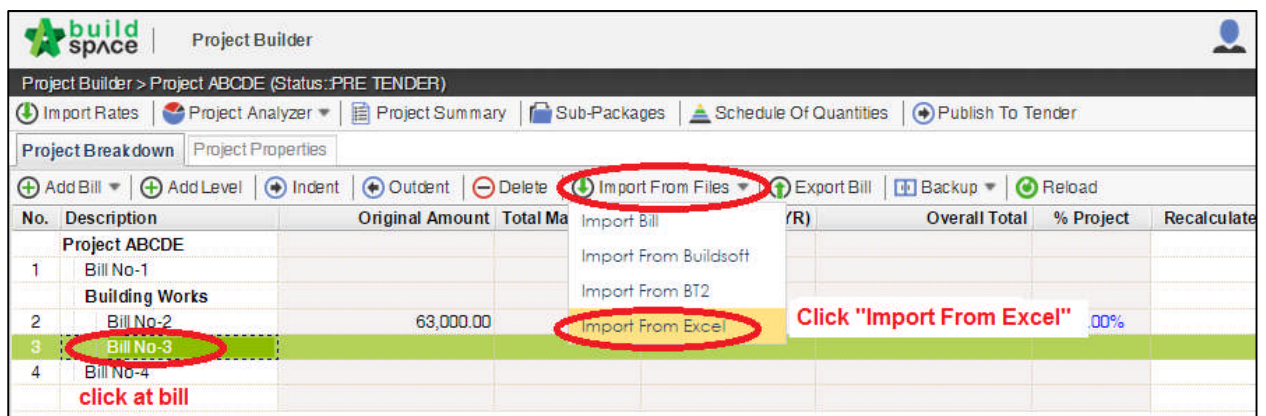
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill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

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

	A	B	C	D	E	F	G
1.40		M.	Reference No. B6 (weight 3.73kg per sq. m), in floors	m ²	314	17.68	5,551.52
1.41							
1.42							
1.43		N.	Reference No. A8 (weight 3.95kg per sq. m), in trench bases.	m ²	38	18.80	714.40
1.44							
1.45							
1.46		P.	Reference No. B7 (weight 4.53kg per sq. m), in trench wall	m ²	75	21.50	1,612.50
1.47							
1.48							
1.49							
1.50							
1.51							
1.52							

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

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



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

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

click at bill

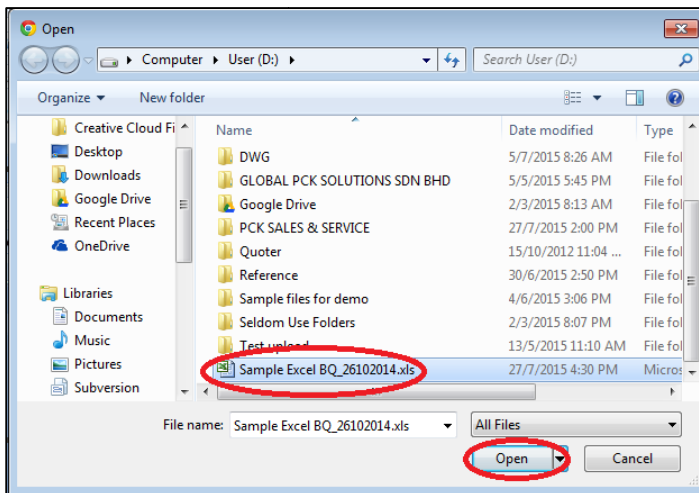
Click "Import From Excel" 00%

- Click at "Select File".

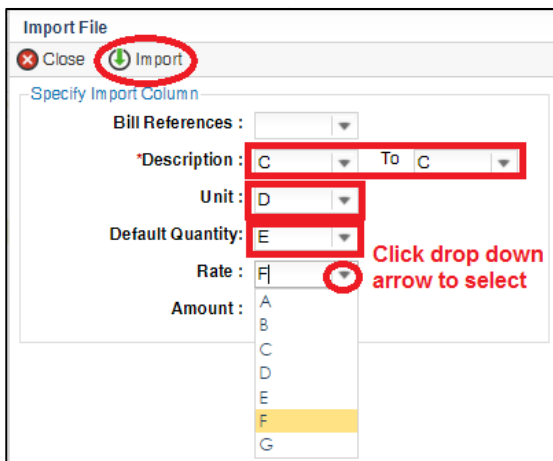


The screenshot shows the 'Import From Excel' dialog box. The 'Select File' button is highlighted.

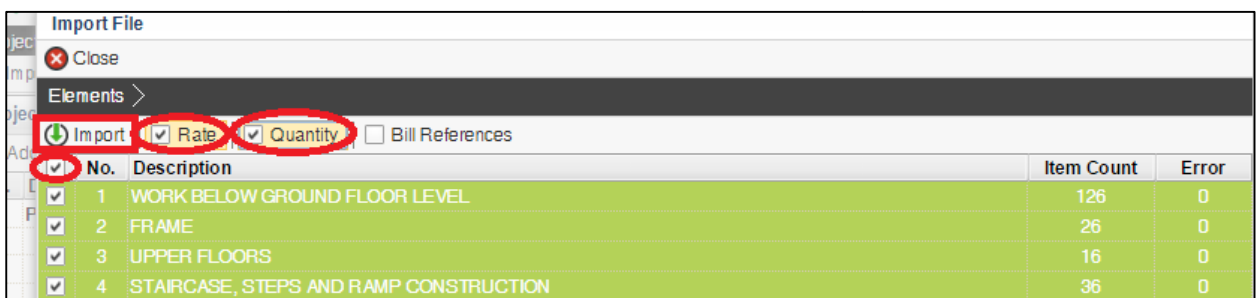
6. Select excel file and click at “Open”.



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

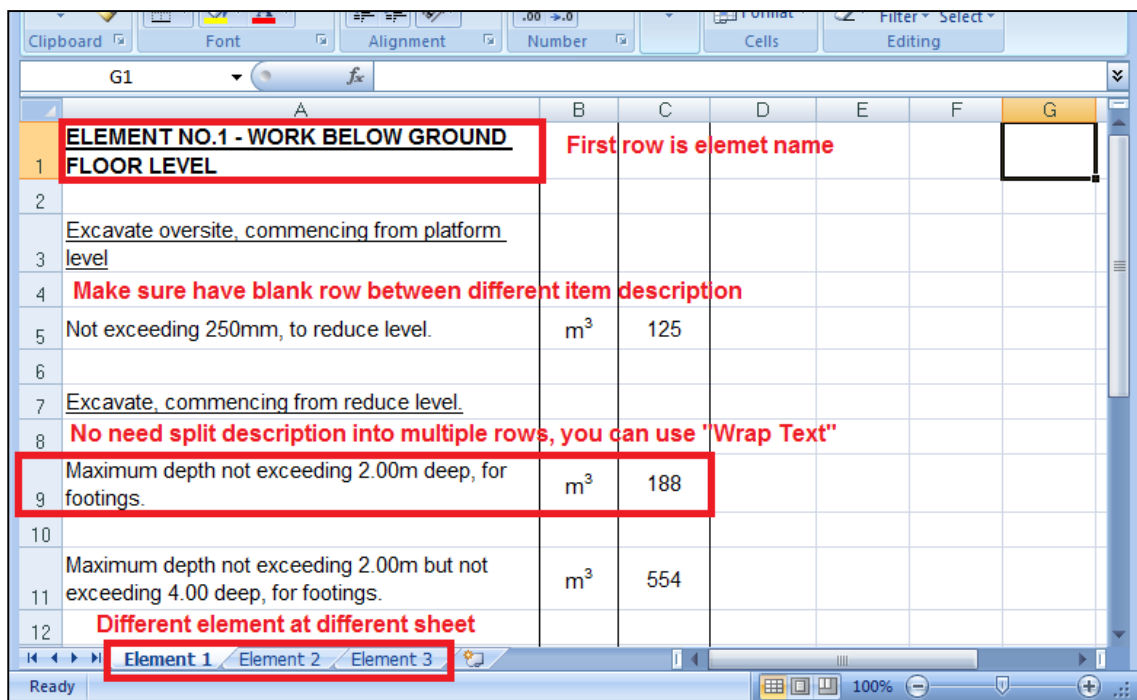
Note: If you want to import from multi columns Excel BQ, please refer to <http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf>

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;

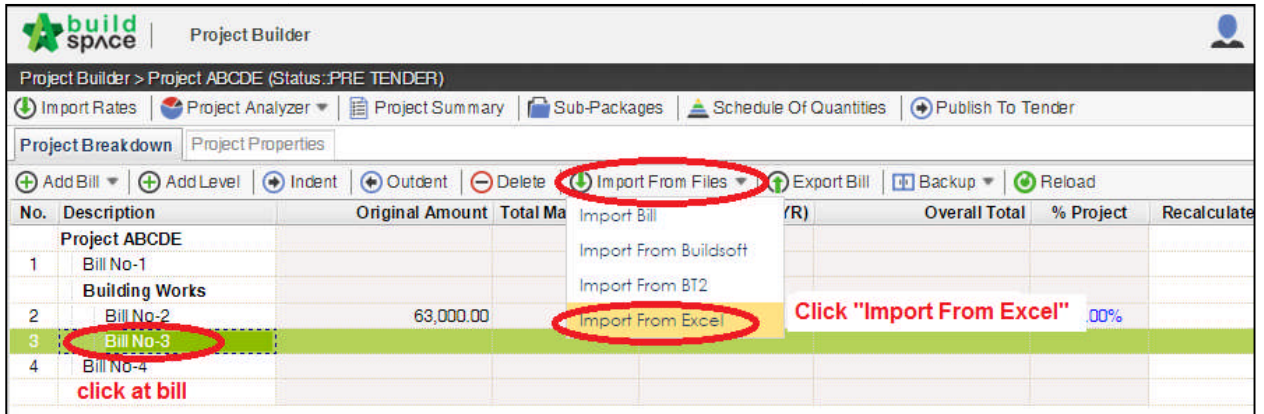
Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

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.

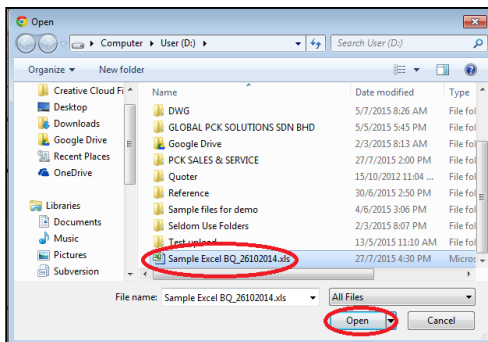
- Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at **“Import From Files”** icon and select **“Import From Excel”**.



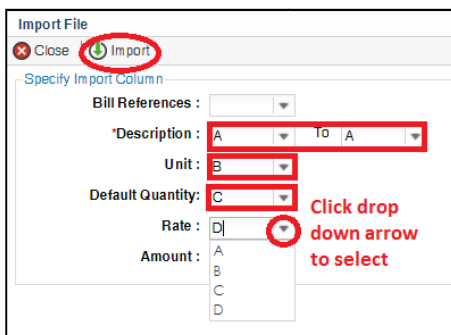
- Click at **“Select File”**.



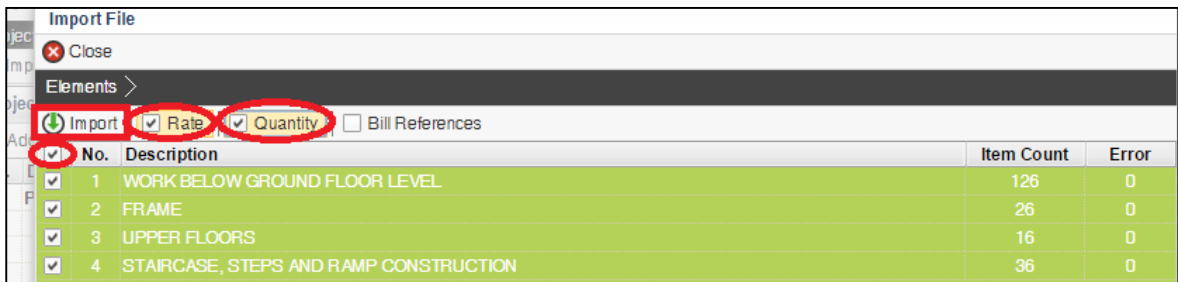
- Select excel file and click at **“Open”**.



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



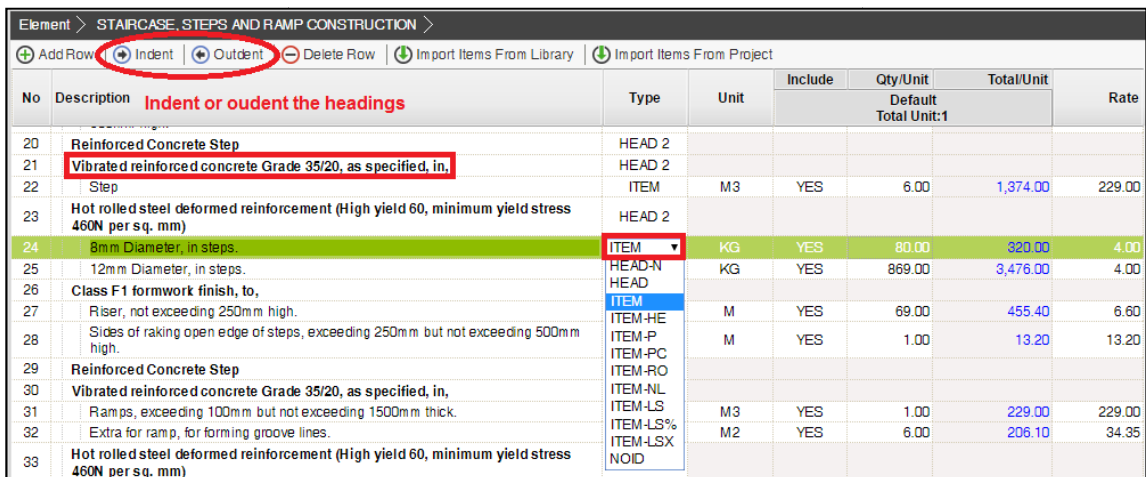
6. Then you can tick which element (**these elements are coming from Excel sheets**) you want to import or tick all and select “Rate” and/or “Quantity” if you want to import with Rate or Quantity. After that click at “Import”.



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

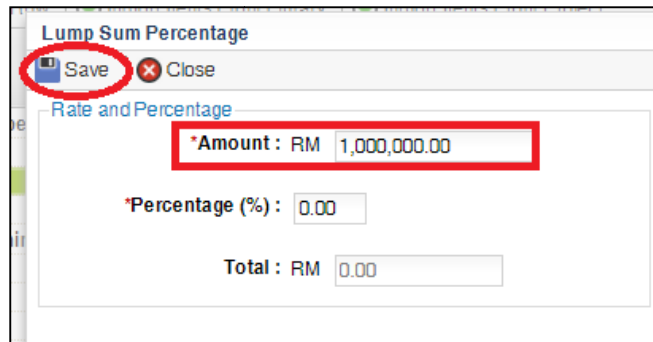
7. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press “Enter” at “Type” cell, then click at **drop down arrow** to select the type and press “Enter” again to save. Besides, you also need to double check the “heading” by **Indent** or **Outdent**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

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

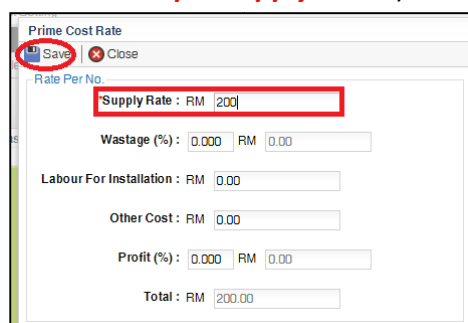


No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
20	Reinforced Concrete Step	HEAD 2					
21	Vibrate reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
22	Step	ITEM	M3	YES	6.00	1,374.00	229.00
23	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per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

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



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



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

- h) **For other item types, please visit**

<http://forum.buildspace.my/viewtopic.php?f=17&t=32>

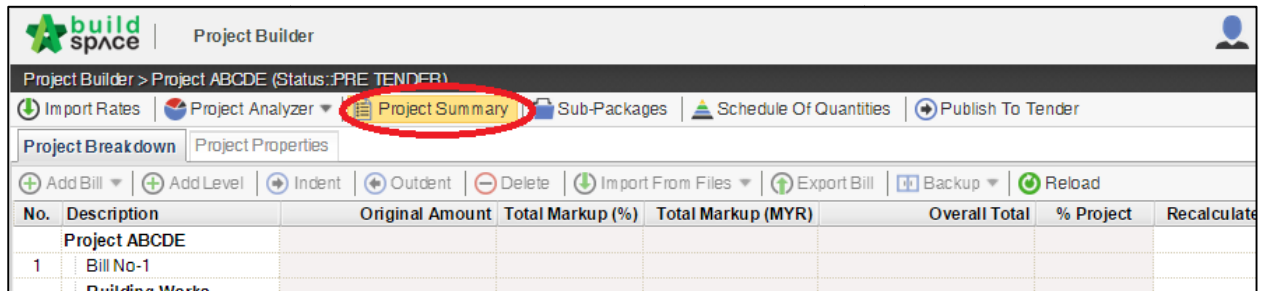
- i) **Other tutorials** <http://forum.buildspace.my/viewforum.php?f=17>

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

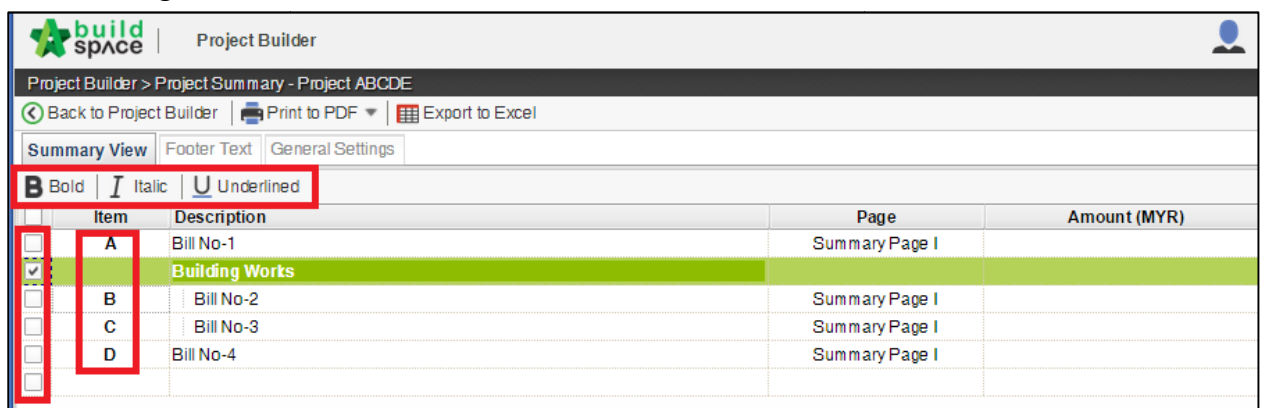
	A	B	C	D
246				
247	Work Included In The Contract			
248	The Contract comprises the construction and completion of the Works and the provisions of all labours, materials, constructional plants, temporary or permanent nature required in and for such construction, completion and maintenance so far as the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

How to print project/tender summary

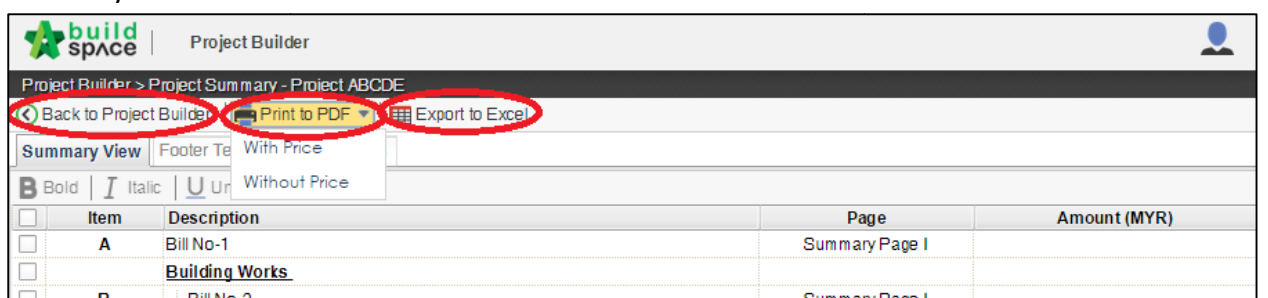
1. Click at “Project Summary”.



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



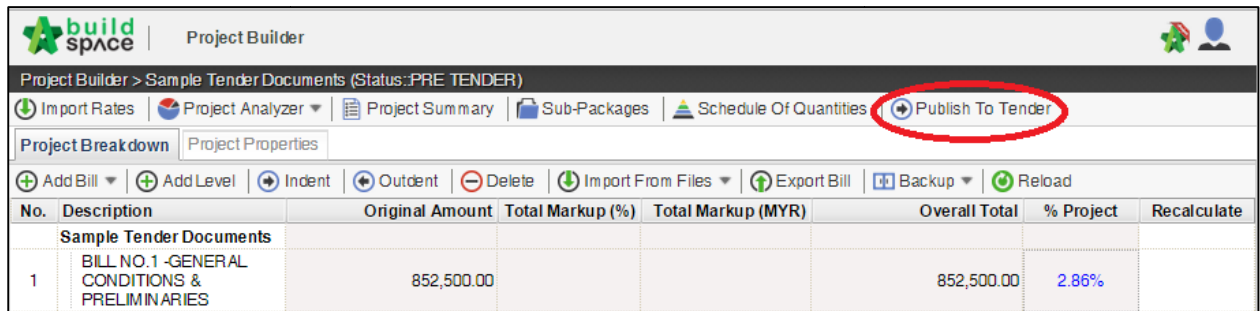
3. Click on “Back to Project Builder” to go back to your project. Click “Print to PDF” to printout your tender summary or click “Export to Excel” to export your tender summary to Microsoft Excel.



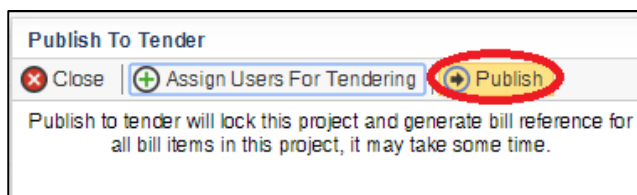
How to publish the project to tendering (only do this once your BQ is finalized)

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

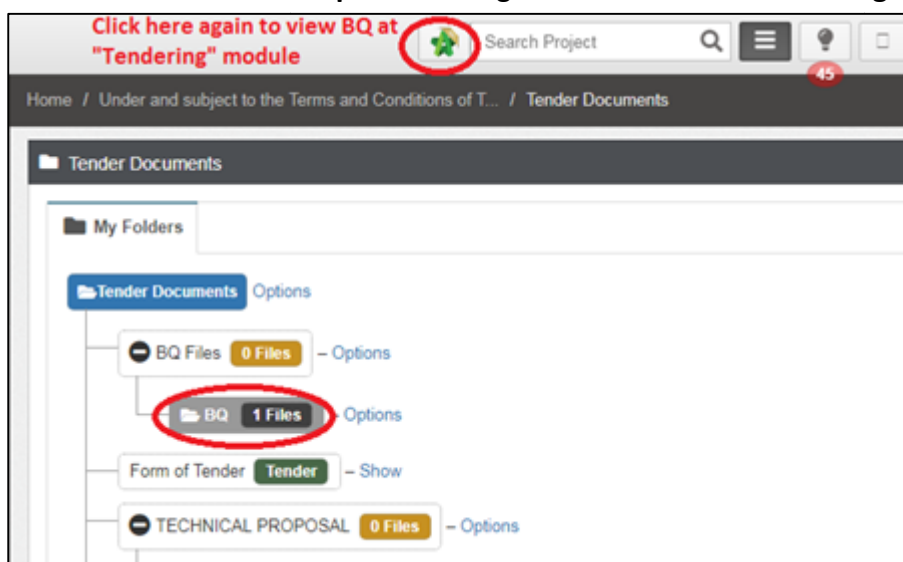
Note: When BQ publish to tender, the *qty cannot amend unless consultant issue addendum but for pricing consultant stay can key in or amend during tendering stage.*



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



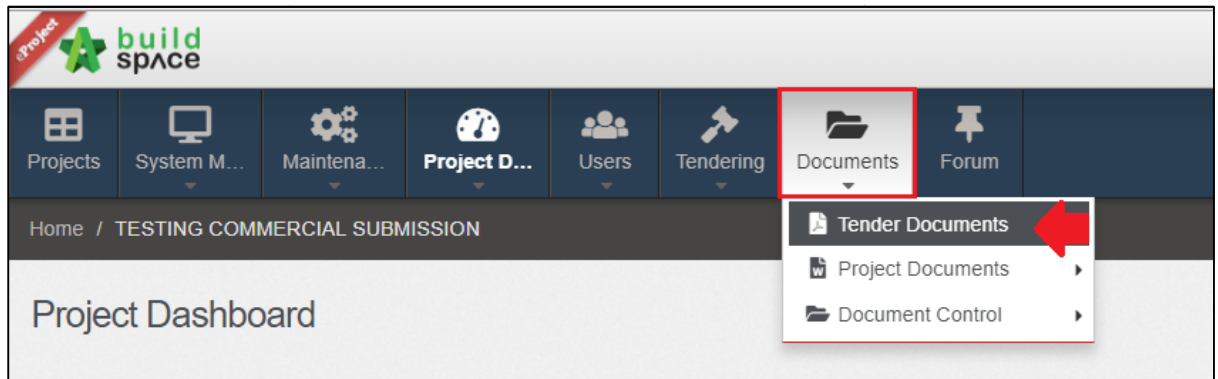
3. Go back to eTender system, you can see your BQ file will auto appear at “Tender Document”. Click “BuildSpace Pro” logo to access BQ at “Tendering” module.



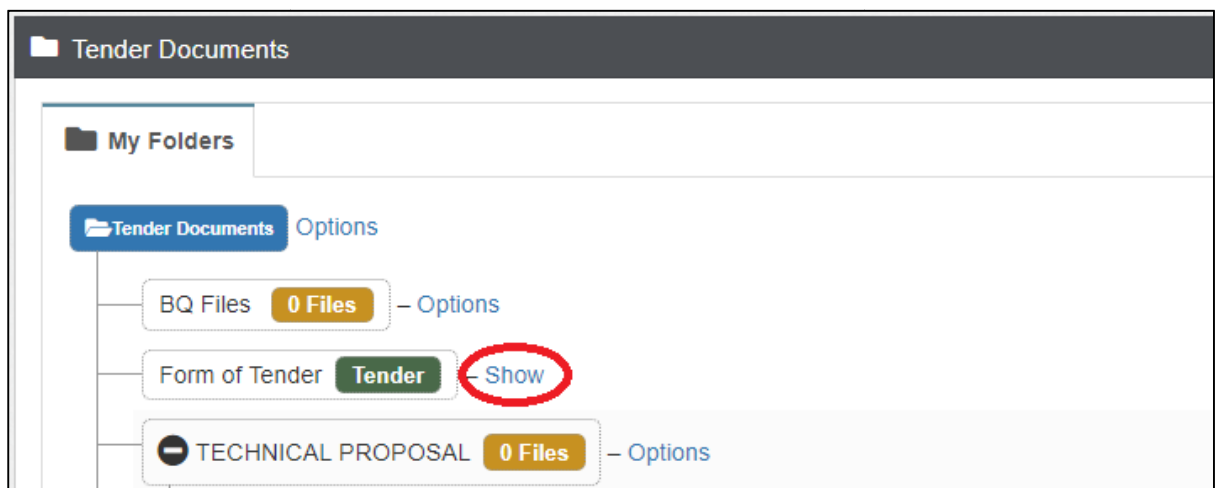
How to edit “Form of Tender” at a project

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

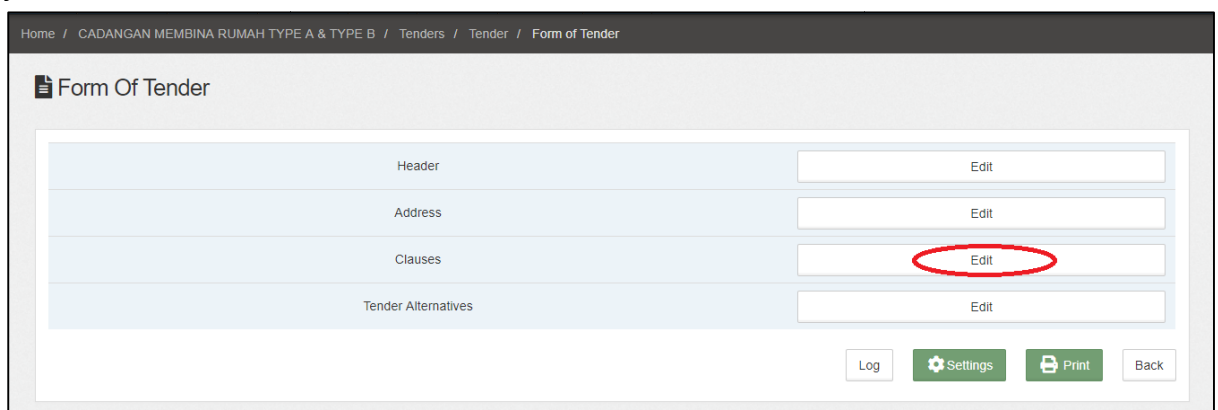
1. Login to eTender system, open a project and click “Documents” and then click “Tender Document”



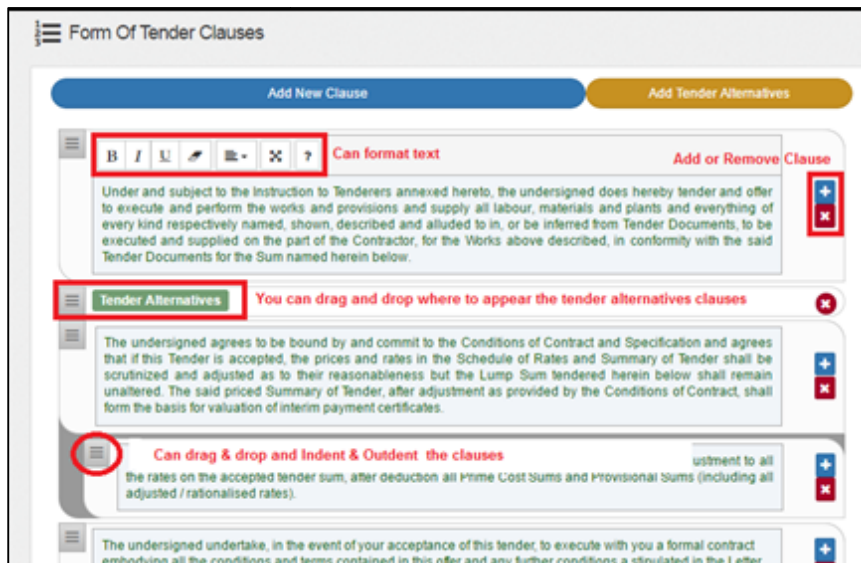
2. click at “Show” beside the “Form of Tender”.



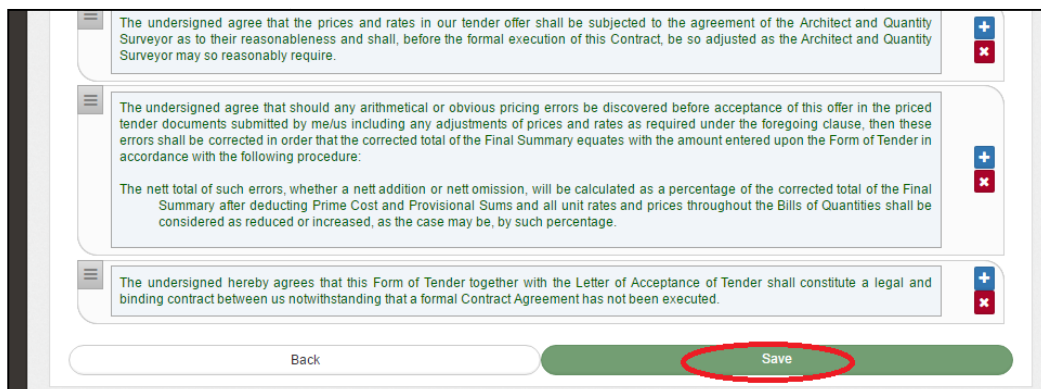
3. Click at “Edit” to edit form of tender. For example, if you want to edit the clauses, just click “Edit” beside the “Clauses” menu.



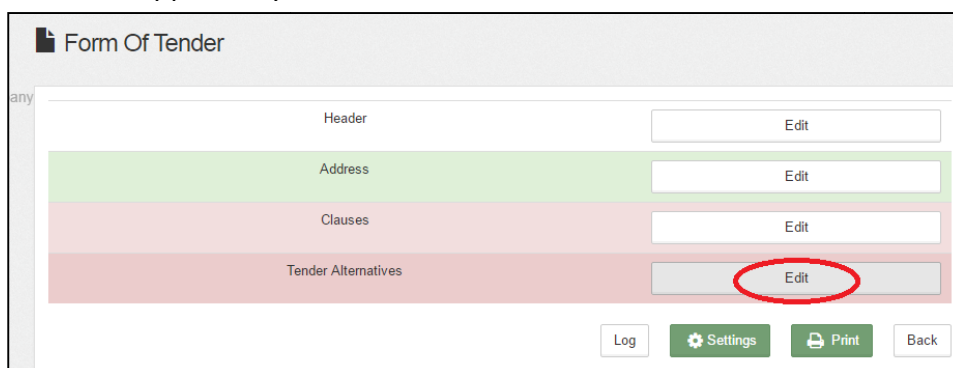
4. You can **move/edit/indent/outdent/add/delete** clauses easily. You can choose where to appear the **“Tender Alternatives”** clauses which you can select the list of options of tender alternatives clauses at **“Tender Alternatives”** section.



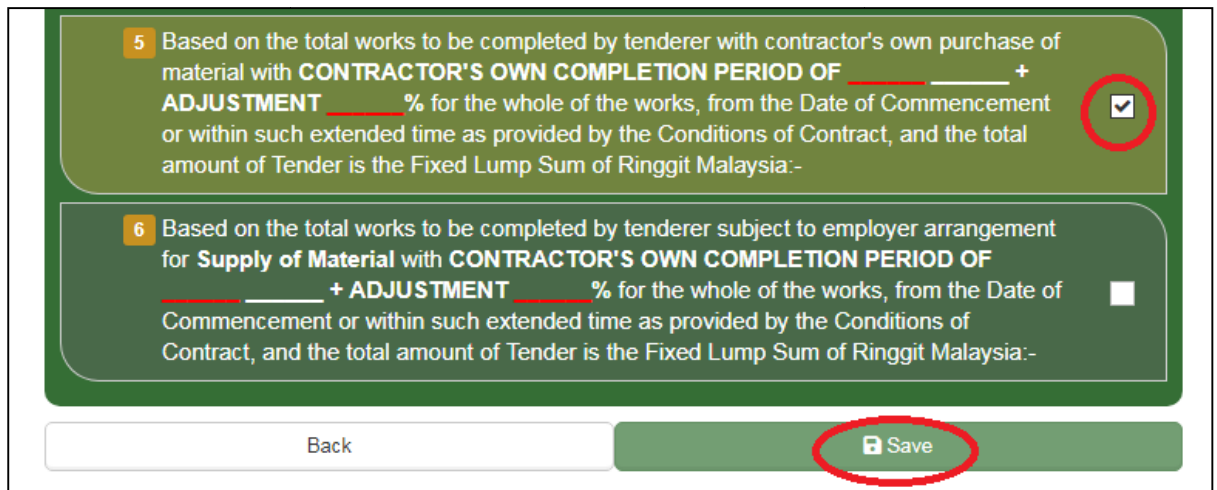
5. Once you finish editing, click **“Save”**.



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.



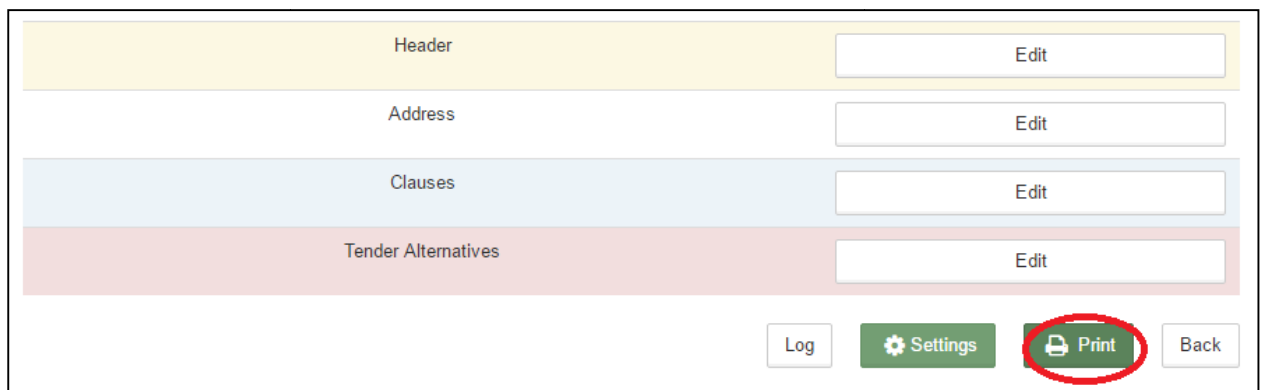
The screenshot shows a form with two alternative options, each with a checkbox. Option 5 is selected, and the 'Save' button is circled in red.

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

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

Back

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



The screenshot shows a table with four rows: Header, Address, Clauses, and Tender Alternatives. Each row has an 'Edit' button. At the bottom, there are buttons for Log, Settings, Print, and Back. The 'Print' button is circled in red.

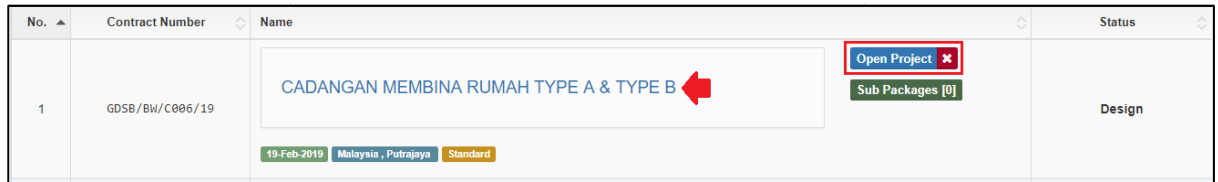
Header	Edit
Address	Edit
Clauses	Edit
Tender Alternatives	Edit

Log

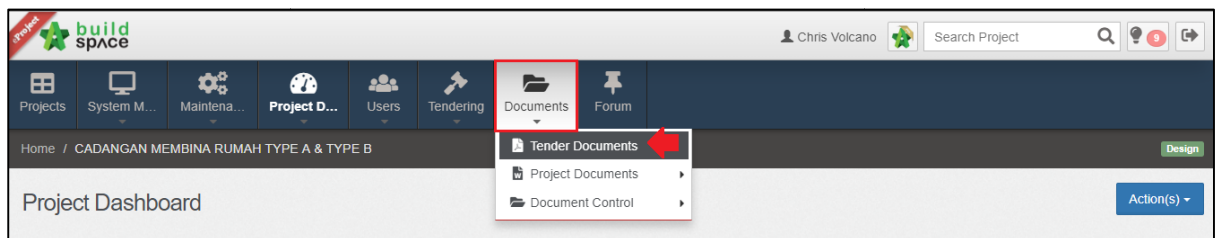
How to upload tender documents

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.

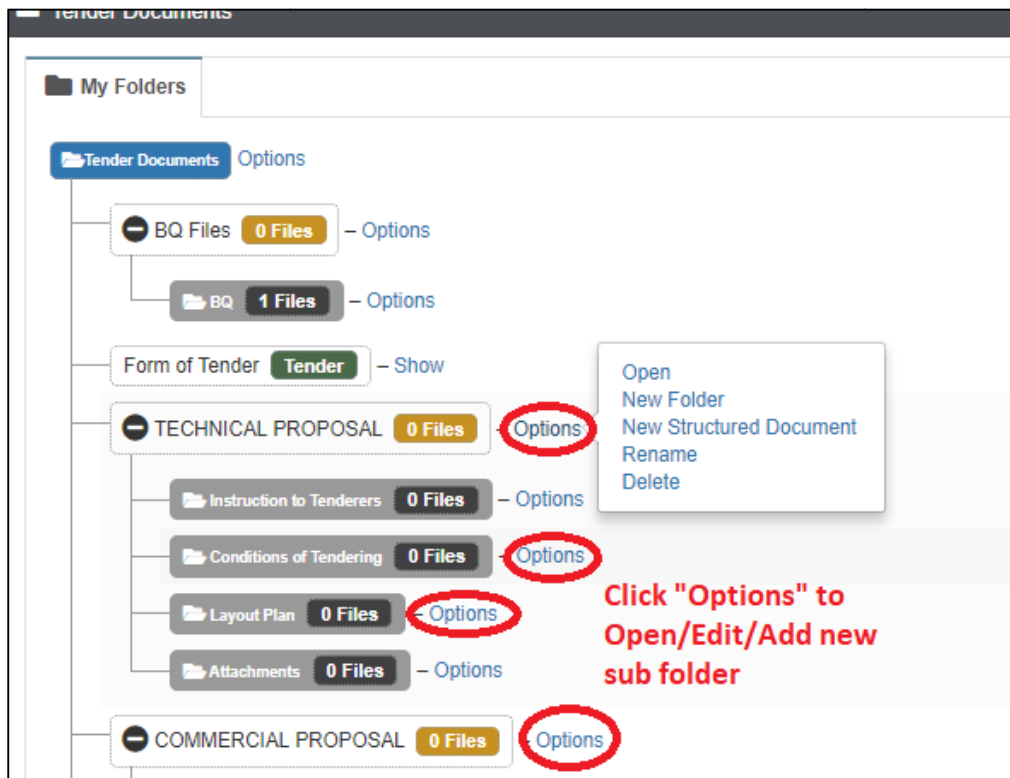
1. Login to eTender system with Username and Password, click “Project Title” or “Open Project”



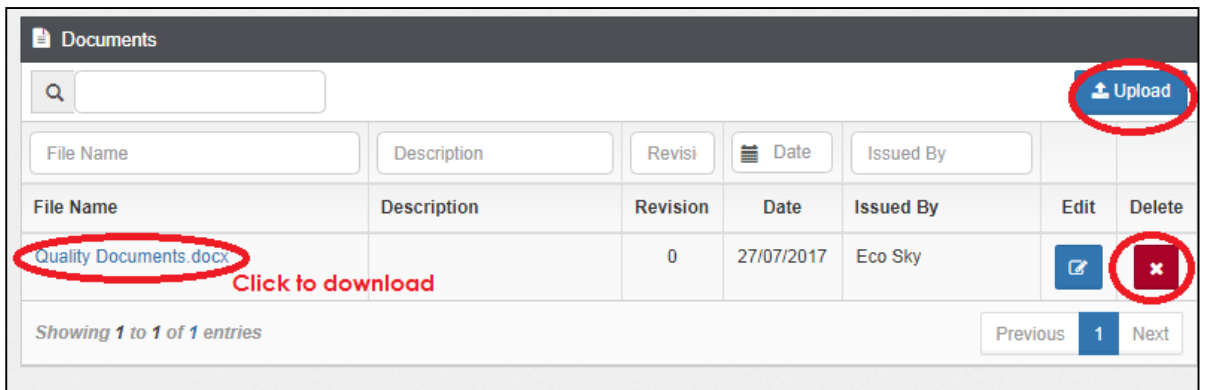
2. Click “Documents” and then click “Tender Documents” menu.



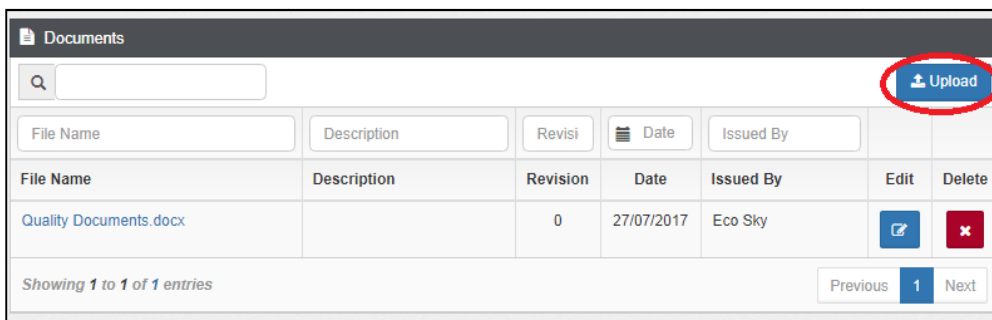
3. You can see default folders “BQ Files” & “Form of Tender”. It is auto generated. Click at “Options” to “Open” or create a new folder or sub folder.



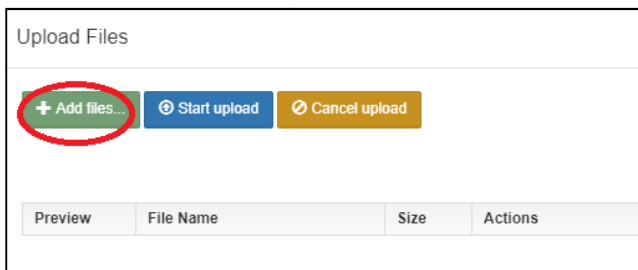
- When you click **“Open”**, you will see the following screen and the file which you can download. To download, just click at **“File Name”** and save to your desire location or click at **“Upload”** button to upload a new file. You also can **“Delete”** the file.



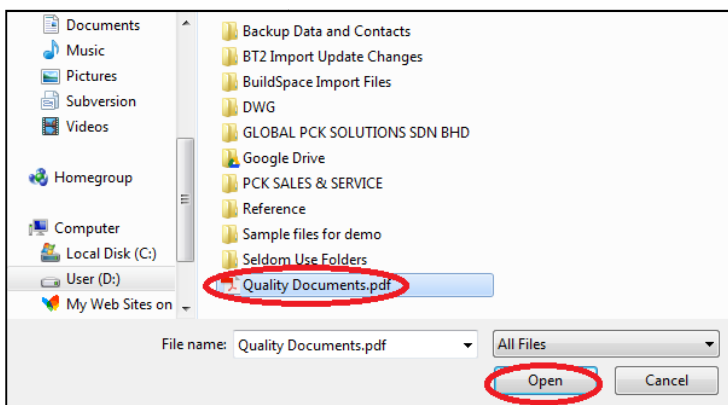
- Click at **“Upload”** button to upload tender document.



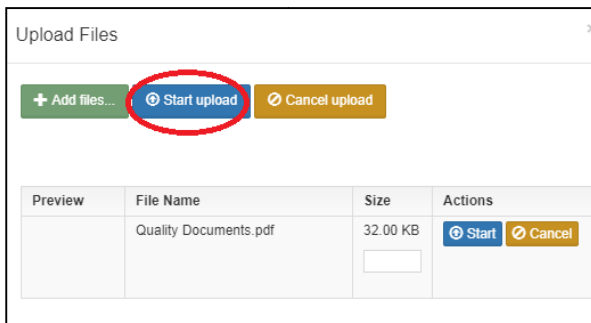
- You will see the following pop up and click **“Add Files.”**



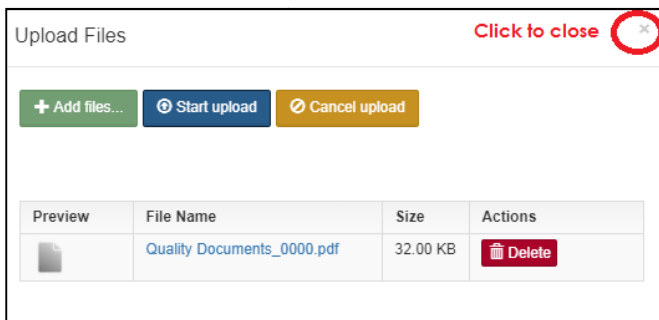
- Then browse to select the file and click **“Open”**. You can select multiple files.



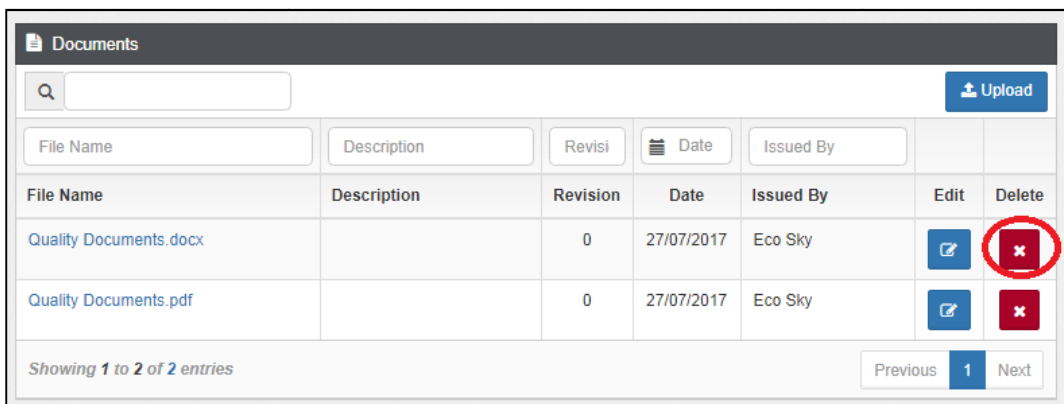
8. Click “Start Upload” button.



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

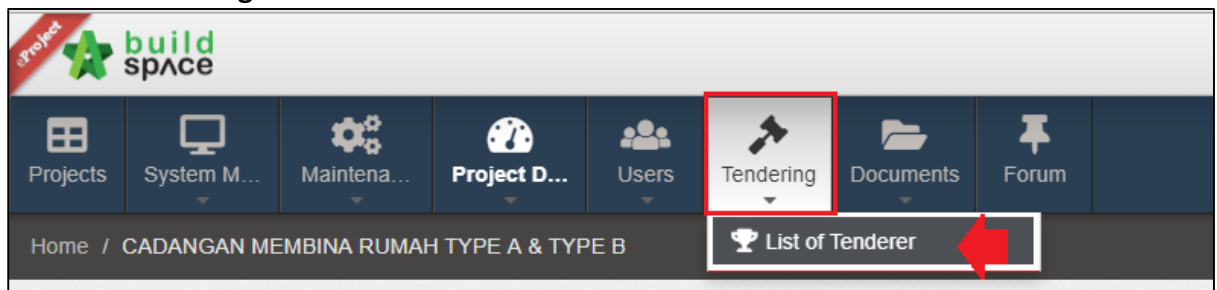
Note: Only “Editor” can prepare this form and for “Group Access to Tender Documents” only. Only appear after “List of Tenderer” form had been submitted.

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”**.

No.	Contract Number	Name	Status
1	GDSB/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B <div style="display: flex; justify-content: space-between; align-items: center;"> 19-Feb-2019 Malaysia, Putrajaya Standard </div>	Design

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



3. Click **“Tender”**.

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

Showing 1 to 1 of 1 entries

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

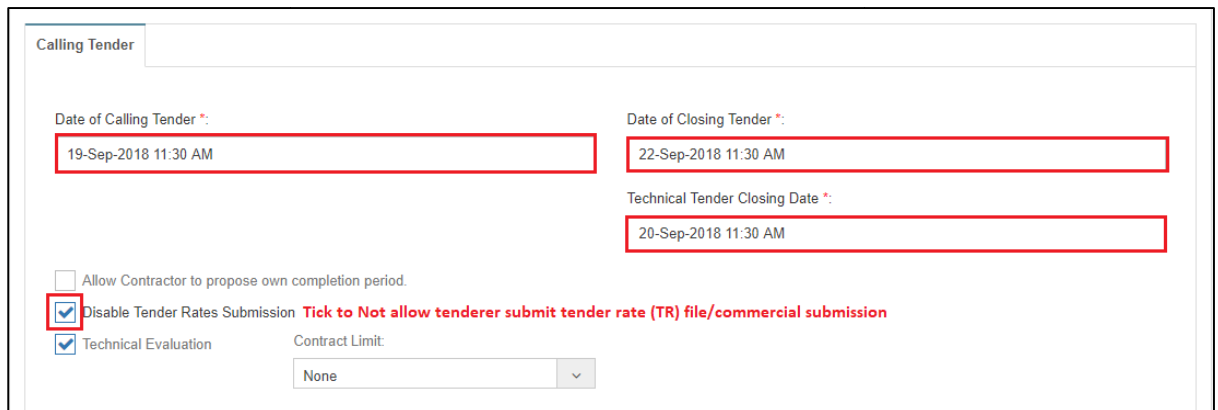
Tender

Calling Tender

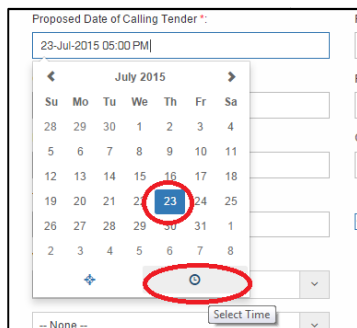
Date of Calling Tender *:

16-Jul-2015 03:30 PM

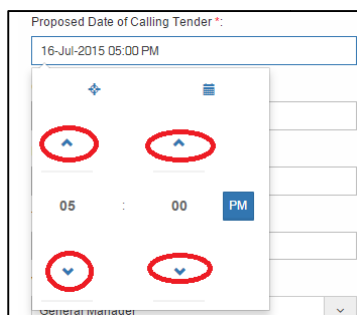
5. Consultant can amend the date and time for “Calling Tender, Closed Tender & Technical tender closing” and can tick **disable tender rate submission** (If required) only.



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.

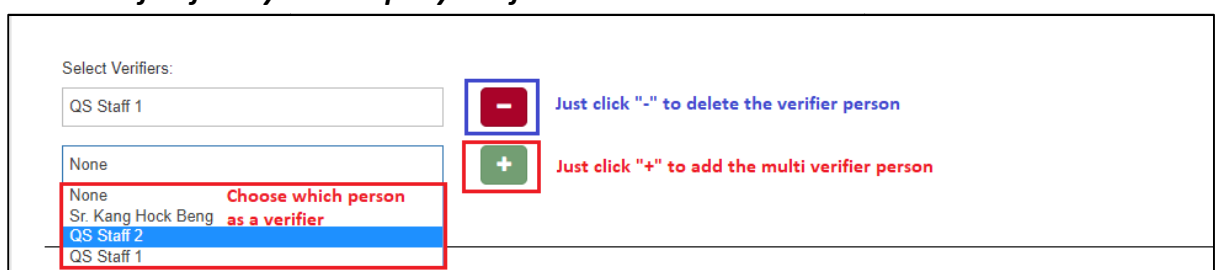


Set the time and click outside the box or other field to continue fill up the form.



6. Can select verifier (If required)

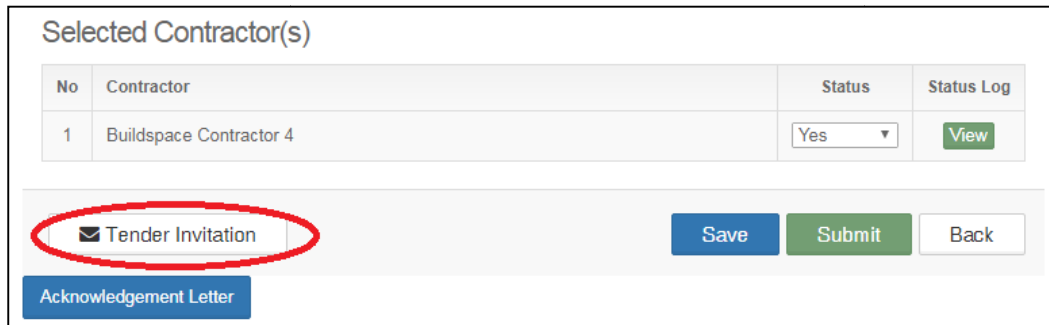
Note: Verifier from your company not from C&C



How to prepare Tender Invitation

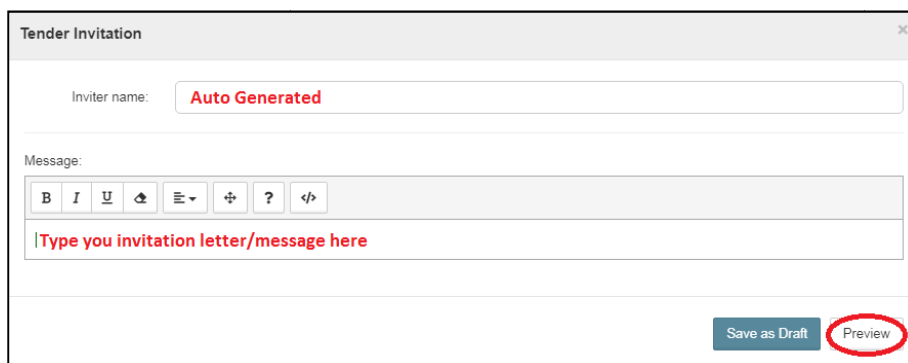
Note: Consultant must prepare & submit Tender Invitation before submitting Calling Tender Form.

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



No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes	View

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



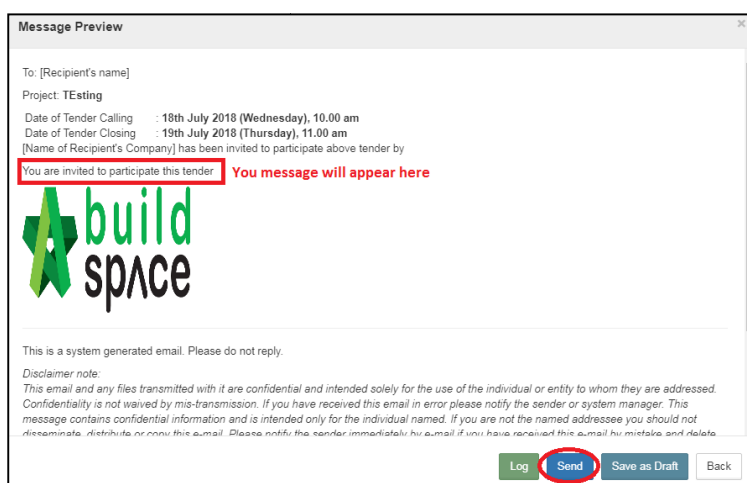
Tender Invitation

Inviter name: **Auto Generated**

Message:

|Type your invitation letter/message here

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



Message Preview

To: [Recipient's name]


Project: TEsting

Date of Tender Calling : 18th July 2018 (Wednesday), 10.00 am

Date of Tender Closing : 19th July 2018 (Thursday), 11.00 am

[Name of Recipient's Company] has been invited to participate above tender by

You are invited to participate this tender. You message will appear here



This is a system generated email. Please do not reply.

Disclaimer note:
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Confidentiality is not waived by mis-transmission. If you have received this email in error please notify the sender or system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you have any questions about this e-mail please reply to the sender.

How to prepare Acknowledgment Letter

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

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

Selected Contractor(s)

No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes	View

Acknowledgement Letter

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

Acknowledgement Letter

This letter is to be prompted for tenderer to print out as reference:

Tender Deposit: **RM 1,000.00**
Tender Bond: **RM 10,000.00**

Your E-Tender Submission has been successfully completed. Please print this page and submit together with the original copy of Tender Deposit in crossed cheque and Tender Bond in the form of Bank Guarantee not later than 24 hours from the tender closing date and time (during office working hours from 8.30am to 5.30pm) to Tender Box at the following address:

Contracts & Commercial Unit
Level 10 Menara Gamuda, PJ Trade Centre,
No.8, Jalan PJU 8/8A
Bandar Damansara Perdana
47820 Petaling Jaya,
Selangor.

Thank you for using Gamuda Land E-Tender Portal.

Type or paste your message here

Can click preview to see how the message look like

Enable Acknowledgement Letter

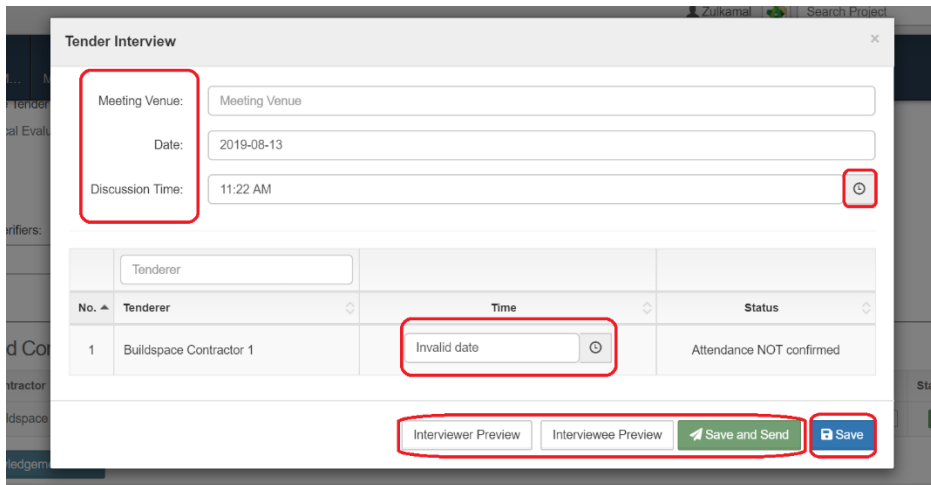
12. To set up a **“Tender Clarification Meeting”** click on **“Tender Interview”**

Selected Contractor(s)

No	Contractor	Status	Status Log
1	Buildspace Contractor 1	Yes	View

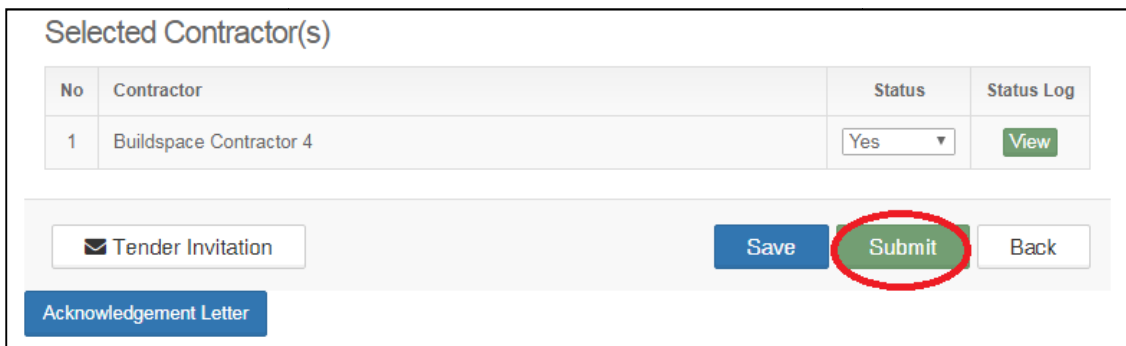
Click here →

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.



No.	Tenderer	Time	Status
1	Buildspace Contractor 1	Invalid date	Attendance NOT confirmed

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



No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes	View

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

How to EXTEND tender

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

Calling Tender

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

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

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

Allow Contractor to propose own completion period.

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

Technical Evaluation

Contract Limit: None

16. Then click “Extend”.

Selected Contractor(s)

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

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

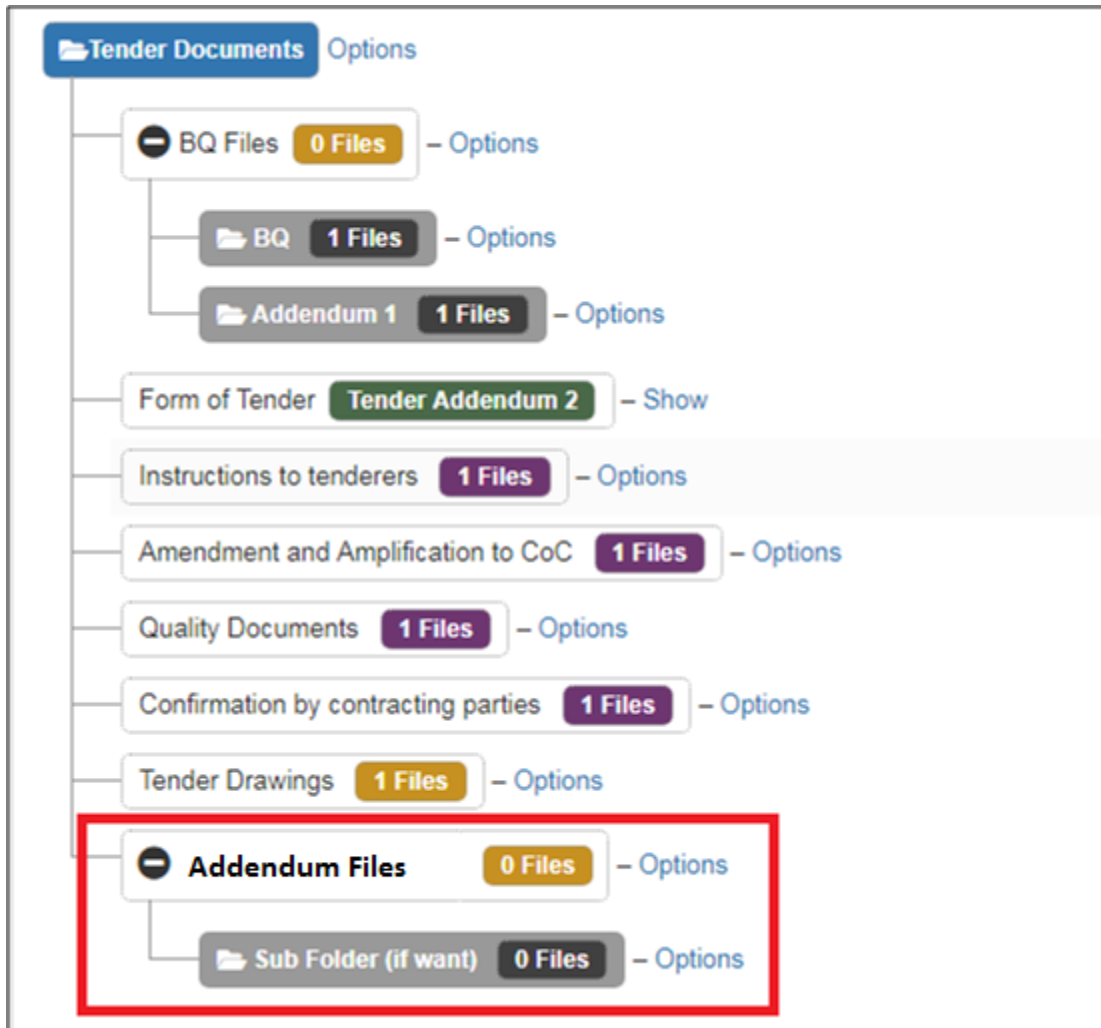
Note: It automatic notify contractor through email and system.

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.

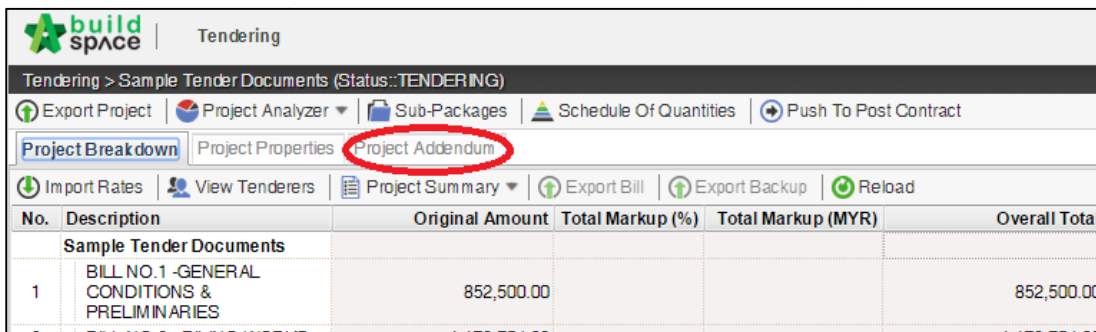
Note: Purpose consultant create new folder for addendum tender document for easier tenderer download the document.



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

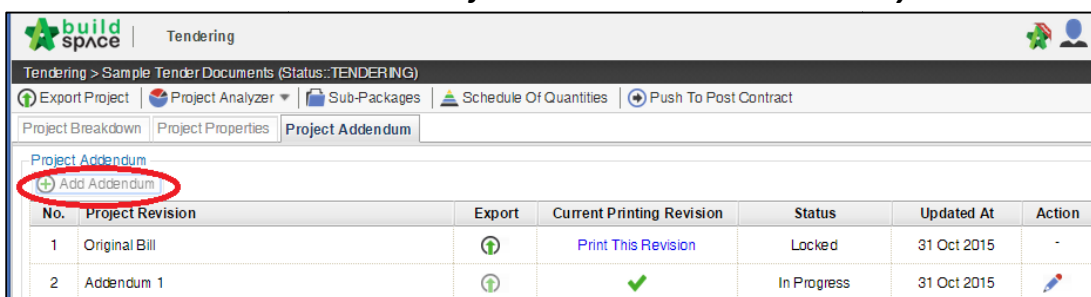
How to issue / add addendum item at BQ

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

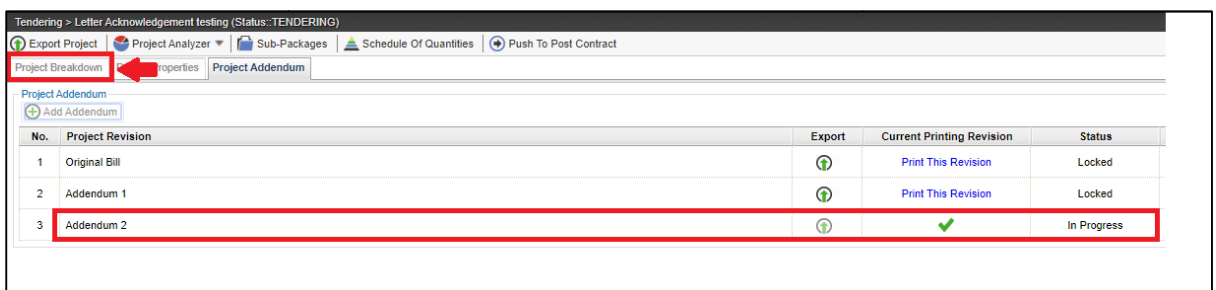


2. Click “Add Addendum” to create addendum.

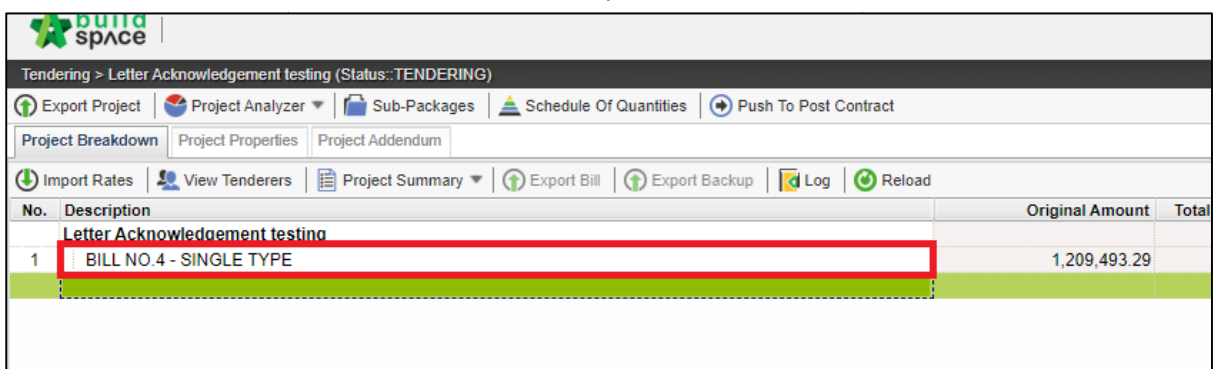
Note: New addendum will be add after the latest addendum already locked.



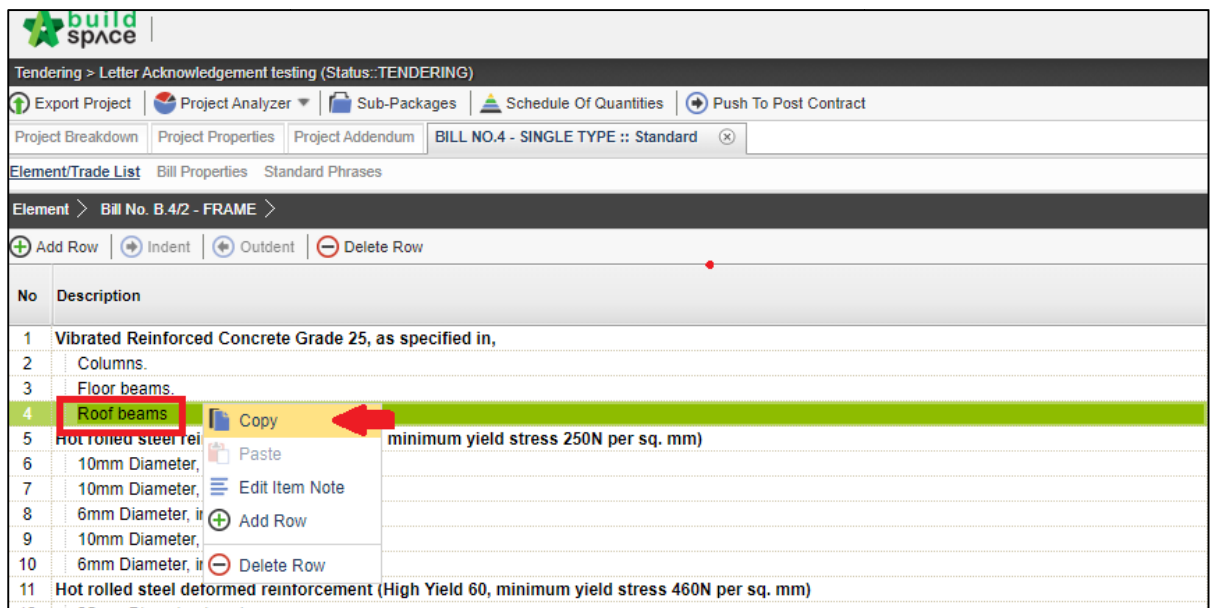
3. Then the system will generate a new revision for addendum. To edit BQ, click at **Project Breakdown** and go to bill level.



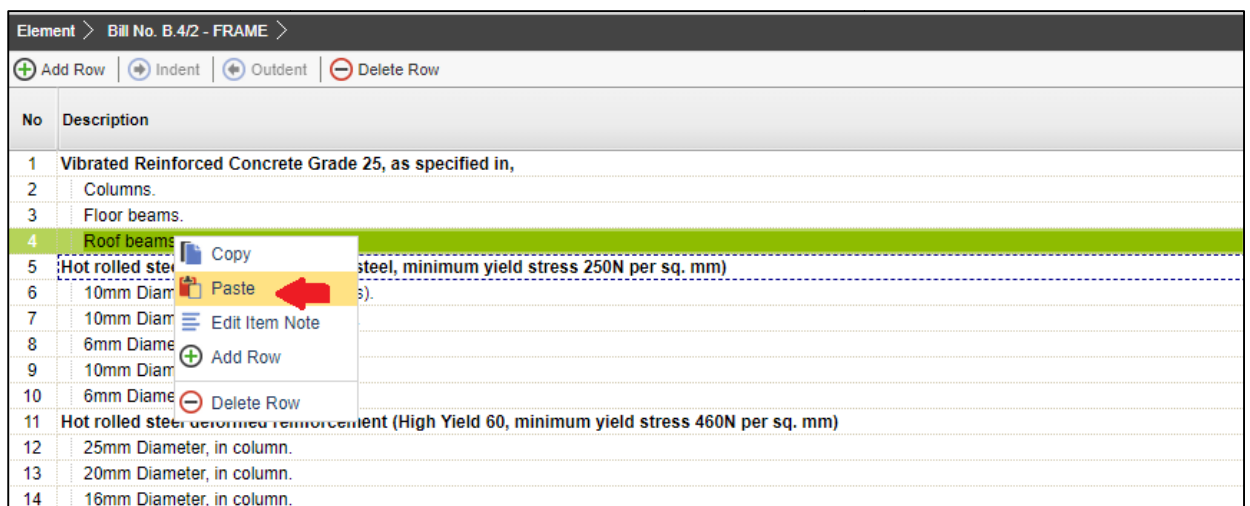
4. Double Click to select the bill and access to Bill/Item level.



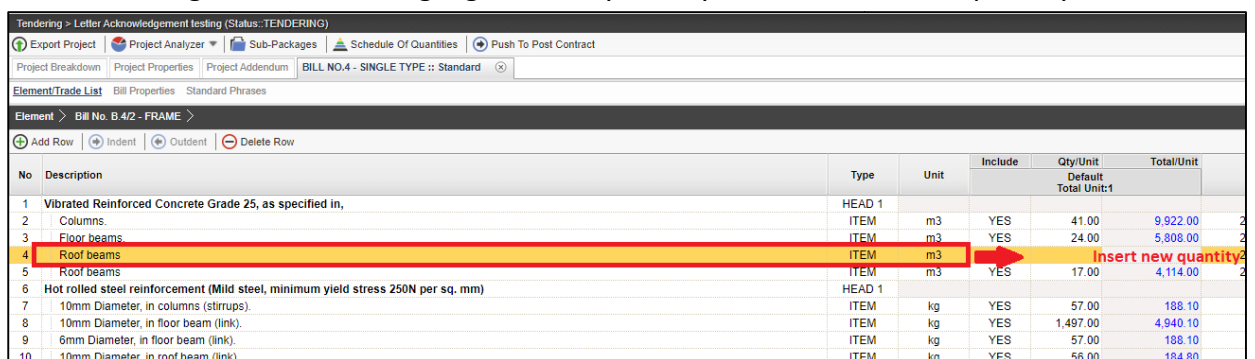
- While in Item level, **right click** the item that you want to amend, then click **Copy**.



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



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



No	Description	Type	Unit	Include	Qty/Unit Default	Total/Unit
1	Vibrated Reinforced Concrete Grade 25, as specified in,	HEAD 1				
2	Columns.	ITEM	m3	YES	41.00	9,922.00
3	Floor beams.	ITEM	m3	YES	24.00	5,808.00
4	Roof beams	ITEM	m3	YES	17.00	4,114.00
5	Roof beams	ITEM	m3	YES		
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1				
7	10mm Diameter, in columns (stirrups).	ITEM	kg	YES	57.00	188.10
8	10mm Diameter, in floor beam (link).	ITEM	kg	YES	1,497.00	4,940.10
9	6mm Diameter, in floor beam (link).	ITEM	kg	YES	57.00	188.10
10	10mm Diameter, in roof beam (link).	ITEM	kg	YES	56.00	184.80

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

1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Roof beams
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
7	10mm Diameter, in columns (stirrups).
8	10mm Diameter, in floor beam (link).
9	6mm Diameter, in floor beam (link).
10	10mm Diameter, in roof beam (link).
11	6mm Diameter, in roof beam (link).
12	Hot rolled steel deformed reinforcement (Mild steel, minimum yield stress 460N per sq. mm)
13	25mm Diameter, in column.



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

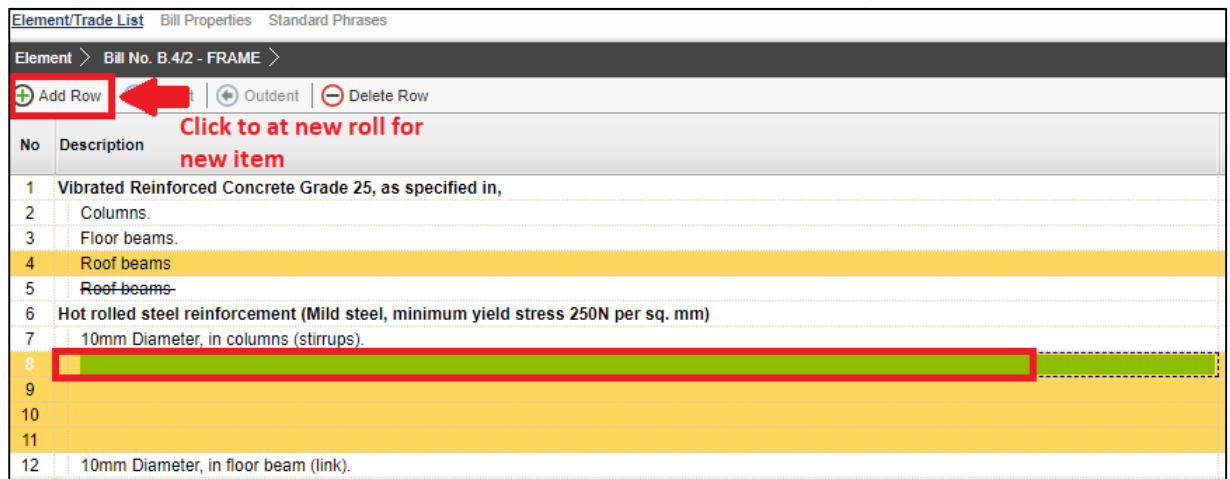
Element/Trade List | Bill Properties | Standard Phrases

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

+ Add Row | Outdent | Delete Row

Click to at new roll for new item

No	Description
1	Vibrated Reinforced Concrete Grade 25, as specified in,
2	Columns.
3	Floor beams.
4	Roof beams
5	Roof beams
6	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)
7	10mm Diameter, in columns (stirrups).
8	
9	
10	
11	
12	10mm Diameter, in floor beam (link).



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

buildspace | Tendering

Tendering > Sample Tender Documents (Status:TENDERING)

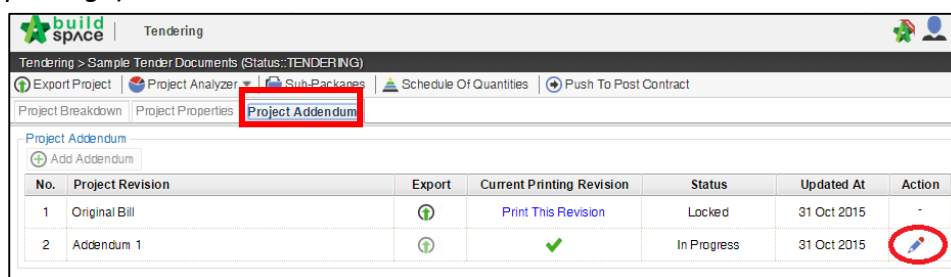
Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | **Project Addendum**

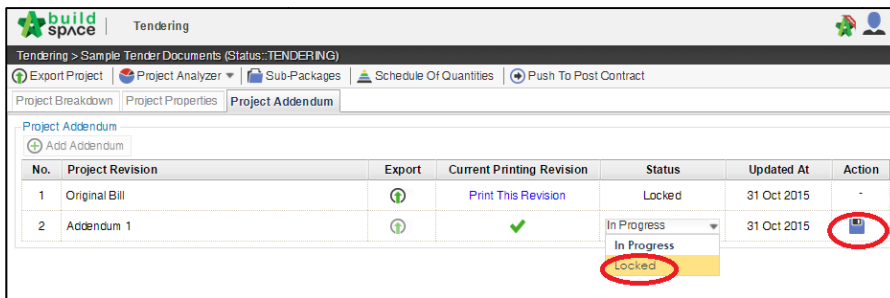
Project Addendum

+ Add Addendum

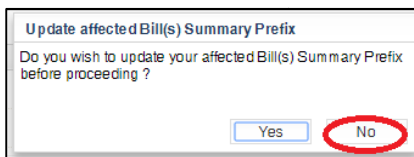
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	31 Oct 2015	
2	Addendum 1			In Progress	31 Oct 2015	



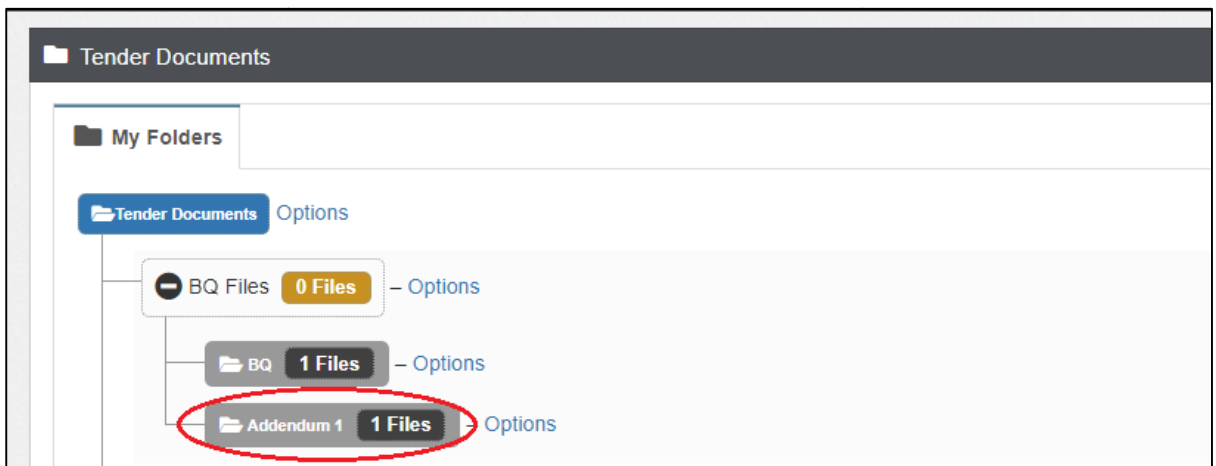
11. Select “Locked” and click “Save”. *Please don't unlock it again once it's locked.*



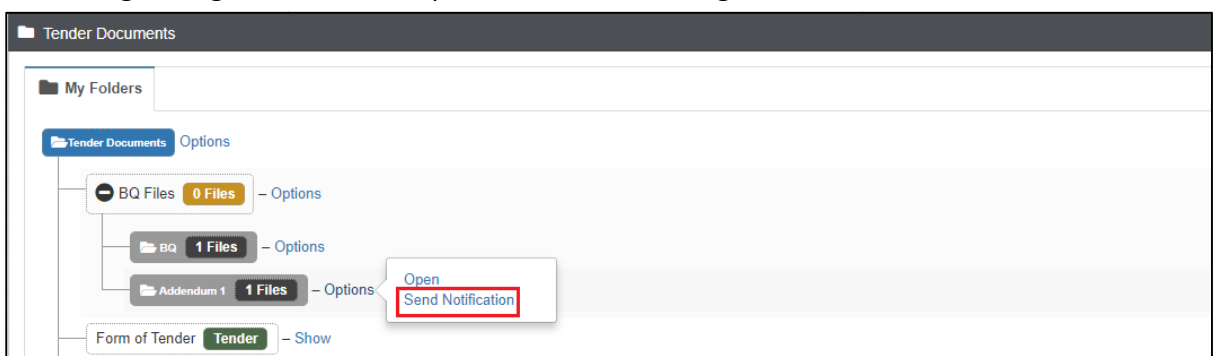
12. The following message will pop up, click “No” if you had edited the summary page.



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

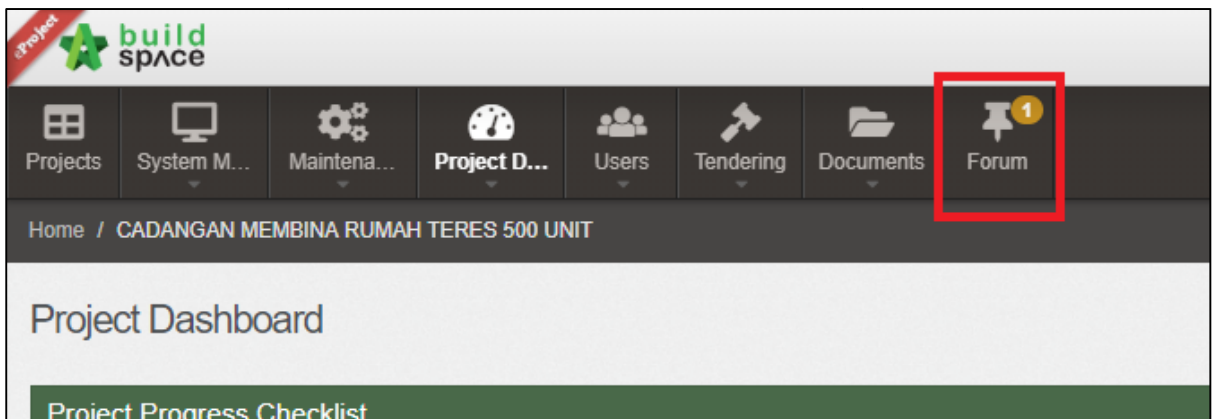
Forum

How to reply message from tenderer

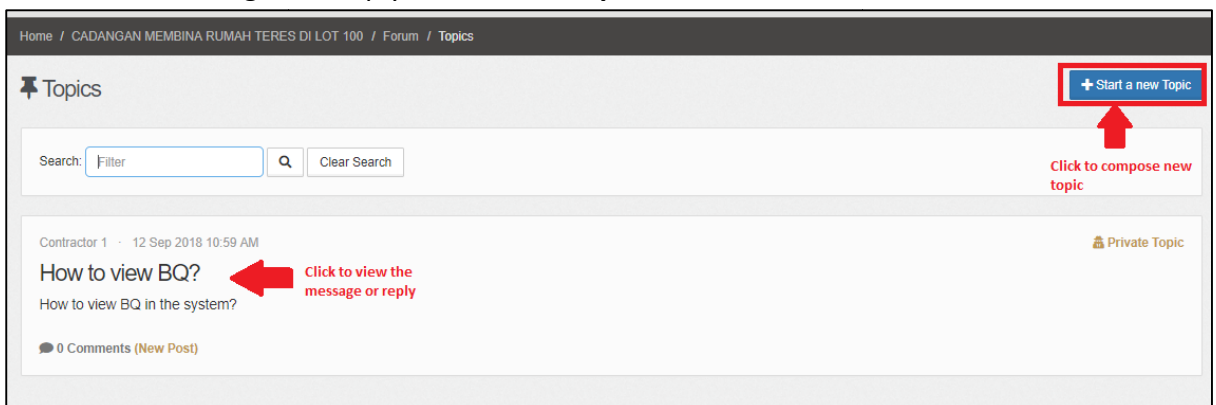
1. Login eTender system with **Username and Password**, click **“Project Title”** or click **“Open Project”**



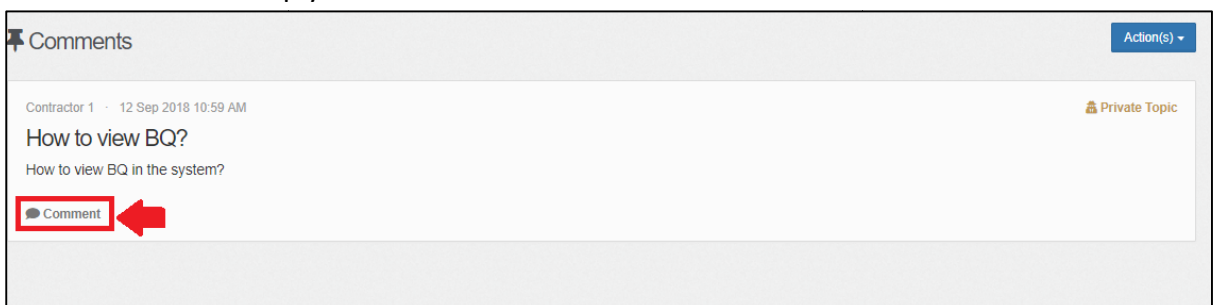
2. Click at **Forum**.



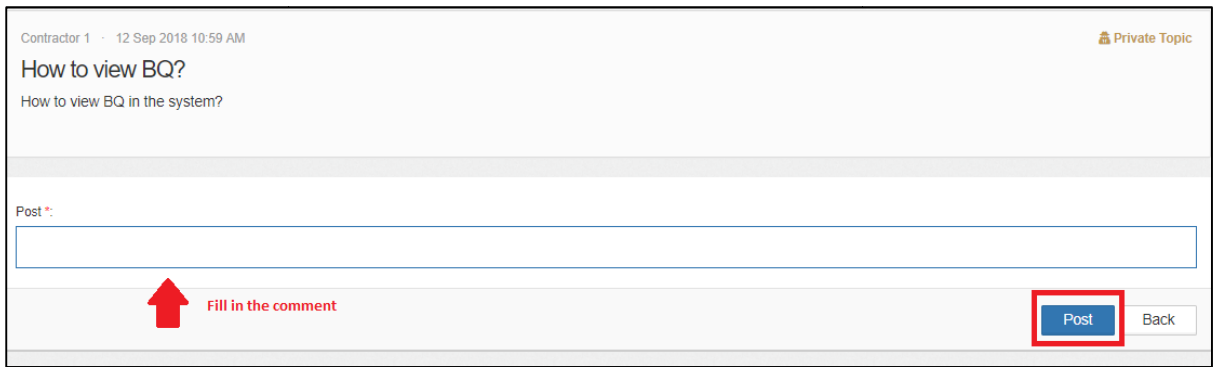
3. To view the message and reply, click at the **Topic**.



4. Click **Comments** to reply.




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



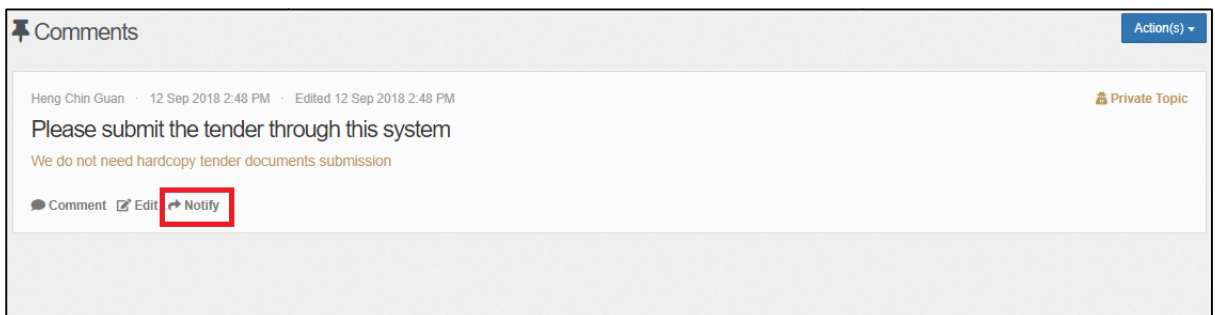
Contractor 1 · 12 Sep 2018 10:59 AM Private Topic

How to view BQ?
How to view BQ in the system?

Post *:

 **Fill in the comment** **Post** Back

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



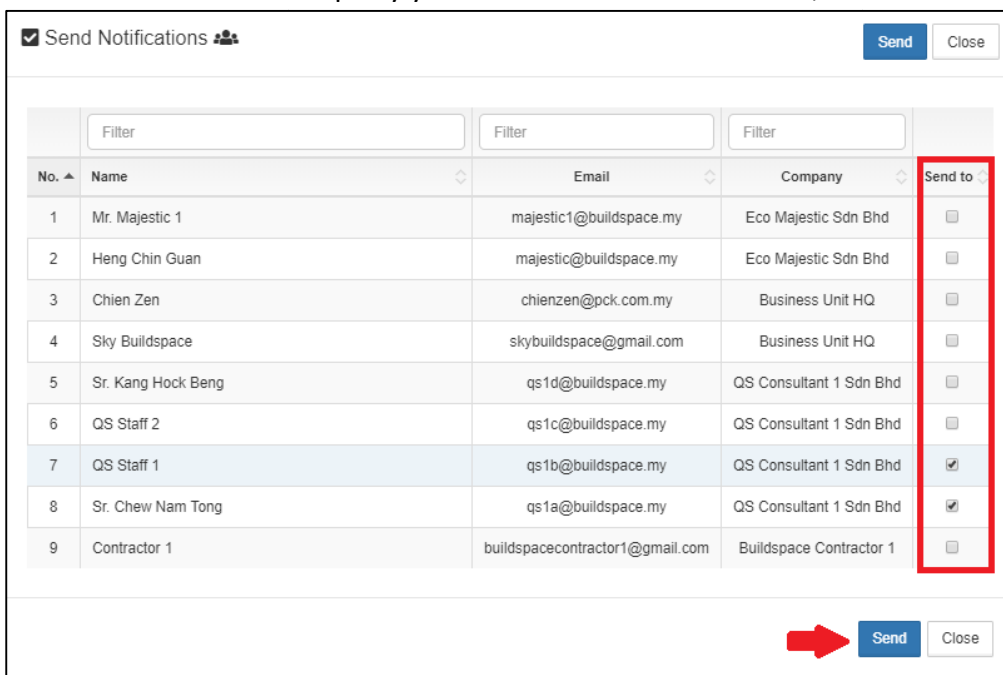
Comments Action(s) ▾

Heng Chin Guan · 12 Sep 2018 2:48 PM · Edited 12 Sep 2018 2:48 PM Private Topic

Please submit the tender through this system
We do not need hardcopy tender documents submission


Comment Edit **Notify**

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



Send Notifications **Send** Close

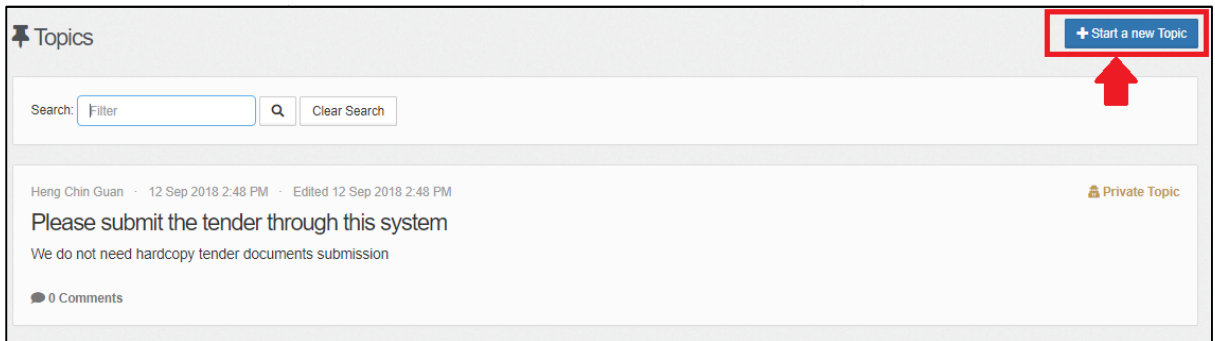
No. ▲	Name	Email	Company	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
3	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Sky Buildspace	skybuildspace@gmail.com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

 **Send** Close

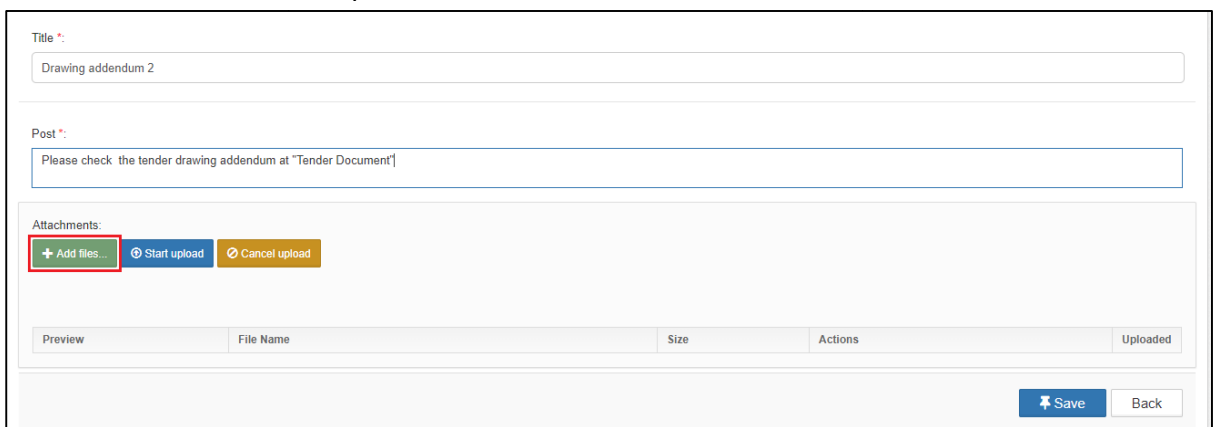
- Then the selected parties will receive an email notification.

How to compose message to tenderer

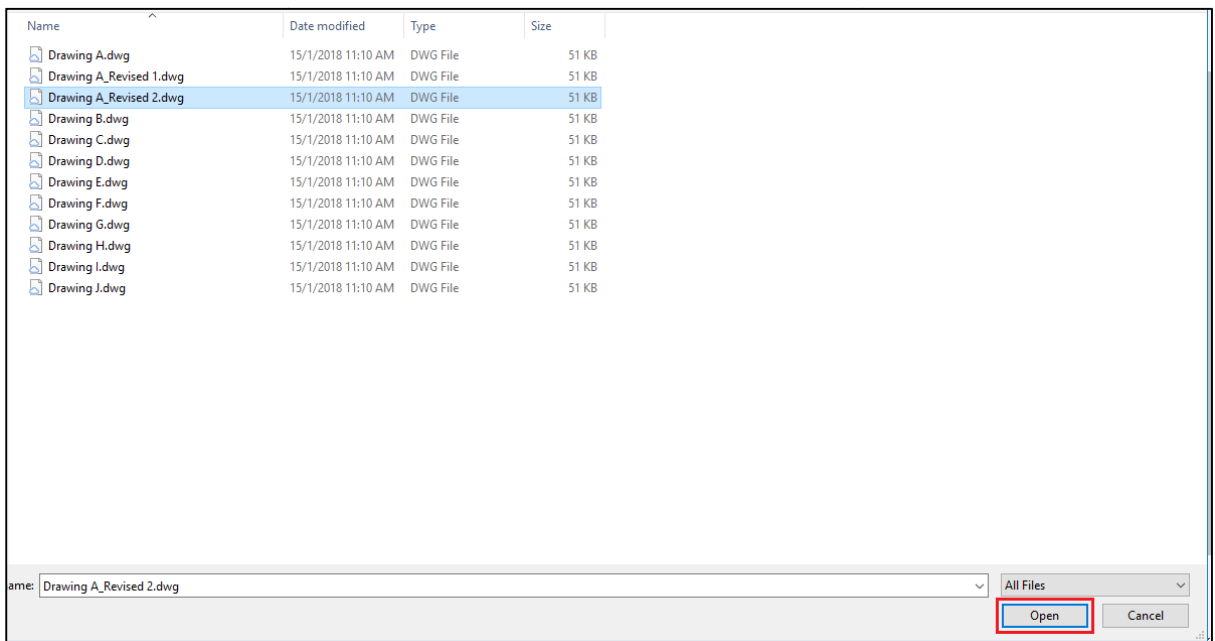
1. Click at **“+Start a new Topic”** to create new topic.



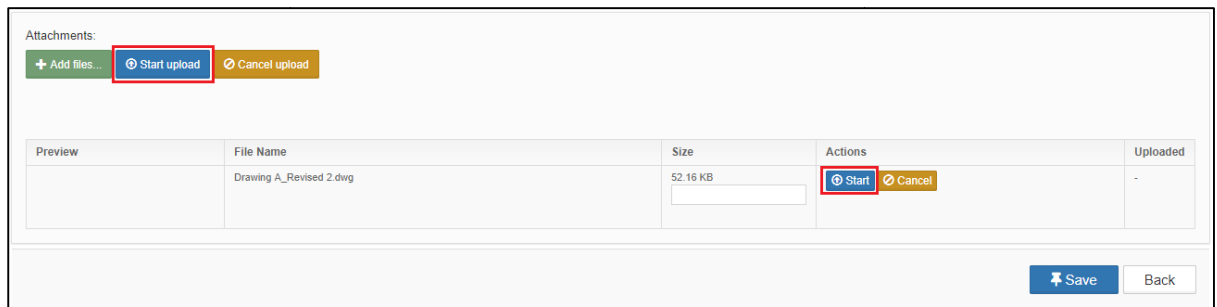
2. Fill in the Title & Post. To upload attachment, click **“Add Files”**.



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



- Click **“Start Upload”** or **“Start”** to upload the file



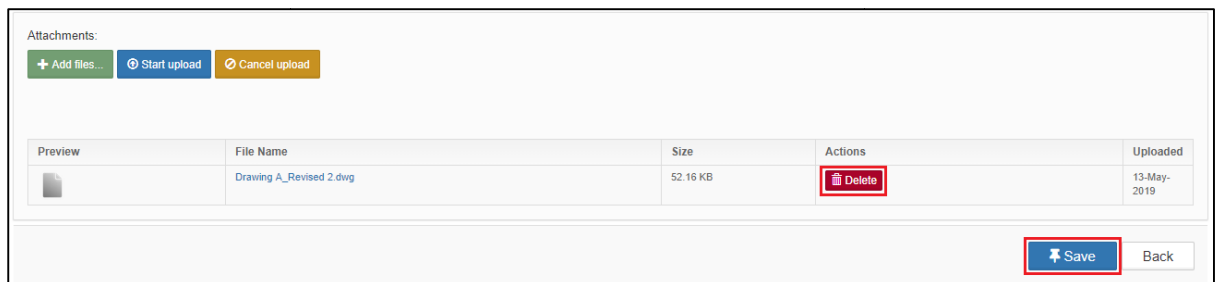
Attachments:

+ Add files... **Start upload** Cancel upload

Preview	File Name	Size	Actions	Uploaded
	Drawing_A_Revised 2.dwg	52.16 KB	Start Cancel	-


Save Back

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



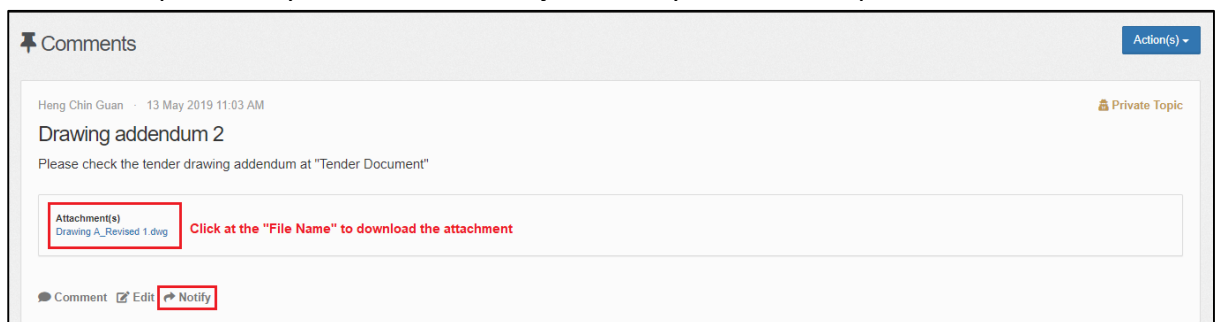
Attachments:

+ Add files... Start upload Cancel upload

Preview	File Name	Size	Actions	Uploaded
	Drawing_A_Revised 2.dwg	52.16 KB	Delete	13-May-2019

Save Back

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



Comments Action(s) ▾

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


Drawing addendum 2

Please check the tender drawing addendum at "Tender Document"


Attachment(s)
Drawing_A_Revised 1.dwg Click at the "File Name" to download the attachment

Comment Edit **Notify**

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

Send Notifications 

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



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

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


Contractor 1 · 07 Sep 2018 3:24 PM 

Cant view the BQ

Where can I view the BQ ?

 2 Comments  Can view how many comments




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


 Comments

Contractor 1 · 07 Sep 2018 3:24 PM


Cant view the BQ


Where can I view the BQ ?

 Comment  Edit  Notify


 Heng Chin Guan · 07 Sep 2018 3:25 PM

Please study the tenderer guide

 Comment

 Heng Chin Guan · 07 Sep 2018 3:26 PM

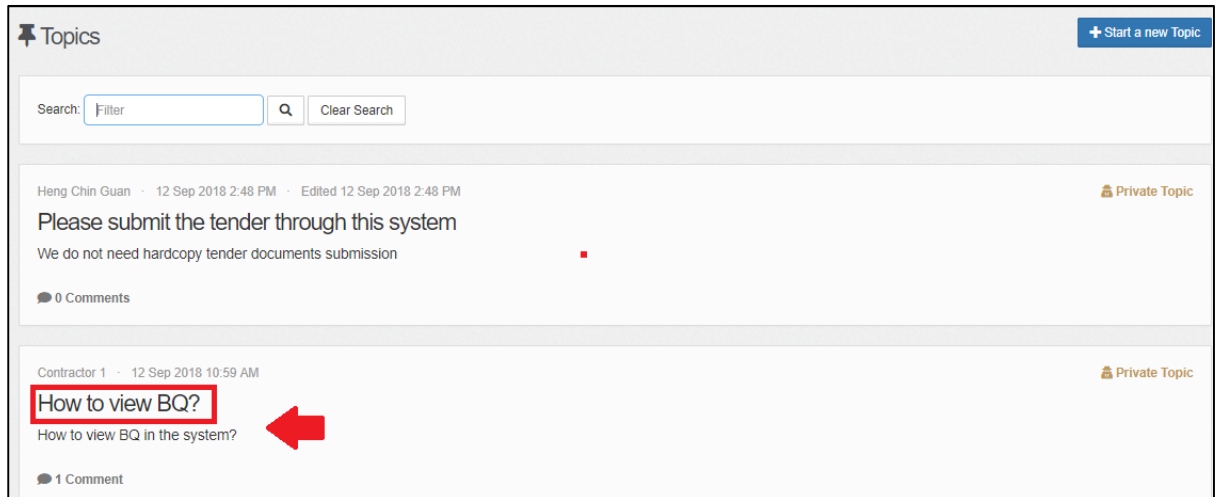
You can download it from the system

 Comment

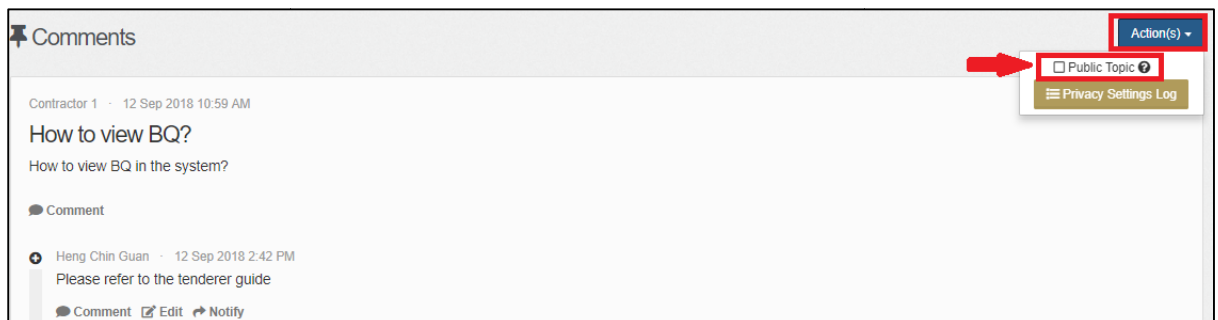
How to set a Topic to public

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)

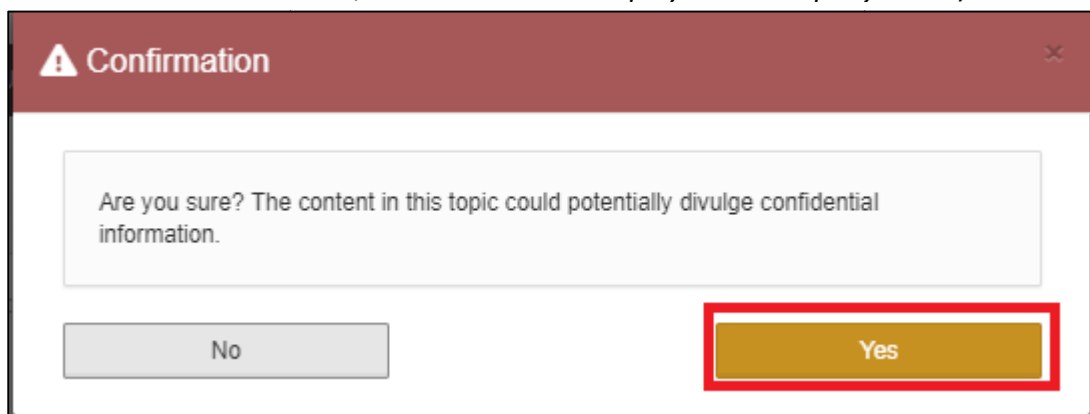
1. To set the topic to public, go to **Forum**, then select a topic that you want to open for public. (*For example, I want to set "How to view BQ" topic to public*)



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



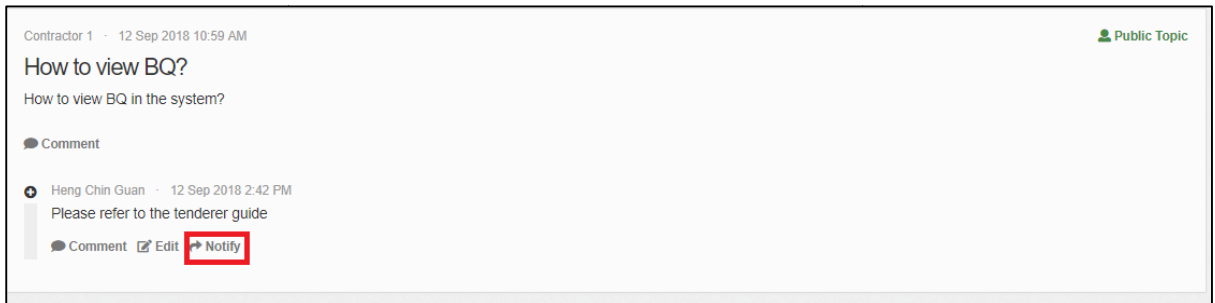
3. Once ticked, click **Yes** to proceed. (*Note: Once clicked Yes, the topic will be display to another tenderer. However, tenderer will not display their company name*)



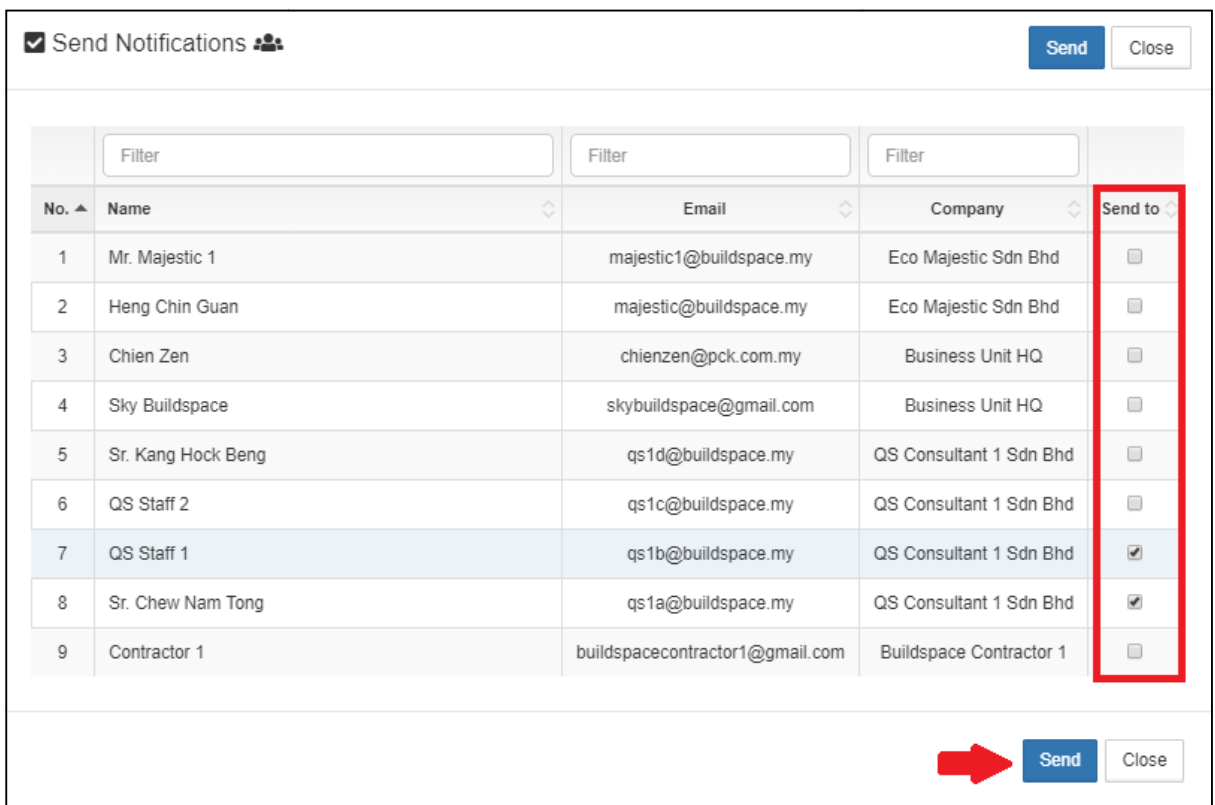
4. Now the topic will set to Public.



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**.

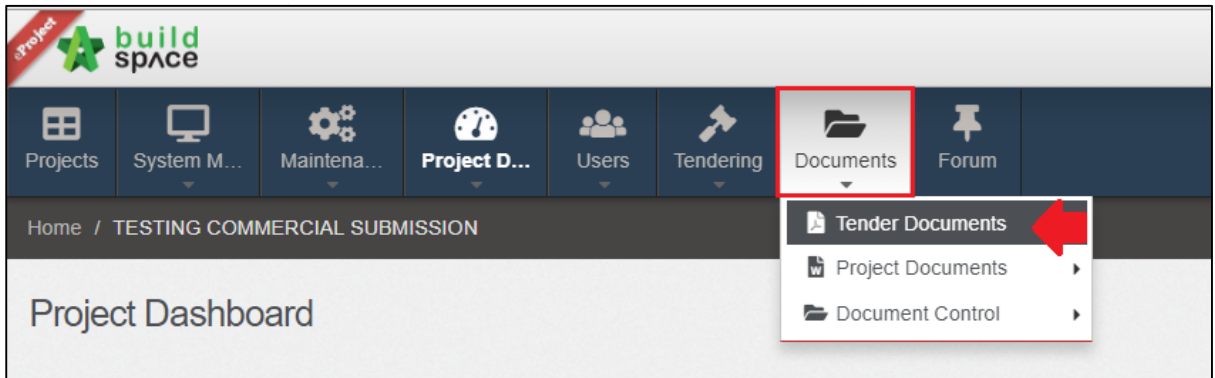


7. Then the selected parties will receive an email notification.

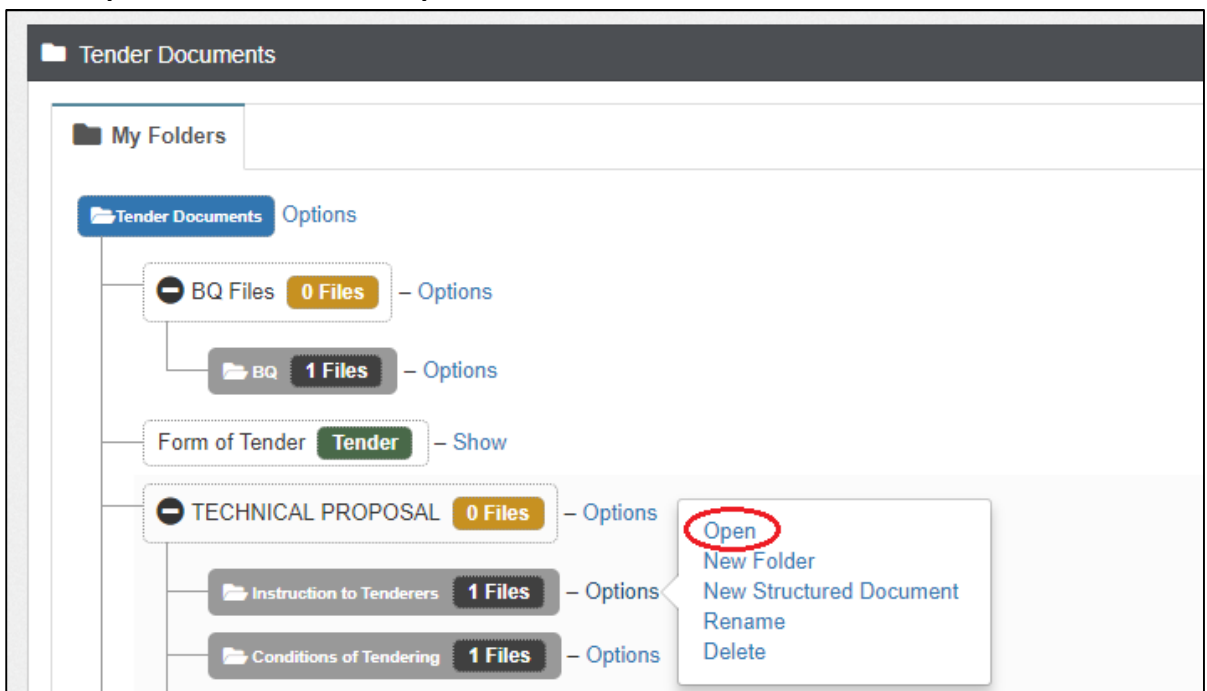
Log For Tender Document

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”






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

Instruction to Tenderers

Documents

Search: Upload

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

Showing 1 to 1 of 1 entries

Previous 1 Next

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

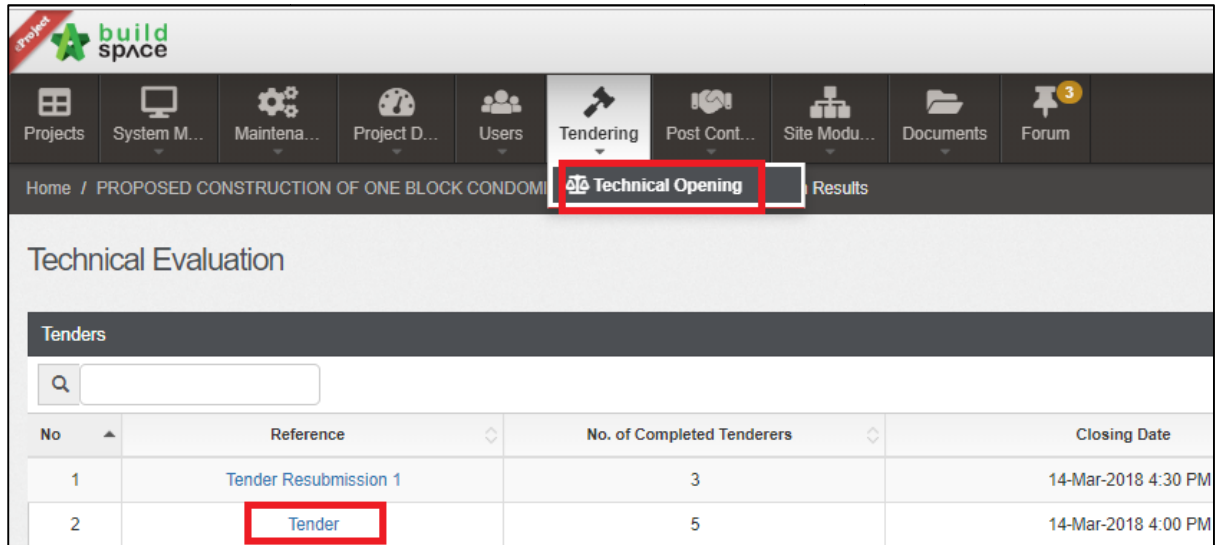
Download Logs ×

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

Technical Opening (Only by Editor of Project)

Note: Please make sure the tender had been closed.

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



Home / PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM

Technical Opening

Technical Evaluation

Tenders

No	Reference	No. of Completed Tenders	Closing Date
1	Tender Resubmission 1	3	14-Mar-2018 4:30 PM
2	Tender	5	14-Mar-2018 4:00 PM

- Click at **“Attachments”** icon to view all attached documents by tenderer & to comment click on the icon under **“Remarks”** to add comments.

Technical Evaluation Results

Tenderers

No	Tenderer	Score	Remarks	Attachments
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD <small>Submitted At 28-Apr-2018 9:13 PM</small>	76.90		
2	Chew Global PCK Development <small>Submitted At 14-Mar-2018 2:52 PM</small>	95.00		
3	Chew PCK Development Sdn Bhd <small>Submitted At 14-Mar-2018 2:49 PM</small>	91.95		
4	GLOBAL PCK CONSTRUCTION SDN BHD <small>Submitted At 14-Mar-2018 2:55 PM</small>	94.40		
5	PCK CONSTRUCTION SDN BHD <small>Submitted At 14-Mar-2018 2:53 PM</small>	95.10		

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

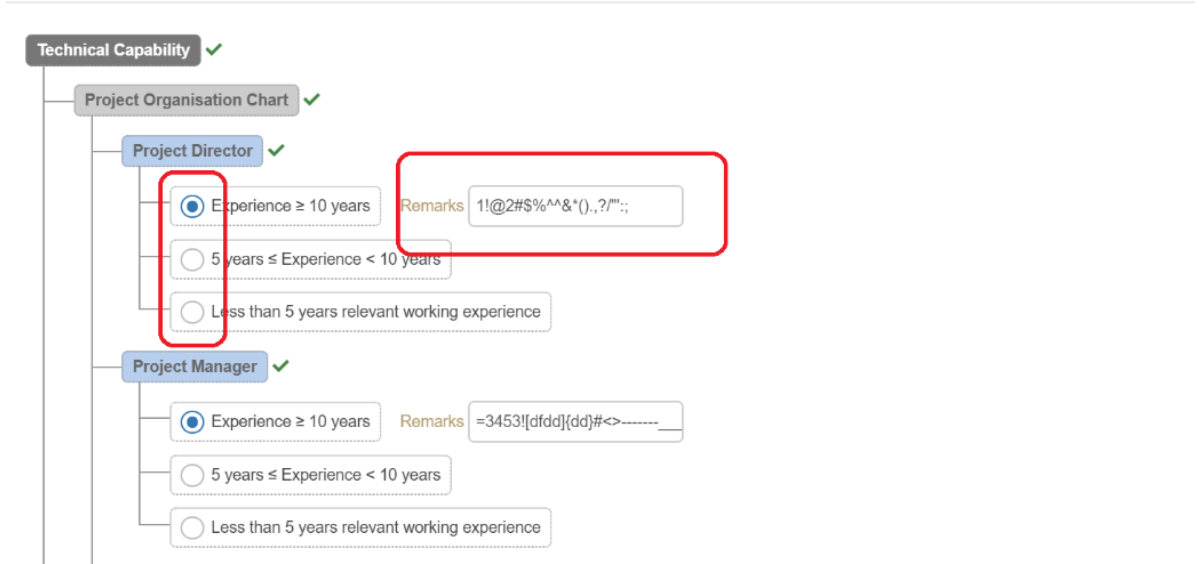
Attachments

ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD

No	Item	Mandatory	Uploaded File
1	Base Outline Tender Programme		Backup-BILL_NO.....ebq
2	Organisation Chart	✓	Backup-BILL_NO.....ebq
3	Site Logistic Layout Plan		Backup-BILL_NO.....ebq
4	Storm Water Management Plan		Backup-BILL_NO.....ebq
5	House Keeping Plan		Backup-BILL_NO.....ebq
6	Quality Management System		Backup-BILL_NO.....ebq
7	Supervisory Site Staff		Backup-BILL_NO.....ebq
8	List of Sub-Contractors and Suppliers		Backup-BILL_NO.....ebq
9	Sub-Contractor's Particulars		Backup-BILL_NO.....ebq

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

Technical Evaluation Form
(Buildspace Contractor 1)



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

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

Showing 1 to 8 of 8 entries

Previous 1 Next

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

Technical Evaluation

Summary

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

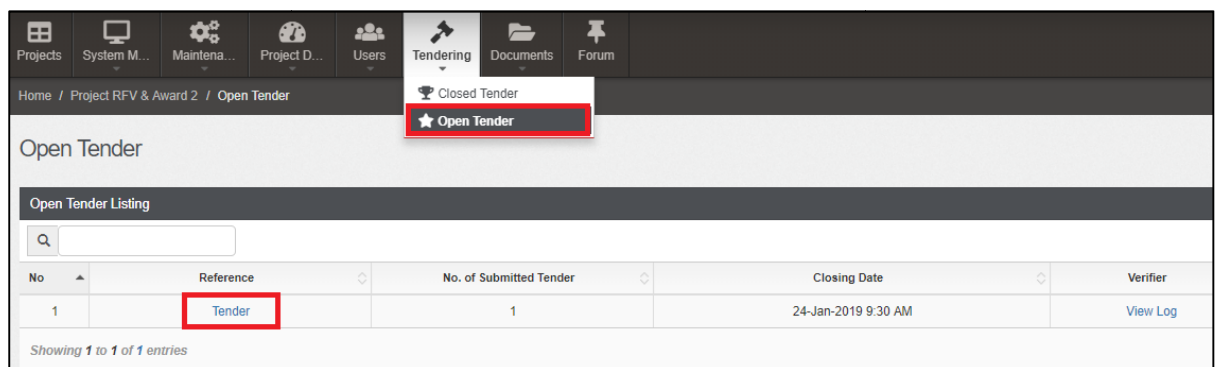
Technical Capability

Ref	Criteria	Score	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Buildspace Contractor 1	Buildspace Contractor 2
1	Project Organisation Chart	20	0.00	17.00	0.00
2	Work Program and Method Statement	20	0.00	20.00	0.00
3	Project of Similar Nature within the last 5 years	20	0.00	20.00	0.00
4	Technical Data for M&E Works	15	0.00	15.00	0.00
5	Environmental, Safety & Health Performance	10	0.00	10.00	0.00

How to 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.

- Login to eTender system and open a project. Click at “**Open Tender**” menu and then click at “**Tender**”.



Home / Project RFV & Award 2 / Open Tender

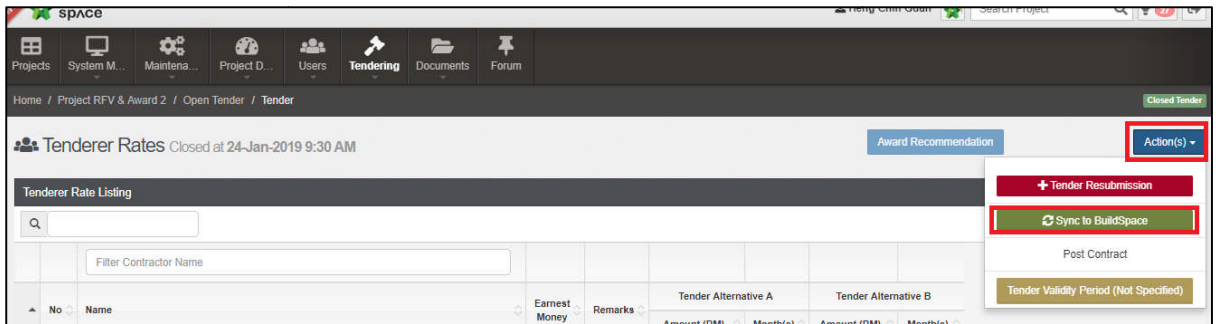
Open Tender

Open Tender Listing

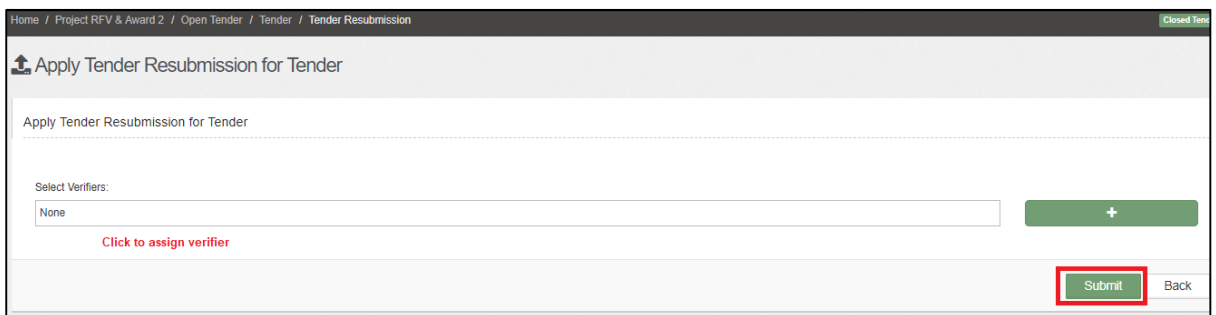
No	Reference	No. of Submitted Tender	Closing Date	Verifier
1	Tender	1	24-Jan-2019 9:30 AM	View Log

Showing 1 to 1 of 1 entries

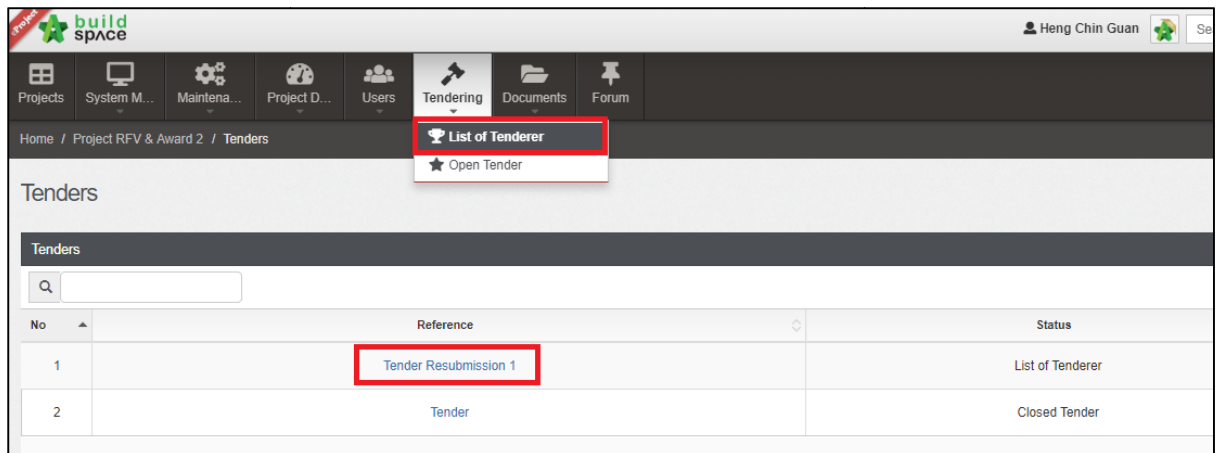
- Click at “**Action(s)**”, click at “**Sync to BuildSpace**” to import all tenderers’ rates into BQ first (if tenderers had submitted their rates) then only click at “**Tender Addendum**”.



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



- 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”.



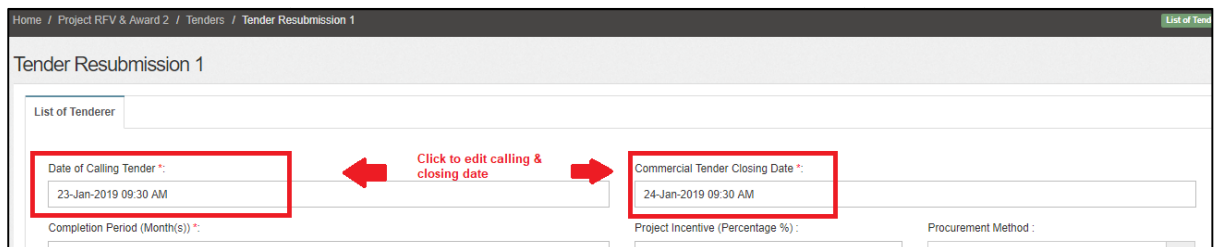
Home / Project RFV & Award 2 / Tenders

List of Tenderer
★ Open Tender

Tenders

No	Reference	Status
1	Tender Resubmission 1	List of Tenderer
2	Tender	Closed Tender

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



Home / Project RFV & Award 2 / Tenders / Tender Resubmission 1

Tender Resubmission 1

List of Tenderer

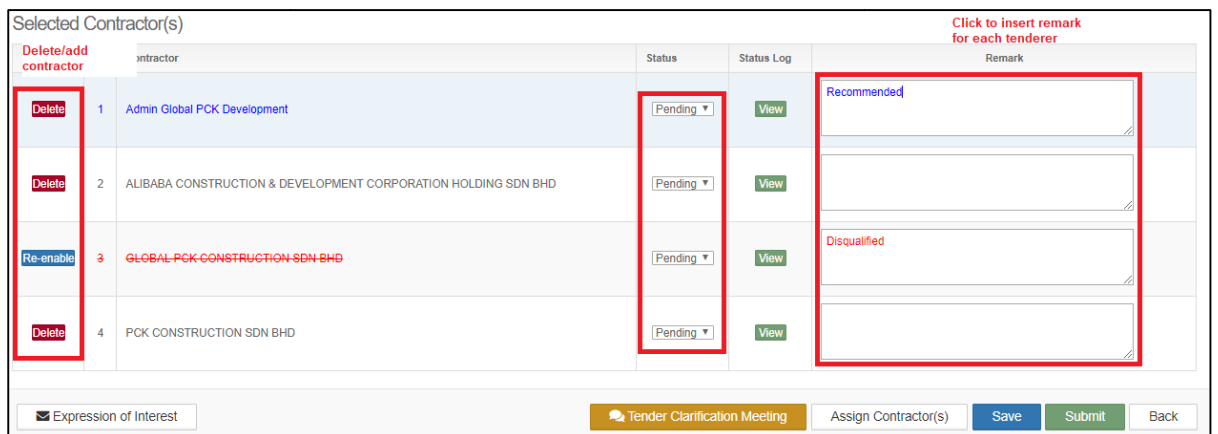
Date of Calling Tender *: 23-Jan-2019 09:30 AM

Commercial Tender Closing Date *: 24-Jan-2019 09:30 AM

Completion Period (Month(s) *: Project Incentive (Percentage %) : Procurement Method :

← Click to edit calling & closing date →

- And **delete/add** new contractor into this tender



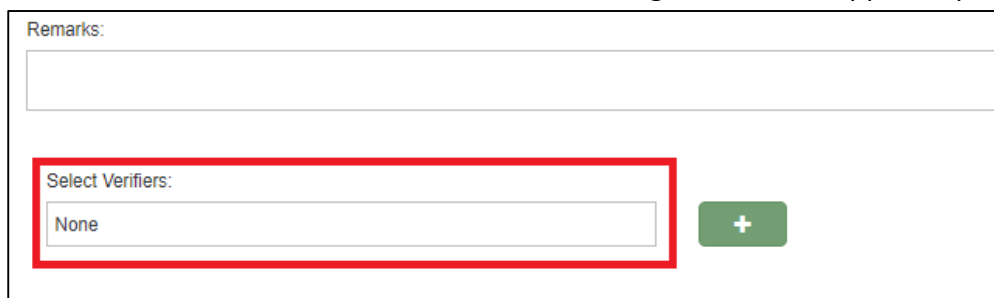
Selected Contractor(s)

Delete/add contractor	Contractor	Status	Status Log	Remark
Delete	1 Admin Global PCK Development	Pending	View	Recommended
Delete	2 ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Pending	View	
Re-enable	3 GLOBAL PCK CONSTRUCTION SDN BHD	Pending	View	Disqualified
Delete	4 PCK CONSTRUCTION SDN BHD	Pending	View	

Click to insert remark for each tenderer

Expression of Interest Tender Clarification Meeting Assign Contractor(s) Save Submit Back

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



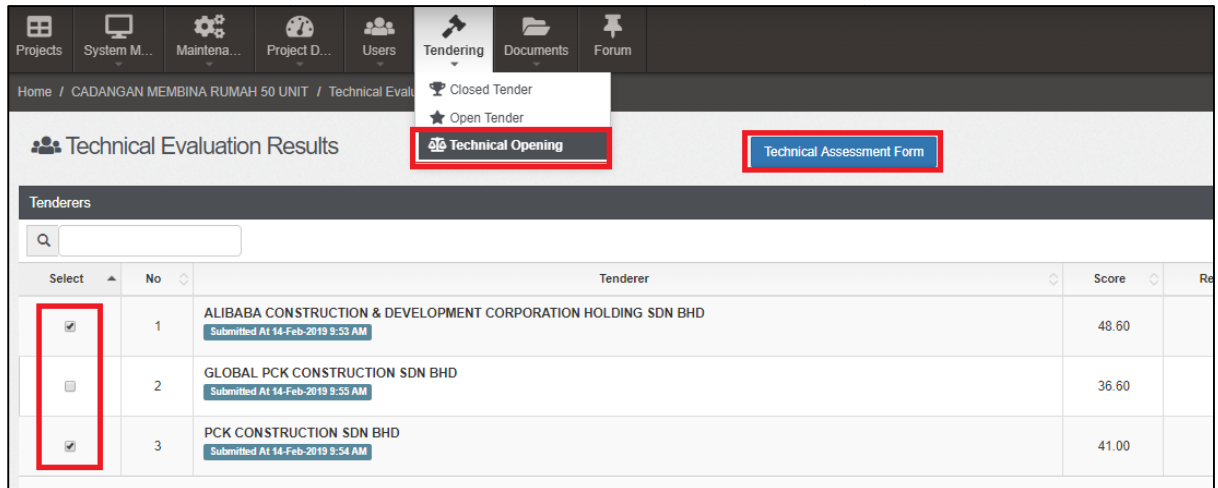
Remarks:

Select Verifiers:
None

+

Technical Assessment Form

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

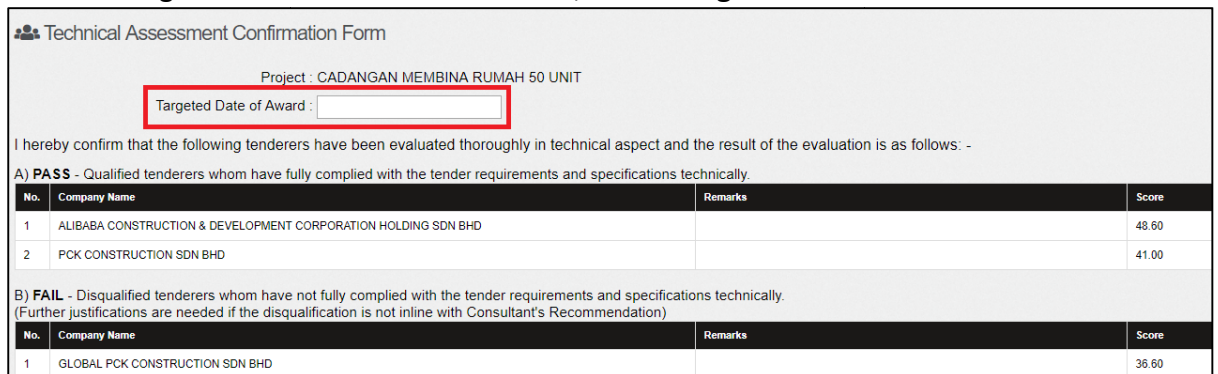


Technical Evaluation Results

Tenderers

Select	No	Tenderer	Score	Re
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD Submitted At 14-Feb-2019 9:53 AM	48.60	
<input type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD Submitted At 14-Feb-2019 9:53 AM	36.60	
<input checked="" type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD Submitted At 14-Feb-2019 9:54 AM	41.00	

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



Technical Assessment Confirmation Form

Project : CADANGAN MEMBINA RUMAH 50 UNIT

Targeted Date of Award :

I hereby confirm that the following tenderers have been evaluated thoroughly in technical aspect and the result of the evaluation is as follows: -

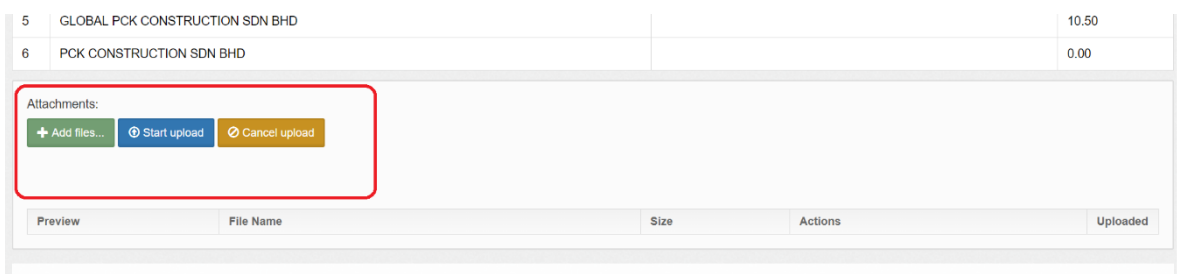
A) **PASS** - Qualified tenderers whom have fully complied with the tender requirements and specifications technically.

No.	Company Name	Remarks	Score
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD		48.60
2	PCK CONSTRUCTION SDN BHD		41.00

B) **FAIL** - Disqualified tenderers whom have not fully complied with the tender requirements and specifications technically.
(Further justifications are needed if the disqualification is not inline with Consultant's Recommendation)

No.	Company Name	Remarks	Score
1	GLOBAL PCK CONSTRUCTION SDN BHD		36.60

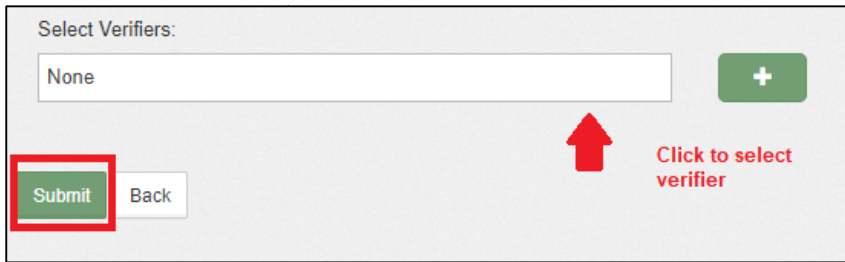
3. To add attachments just click **“Add files”** select the attachments/files. Once finalize with the attachments click **“Start Upload”**



Attachments:

Preview	File Name	Size	Actions	Uploaded

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



Select Verifiers:

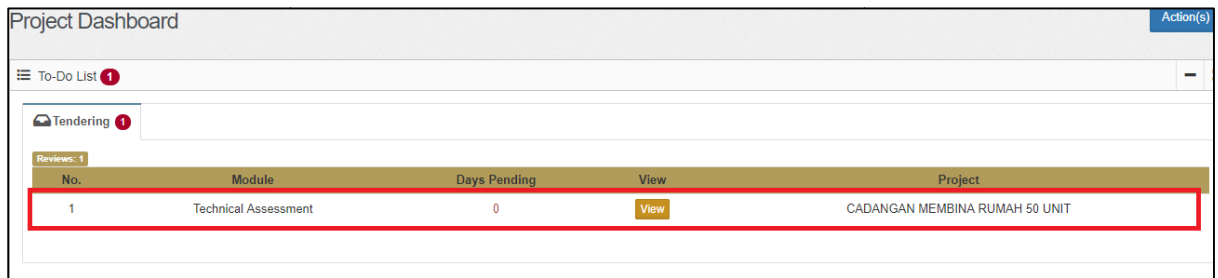
None

+

Submit Back

↑ Click to select verifier

- 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.



Project Dashboard

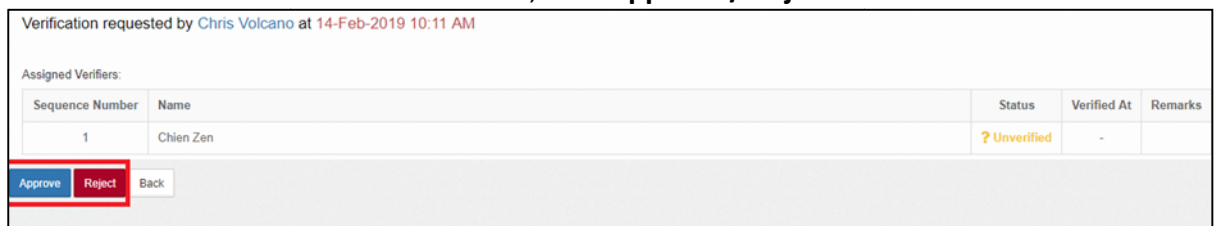
To-Do List 1

Tendering 1

Reviews: 1

No.	Module	Days Pending	View	Project
1	Technical Assessment	0	View	CADANGAN MEMBINA RUMAH 50 UNIT

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



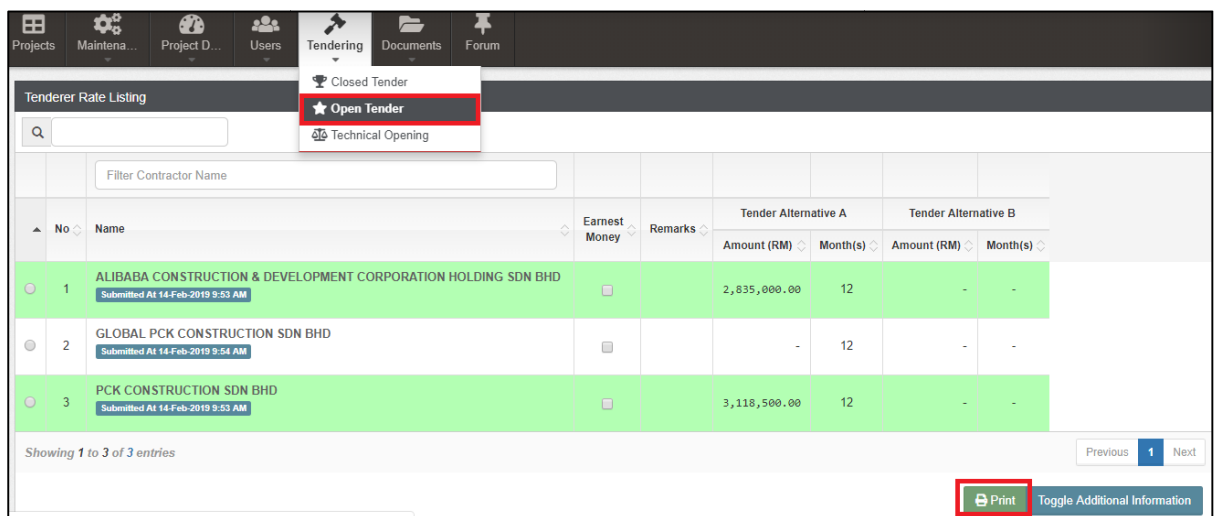
Verification requested by Chris Volcano at 14-Feb-2019 10:11 AM

Assigned Verifiers:

Sequence Number	Name	Status	Verified At	Remarks
1	Chien Zen	? Unverified	-	

[Approve](#) [Reject](#) [Back](#)

- 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.



Tenderer Rate Listing

Filter Contractor Name

Closed Tender
 Open Tender
 Technical Opening

No	Name	Earnest Money	Remarks	Tender Alternative A		Tender Alternative B	
				Amount (RM)	Month(s)	Amount (RM)	Month(s)
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD <small>Submitted At 14-Feb-2019 9:53 AM</small>	<input type="checkbox"/>		2,835,000.00	12	-	-
2	GLOBAL PCK CONSTRUCTION SDN BHD <small>Submitted At 14-Feb-2019 9:54 AM</small>	<input type="checkbox"/>		-	12	-	-
3	PCK CONSTRUCTION SDN BHD <small>Submitted At 14-Feb-2019 9:53 AM</small>	<input type="checkbox"/>		3,118,500.00	12	-	-

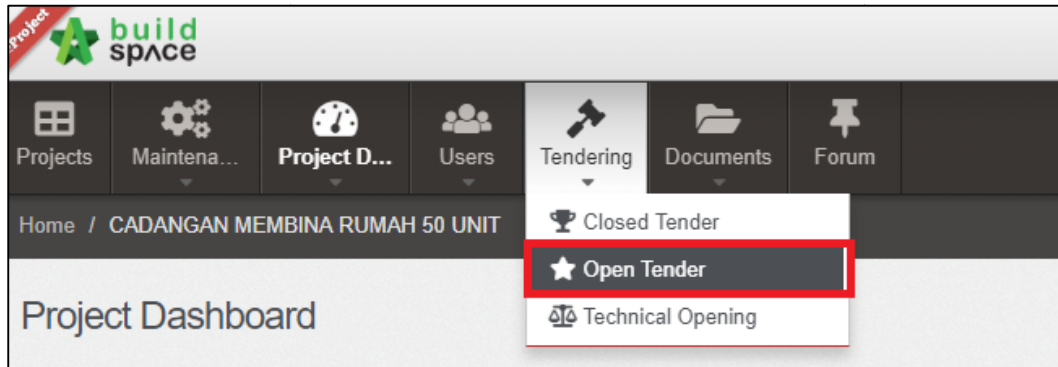
Showing 1 to 3 of 3 entries

[Print](#) [Toggle Additional Information](#)

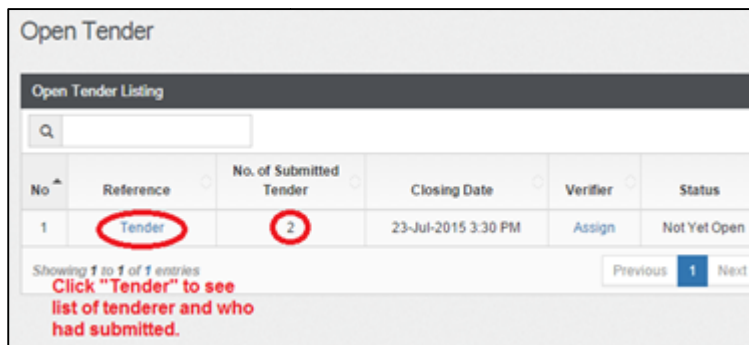
Commercial Opening (Only by Editor of Project)

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.



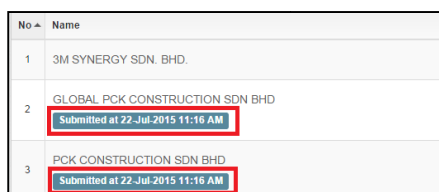
2. Then click at “Tender”.



The screenshot shows the 'Open Tender Listing' table. The 'Reference' column contains the word 'Tender' and the 'No. of Submitted Tender' column contains the number '2', both of which are circled in red. Below the table, a red text instruction reads: 'Click "Tender" to see list of tenderer and who had submitted.'

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

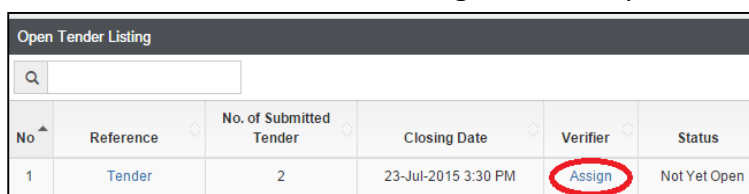
3. Can see the list of tenderer and date & time they submitted tender but can't see their submitted tender rates.



The screenshot shows a list of tenderers. The submission times for the second and third entries are circled in red.

No	Name
1	3M SYNERGY SDN. BHD.
2	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 22-Jul-2015 11:16 AM
3	PCK CONSTRUCTION SDN BHD Submitted at 22-Jul-2015 11:16 AM

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



The screenshot shows the 'Open Tender Listing' table. The 'Assign' button in the 'Verifier' column is circled in red.

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

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

MEP Engineer 1 Sdn Bhd

Selected Verifier(s)	Name	E-Mail
<input checked="" type="checkbox"/>	Mr. MEP 1A	mep1a@buildspace.my

QS Consultant 1 Sdn Bhd

Selected Verifier(s)	Name	E-Mail
<input checked="" type="checkbox"/>	QS Staff	qs1a@buildspace.my
<input checked="" type="checkbox"/>	QS Staff 1	qs1b@buildspace.my
<input type="checkbox"/>	QS Staff 2	qs1c@buildspace.my
<input type="checkbox"/>	QS General Manager	qs1d@buildspace.my

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.

Home / CADANGAN MEMBINA RUMAH 50 UNIT / Open Tender Closed Tender

Open Tender

Open Tender Listing

Action(s) ▾

Tenderers' Report

Enable Contractor Rates Display

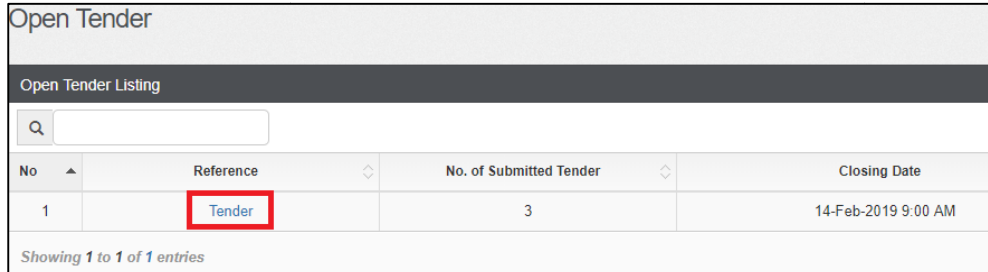
Contractor Rates Display Log

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender	3	14-Feb-2019 9:00 AM	View Log	Opened

How to import tenderer's rates for comparison

Note: Only can do this after tender opened.

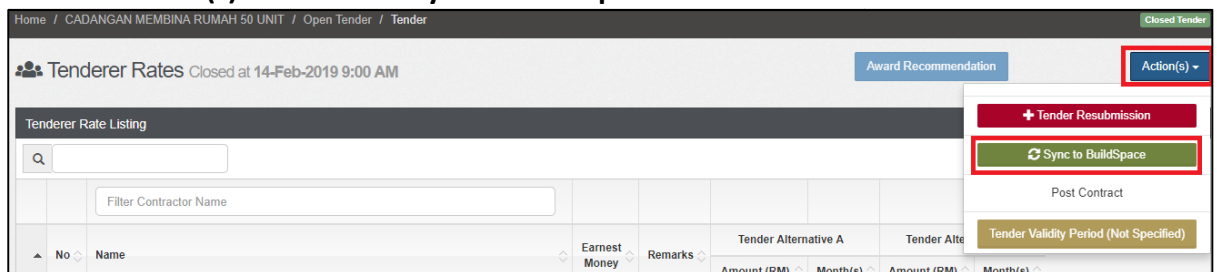
1. Click at **"Tender"**.



No	Reference	No. of Submitted Tender	Closing Date
1	Tender	3	14-Feb-2019 9:00 AM

Showing 1 to 1 of 1 entries

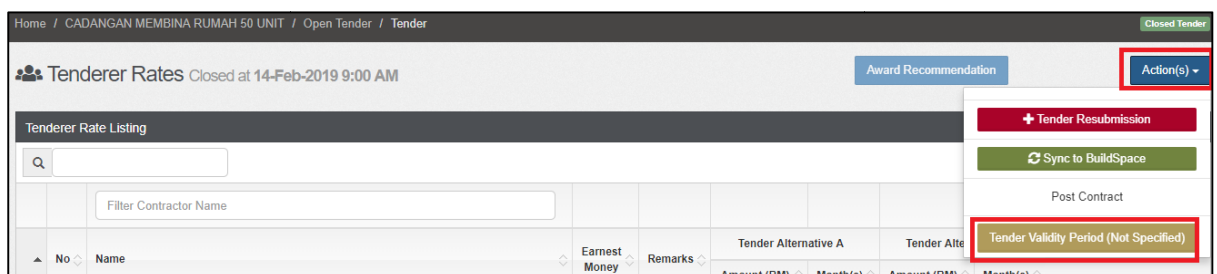
2. Click at **"Action(s)"** and select **"Sync to BuildSpace"**.



No	Name	Earnest Money	Remarks	Tender Alternative A	Tender Alternative B
				Amount (RM) Month(s)	Amount (RM) Month(s)

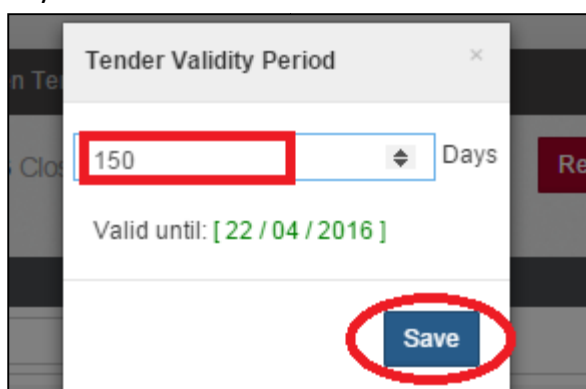
How to insert "Tender Validity Period"

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



No	Name	Earnest Money	Remarks	Tender Alternative A	Tender Alternative B
				Amount (RM) Month(s)	Amount (RM) Month(s)

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



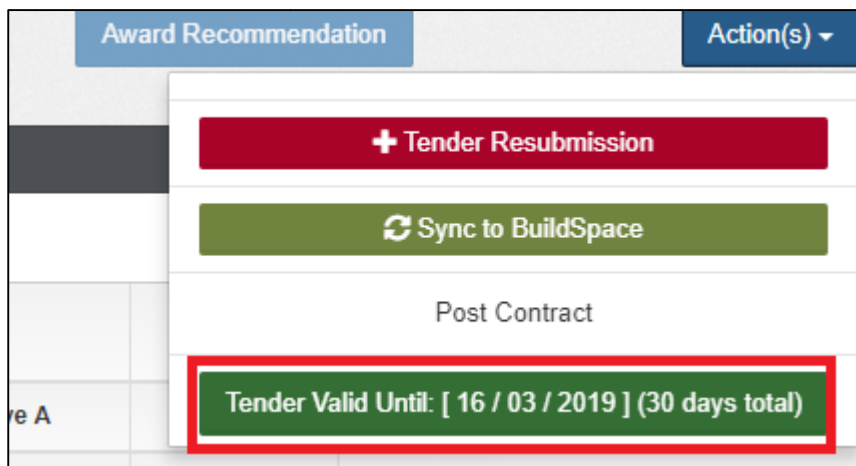
Tender Validity Period

150 Days

Valid until: [22 / 04 / 2016]

Save

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



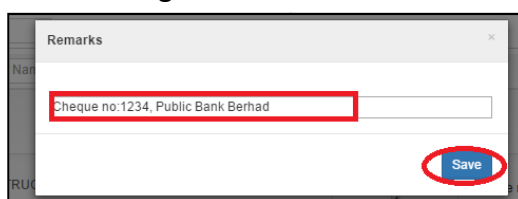
How to insert "Remarks"

Note: Only can insert after tender opened.

- 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.

No	Name	Earnest Money	Remarks
1	ALIBABA CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:08 PM	<input checked="" type="checkbox"/>	Cheque no:1234, Public Bank Berhad, Valid unit12
2	Chew Global PCK Development	<input type="checkbox"/>	click the cell to edit/insert remark
3	Chew PCK Development Sdn Bhd	<input type="checkbox"/>	
4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, Public Bank Berhad, Valid unit12
5	PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, Public Bank Berhad, Valid unit12

- 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.

4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, P Valid until 12
5	PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, P Valid until 12

Showing 1 to 5 of 5 entries

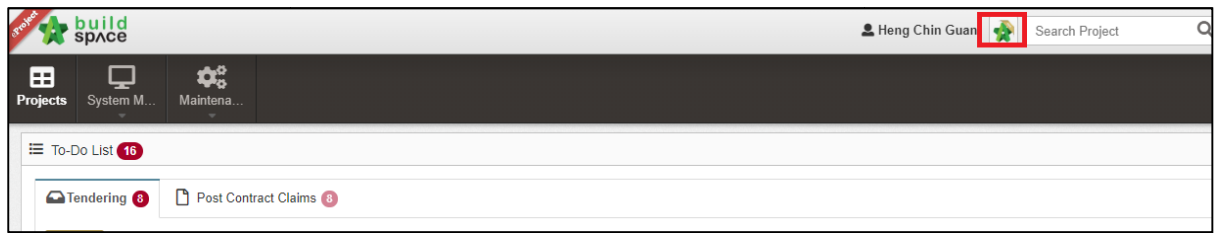
Previous 1 Next

Print **Toggle Additional Information**

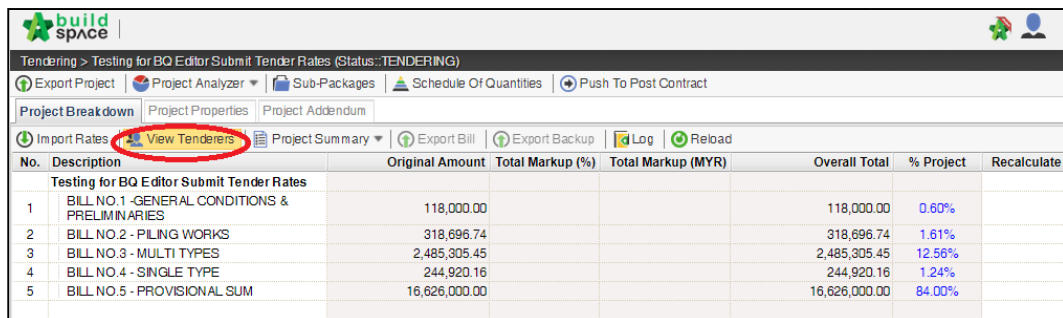
*The printout will auto sort according **lowest to highest** tender amount (based on “Tender Alternative A”)

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.

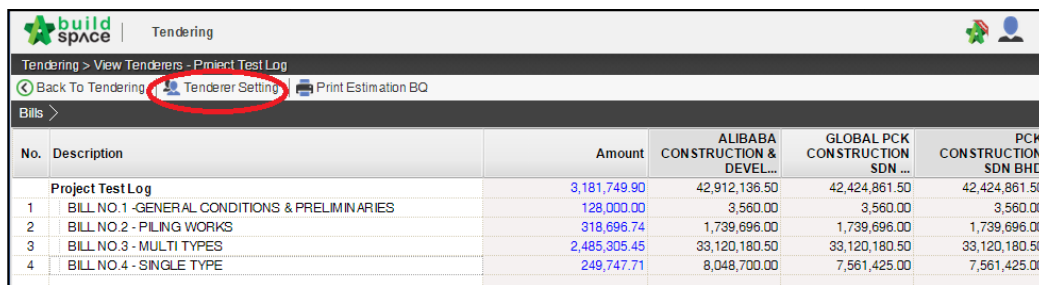


2. Click at “View Tenderer” to view all tenderer’s price comparison.



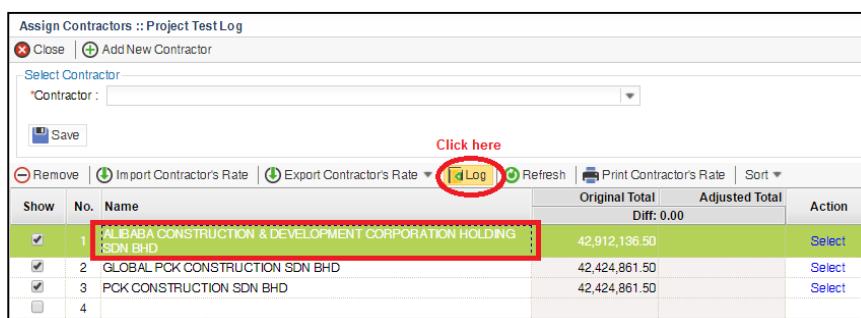
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - 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
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	42,912,136.50		Select
<input checked="" type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input checked="" type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input type="checkbox"/>	4				

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

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

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

Bills >

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

Red colour means got changes

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.

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

Close | Original Bill | Addendum 1 | Addendum 2

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

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

Can see the different

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

buildspace

BQ Editor: Submit Tender Rates (Status: TENDERING)

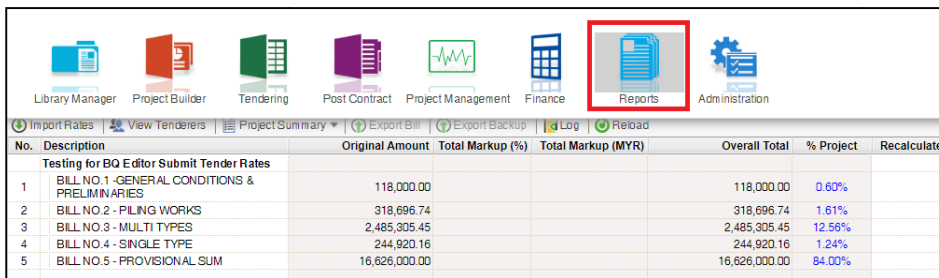
Click here to begin | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | Project Addendum

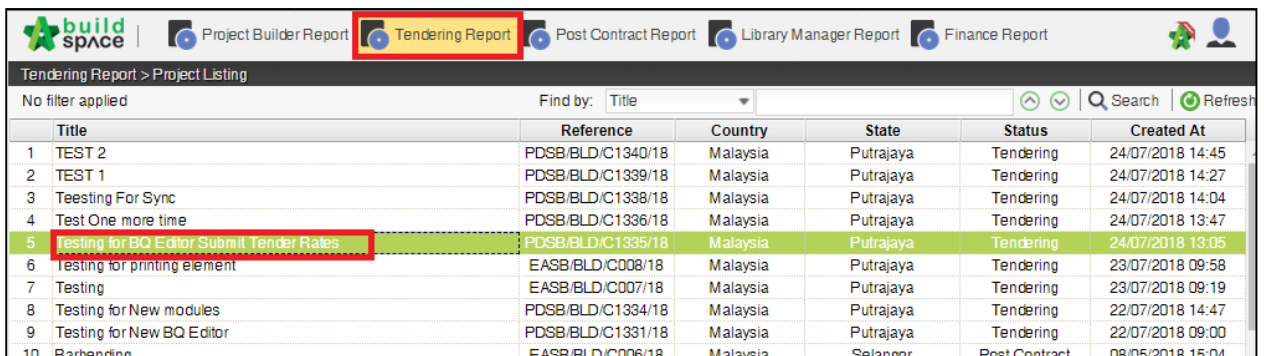
Import Rates | View Tenderers | Project Summary | Export Bill | Export Backup | Log | Reload

No.	Description	Original Amount	Total Markup (%)	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%	

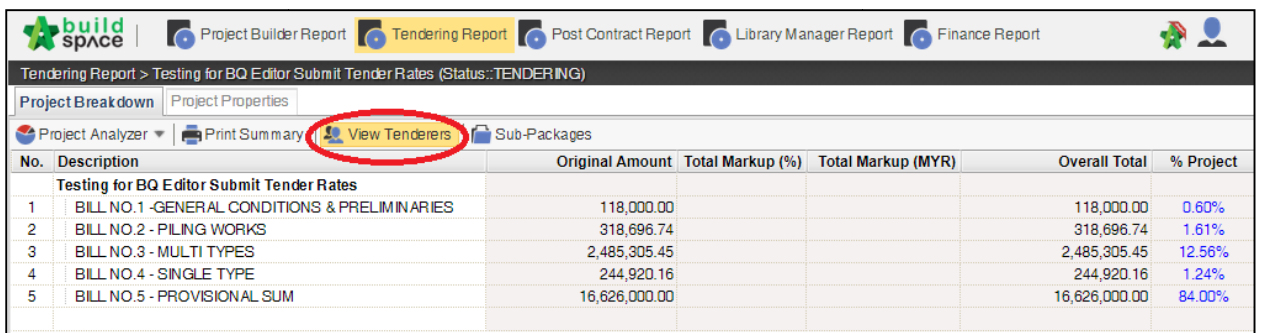
8. Then click at “Reports” menu.



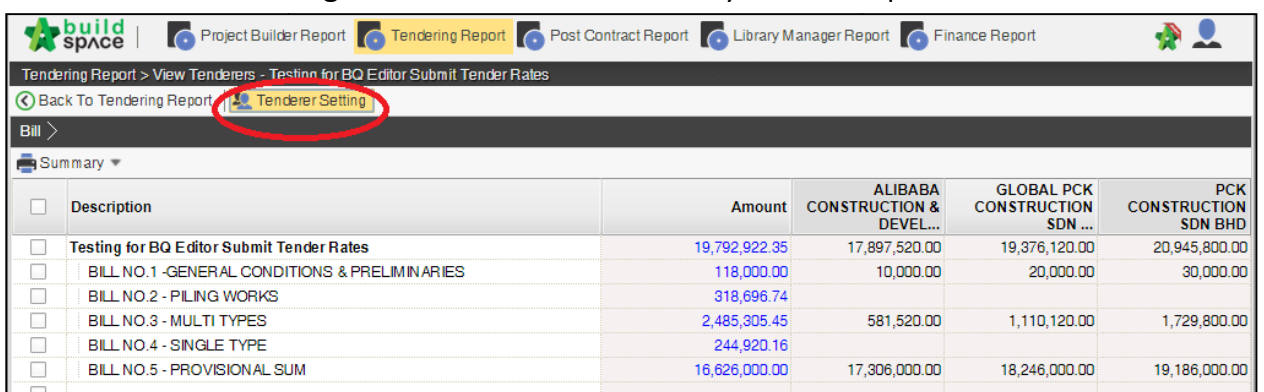
9. Double click to open the project that you want to print tender comparison reports.



10. Click at “View Tenderer”.



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



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

Assign Contractors :: Testing for BQ Editor Submit Tender Rates				
<input checked="" type="checkbox"/> Close				
<input type="checkbox"/>	No.	Name	Original Total	Adjusted Total
			Diff: 0.00	
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	17,897,520.00	
<input type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD	19,376,120.00	
<input type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD	20,945,800.00	
<input type="checkbox"/>	4			

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

buildspace Project Builder Report Tendering Report Post Contract Report Library Manager Report Finance Report						
Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates						
Back To Tendering Report Tenderer Setting						
Bill >						
<input checked="" type="checkbox"/> Summary						
Summary (Selected Tenderer)						
<input checked="" type="checkbox"/>	Summary (All Tenderers)	Lowest to Highest	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input checked="" type="checkbox"/>	Summary With Revisions (All Tenderers)	Highest to Lowest	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
<input checked="" type="checkbox"/>	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES		118,000.00	10,000.00	20,000.00	30,000.00
<input checked="" type="checkbox"/>	BILL NO.2 - PILING WORKS		318,696.74			
<input checked="" type="checkbox"/>	BILL NO.3 - MULTI TYPES		2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
<input checked="" type="checkbox"/>	BILL NO.4 - SINGLE TYPE		244,920.16			
<input checked="" type="checkbox"/>	BILL NO.5 - PROVISIONAL SUM		16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

You can double click at bill to print elements & items

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

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

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

Summary (All Tenderers) (Lowest to Highest)

Print Page Title


*Print Page Title:

*Description Type: Full Description
 One Line Description

*Price Display Format: 1,000.00 1.000,00

*Print Without Cents:

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


Project Builder Report
Tendering Report
Post Contract Report
Library Manager Report
Finance Report

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

[Back To Tendering Report](#) | [Tenderer Setting](#)

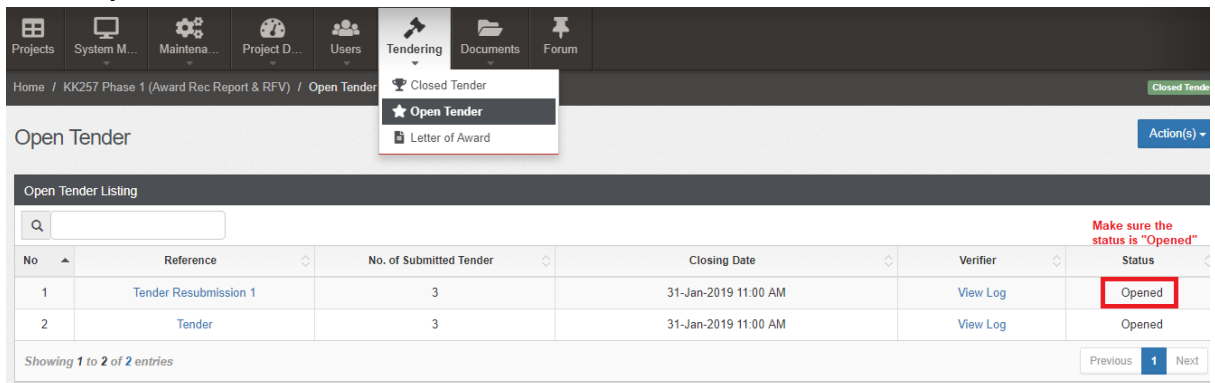
Bill > BILL NO.2 - PILING WORKS >

<input checked="" type="checkbox"/>	No	Description	Grand Total	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input checked="" type="checkbox"/>	1	Bill No. B.1/2 - PRECAST REINFORCED CONCRETE PILING - DEWAN	174,029.96			
<input checked="" type="checkbox"/>	2	Bill No. B.1/6 - PRECAST REINFORCED CONCRETE PILING - PUSAT KOMUNITI	144,666.78			
<input checked="" type="checkbox"/>	3					

Award Recommendation Report

Note: Make sure the tender is "Opened"

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

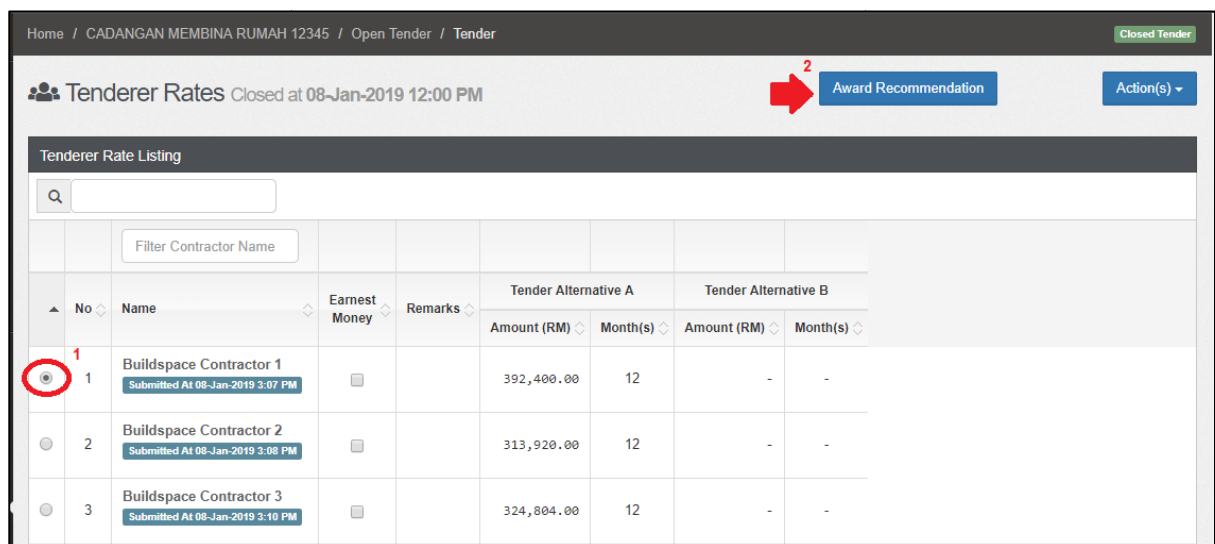


Open Tender Listing

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender Resubmission 1	3	31-Jan-2019 11:00 AM	View Log	Opened
2	Tender	3	31-Jan-2019 11:00 AM	View Log	Opened

Showing 1 to 2 of 2 entries

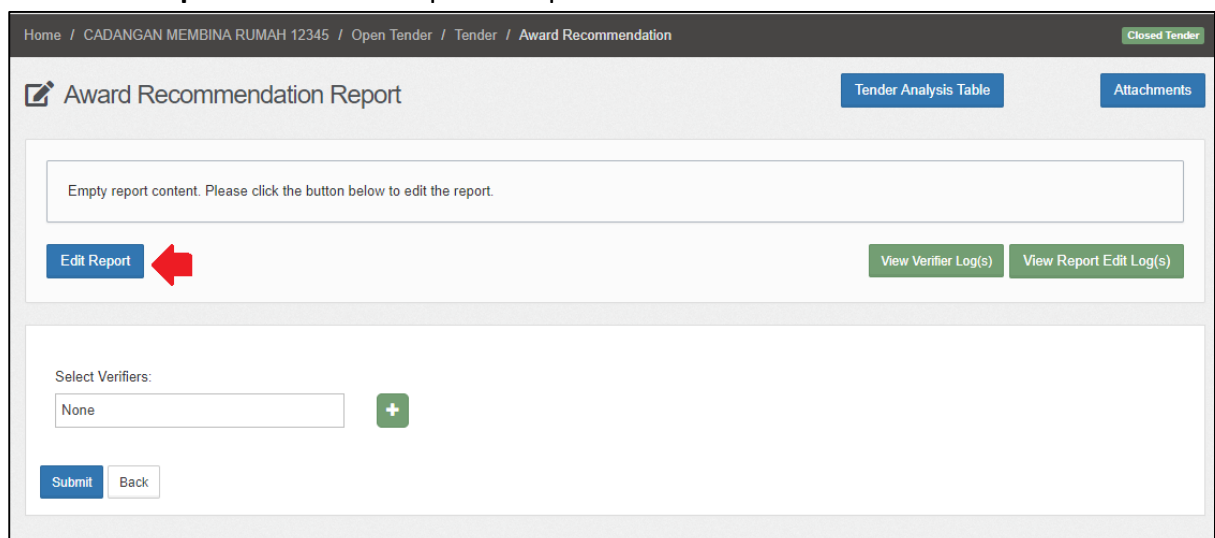
2. Tick which tenderer is selected and click "Award Recommendation"



Tenderer Rate Listing


No	Name	Earnest Money	Remarks	Tender Alternative A		Tender Alternative B	
				Amount (RM)	Month(s)	Amount (RM)	Month(s)
1	Buildspace Contractor 1 Submitted At 08-Jan-2019 3:07 PM	<input checked="" type="checkbox"/>		392,400.00	12	-	-
2	Buildspace Contractor 2 Submitted At 08-Jan-2019 3:08 PM	<input type="checkbox"/>		313,920.00	12	-	-
3	Buildspace Contractor 3 Submitted At 08-Jan-2019 3:10 PM	<input type="checkbox"/>		324,804.00	12	-	-


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



Award Recommendation Report

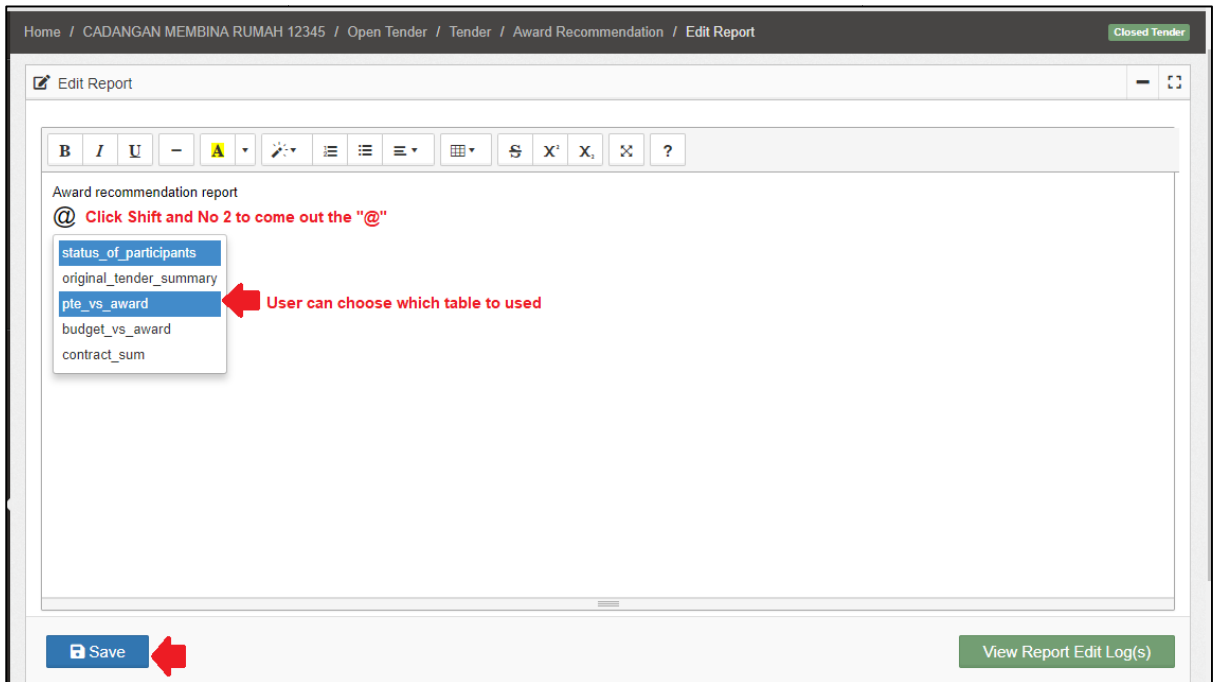
Empty report content. Please click the button below to edit the report.

Edit Report 

Select Verifiers: None 

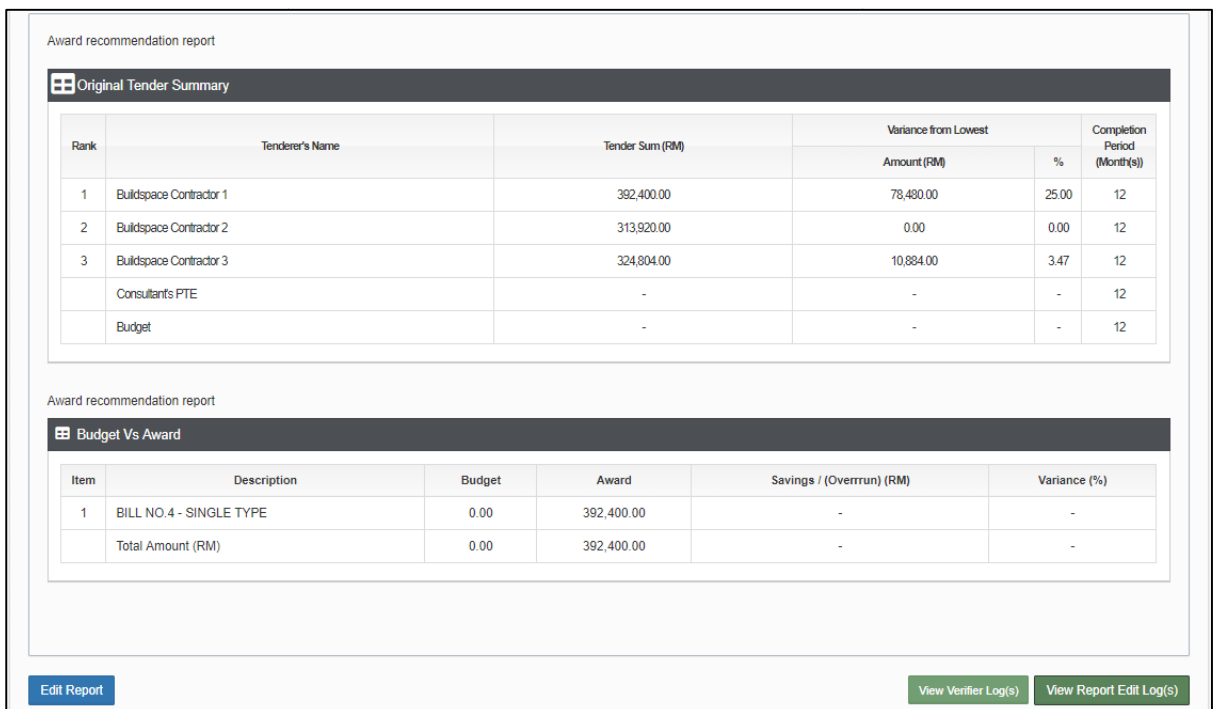
Submit **Back**

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



The screenshot shows the 'Edit Report' interface. At the top, there is a breadcrumb trail: Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Edit Report. A 'Closed Tender' status is shown in the top right. The main area contains a rich text editor with a toolbar. Below the toolbar, the text 'Award recommendation report' is followed by '@ Click Shift and No 2 to come out the "@"'. A dropdown menu is open, listing several tables: status_of_participants, original_tender_summary, pte_vs_award, budget_vs_award, and contract_sum. A red arrow points to the 'pte_vs_award' option with the text 'User can choose which table to used'. At the bottom left, there is a 'Save' button with a red arrow pointing to it. At the bottom right, there is a 'View Report Edit Log(s)' button.

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



The screenshot shows the 'Award recommendation report' interface. It contains two tables. The first table is titled 'Original Tender Summary' and has the following data:

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

The second table is titled 'Budget Vs Award' and has the following data:

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

At the bottom left, there is an 'Edit Report' button. At the bottom right, there are two buttons: 'View Venlier Log(s)' and 'View Report Edit Log(s)'.

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

Award recommendation report

Budget Vs Award

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

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

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

Report Edit Logs

1. Edited By **Heng Chin Guan** 08th January 2019 (Tuesday), 3.31 pm

Close

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

Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation Closed Tender

Award Recommendation Report **Tender Analysis Table** Attachments

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

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

Tender Analysis Table(s)

Status of Participants	View
Original Tender Summary	View
PTE vs Award	View
Budget Vs Award	View
Contract Sum	View

View Log(s)

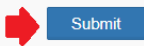
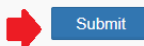
10. Example table “Status of Participants”

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

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

<p>Update Consultant's PTE</p> <p>Consultant's PTE (RM)</p> <input type="text" value="User key in the amount"/> <p style="text-align: right;"></p>	<p>Update Budget</p> <p>Budget (RM)</p> <input type="text" value="User key in the amount"/> <p style="text-align: right;"></p>
--	--

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

PTE vs Award

Item	Description	Consultant's PTE	
		RM	RM
1	BILL NO.4 - SINGLE TYPE	<input type="text" value="User key in the amount"/>	392,400.00
Total Amount (RM)		1.00	392,400.00

Tenderer awarded
Buildspace Contractor 1

Submit

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

Budget Vs Award

Item	Description	Budget (RM)	Award (RM)	Savings / (Overrun) (RM)	Variance (%)
1	BILL NO.4 - SINGLE TYPE	<input type="text" value="User key in the amount"/>	392,400.00	-	-
Total Amount (RM)		0.00	392,400.00	-	-

Submit

14. Examples table “Contract Sum”

Contract Sum

No.	Description	Amount (RM)
1	BILL NO.4 - SINGLE TYPE	Amount carry forward from submitted tenderer 392,400.00
Total Contract Sum		392,400.00

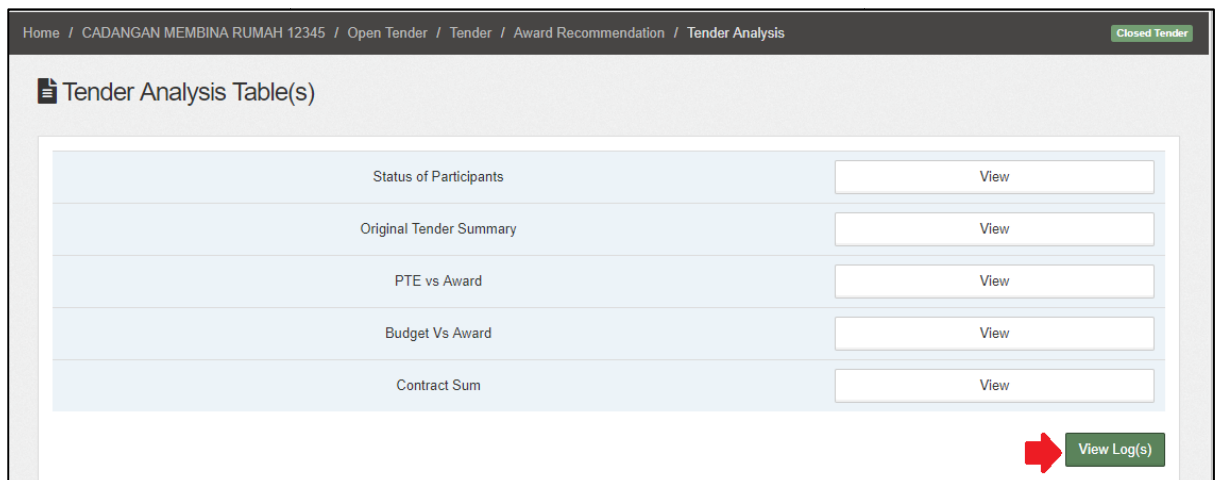
15. To go back list of “Tender Analysis Table” click “Tender Analysis”

Original Tender Summary

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”**

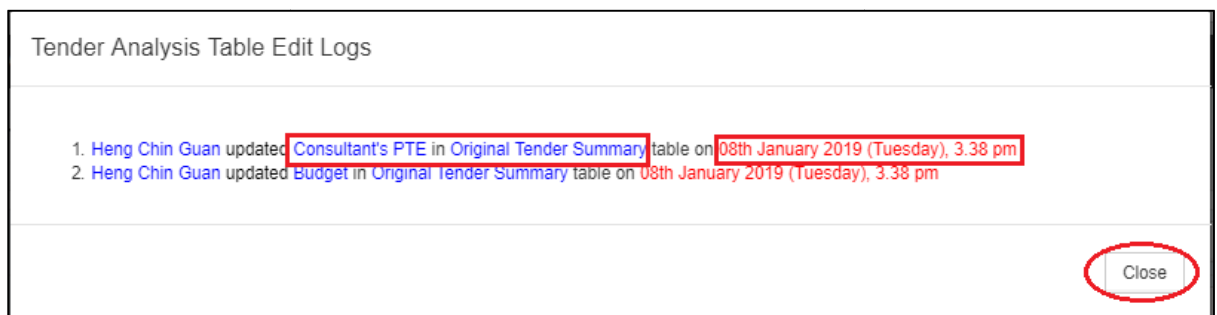


Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Tender Analysis Closed Tender

Tender Analysis Table(s)

Status of Participants	<input type="button" value="View"/>
Original Tender Summary	<input type="button" value="View"/>
PTE vs Award	<input type="button" value="View"/>
Budget Vs Award	<input type="button" value="View"/>
Contract Sum	<input type="button" value="View"/>

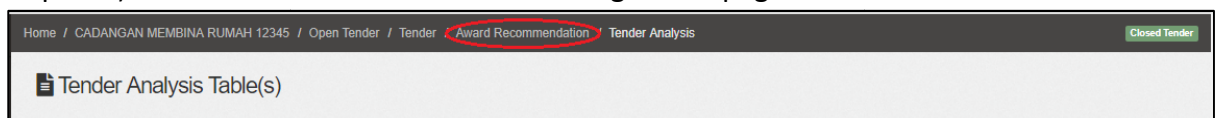




Tender Analysis Table Edit Logs

- Heng Chin Guan updated **Consultant's PTE in Original Tender Summary** table on **08th January 2019 (Tuesday), 3.38 pm**
- Heng Chin Guan updated **Budget in Original Tender Summary** table on **08th January 2019 (Tuesday), 3.38 pm**

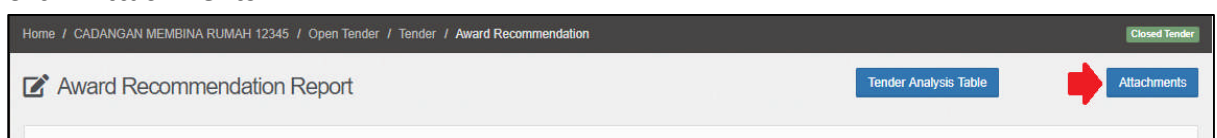
17. After all the amount already key in the table, user can upload the attachment (If required). Click **“Award Recommendation”** to go front page




Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / **Award Recommendation** / Tender Analysis Closed Tender

Tender Analysis Table(s)

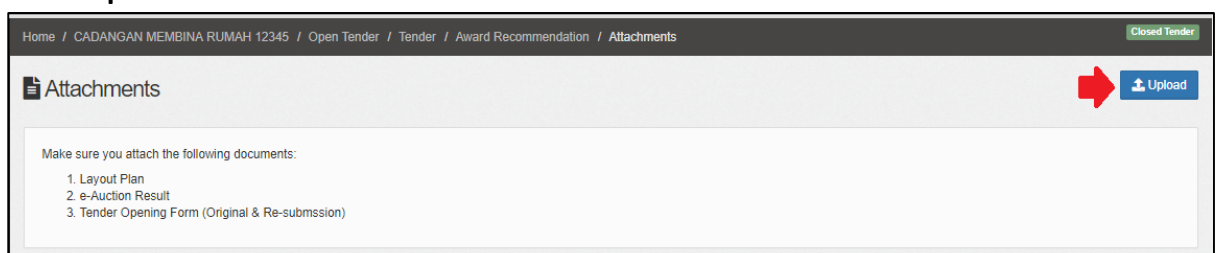
18. Click **“Attachments”**




Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation Closed Tender

Award Recommendation Report 

19. Click **“Upload”**



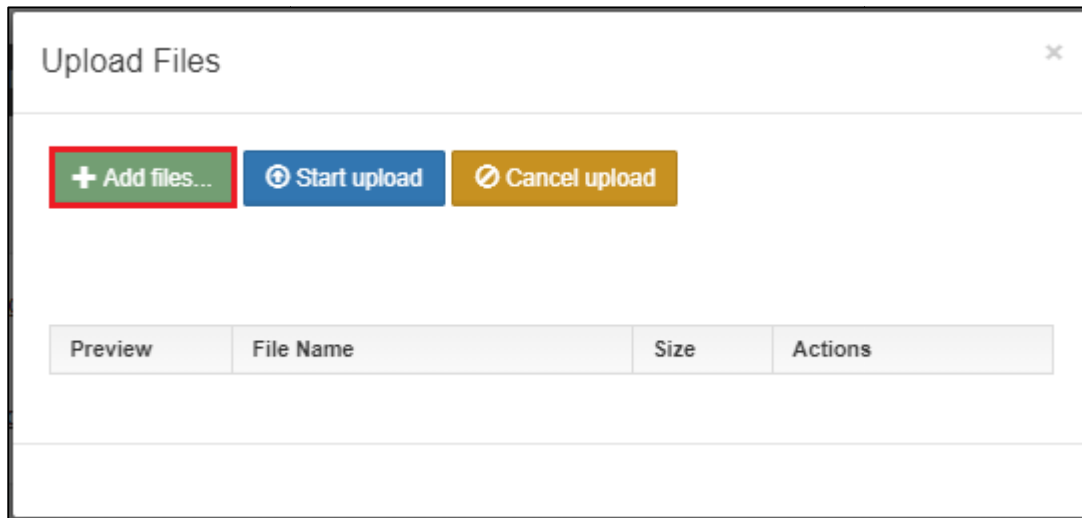
Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Attachments Closed Tender

Attachments 

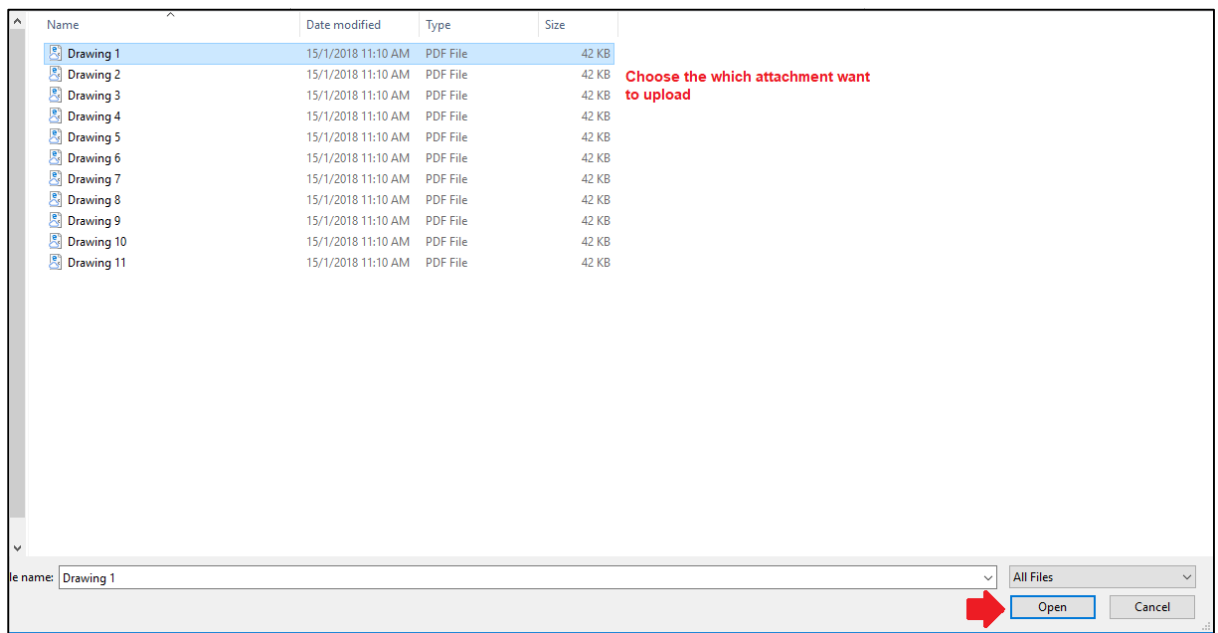
Make sure you attach the following documents:

- Layout Plan
- e-Auction Result
- Tender Opening Form (Original & Re-submission)

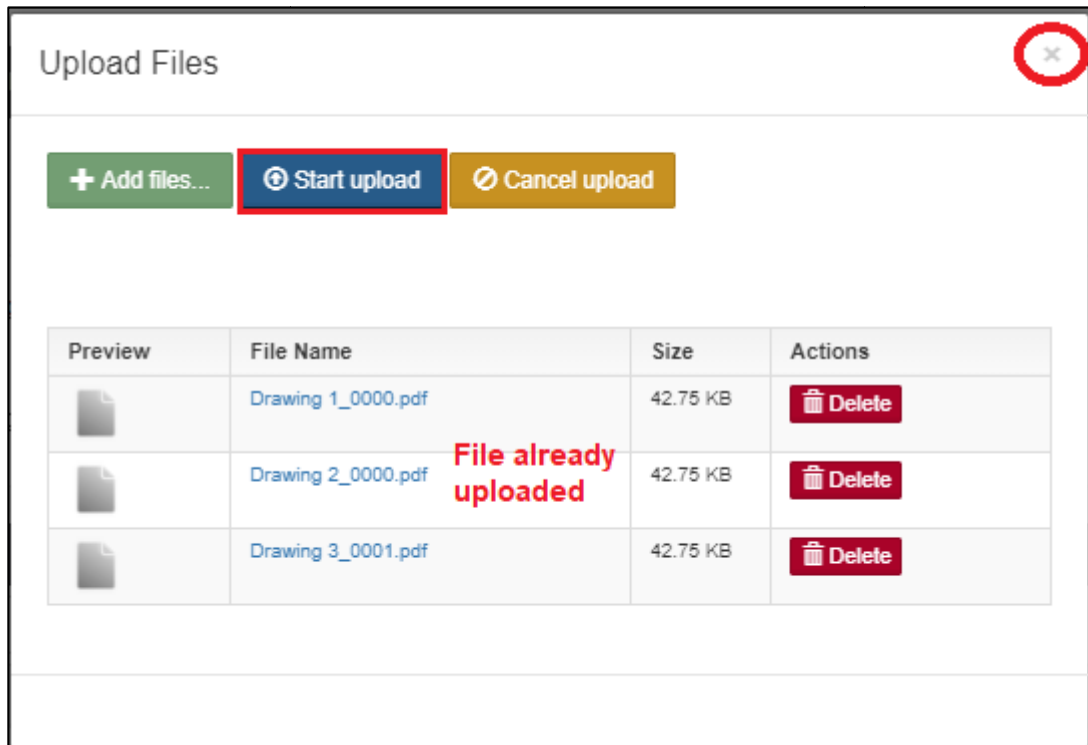
20. Click **“Add Files”**



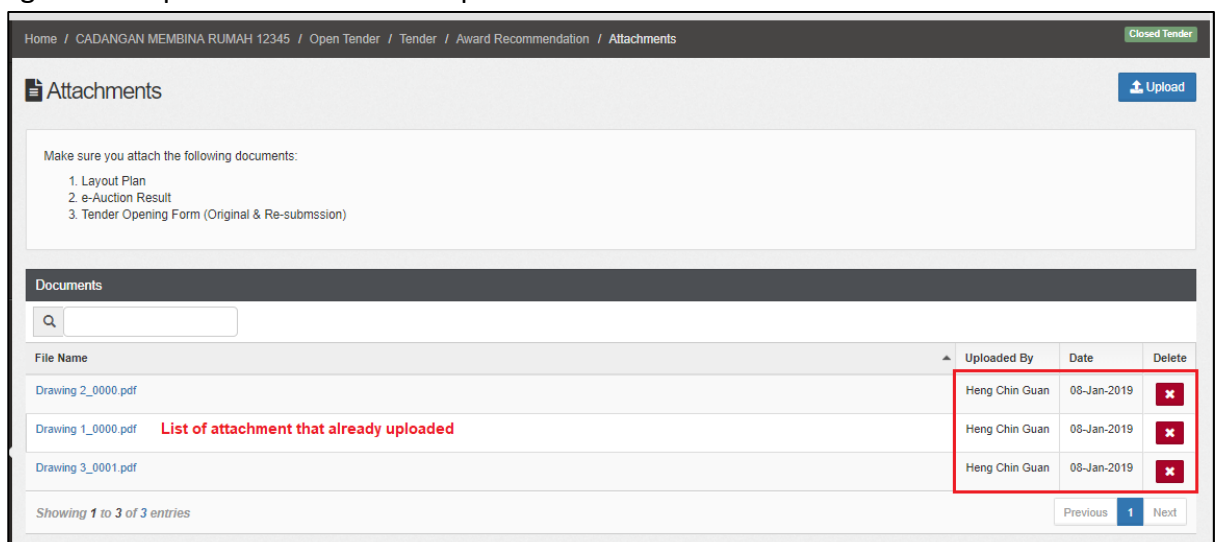
21. Select which file want to upload and click **“Open”**



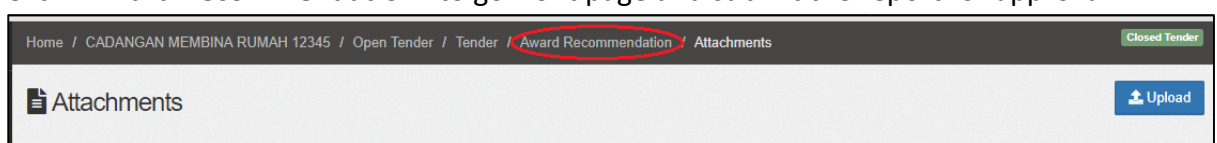
22. Click **“Star Upload”** to upload the all attachment in one time. Click **“Delete”** to delete the file and click **“x”** to close the tab



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



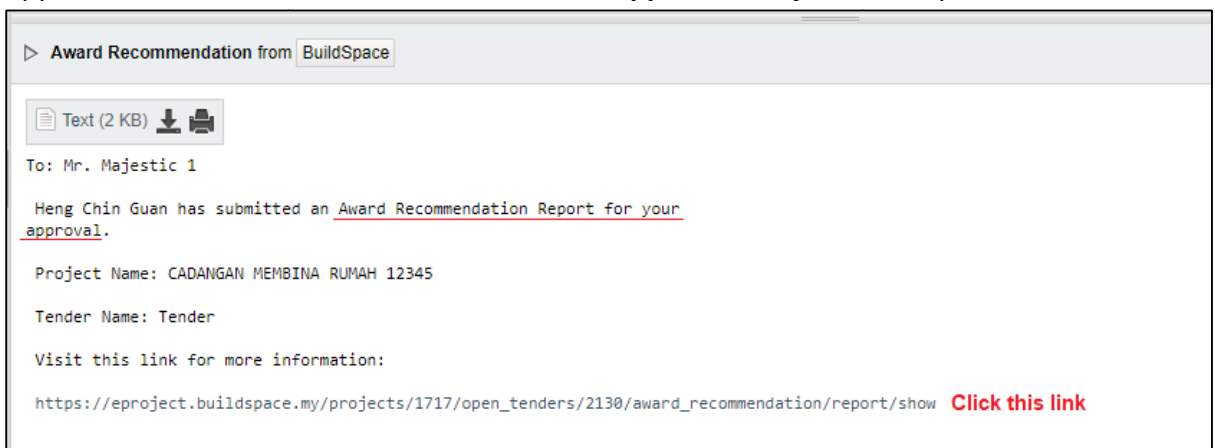
25. Select verifier and click **“Submit”**

Select Verifiers:

Mr. Majestic 1
None
Mr. Majestic 1 Choose which user as verifier
Chien Zen
Nor Fatin Izzati Binti Yusop
Muhammad Asyrul

 Click "-" to delete the verifier

 Click "+" to add multi verifier

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




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

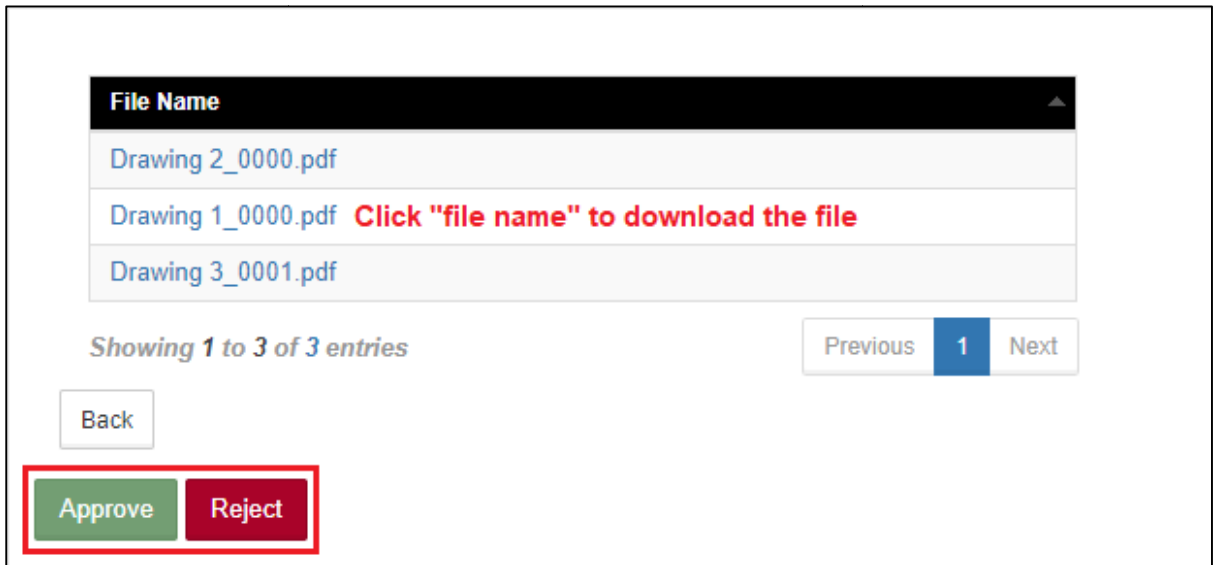
To-Do List 11

Tendering 3 | Post Contract Claims 8

Reviews: 3

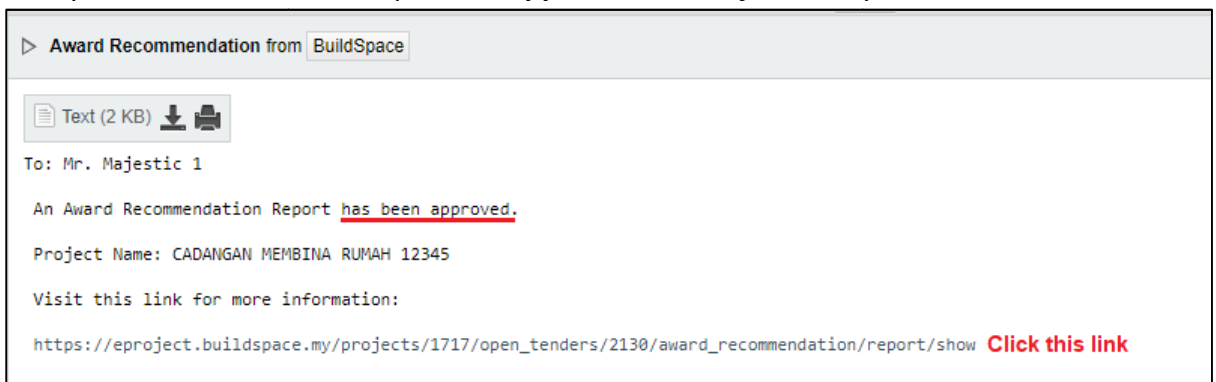
No.	Module	Days Pending	View	Project
1	List of Tenderer	97	<input type="button" value="View"/>	test
2	Recommendation of Tenderer	81	<input type="button" value="View"/>	CADANGAN MEMBINA RUMAH 123
3	Award Recommendation	0	 <input type="button" value="View"/>	CADANGAN MEMBINA RUMAH 12345

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

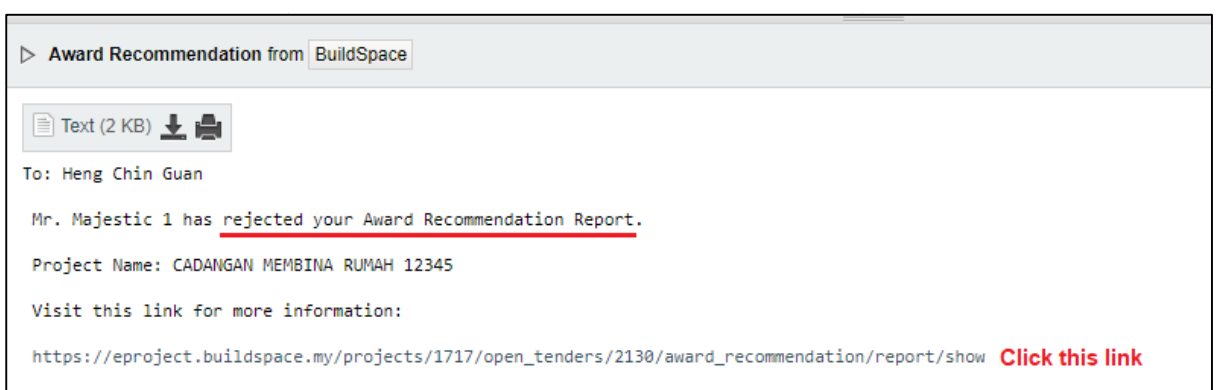


The screenshot shows a table with a header 'File Name' and three rows of file names: 'Drawing 2_0000.pdf', 'Drawing 1_0000.pdf', and 'Drawing 3_0001.pdf'. A red text annotation 'Click "file name" to download the file' is positioned next to the second row. Below the table, it says 'Showing 1 to 3 of 3 entries' and includes 'Previous', '1', and 'Next' navigation buttons. At the bottom left is a 'Back' button, and at the bottom center are two buttons: a green 'Approve' button and a red 'Reject' button, both of which are highlighted with a red rectangular border.

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

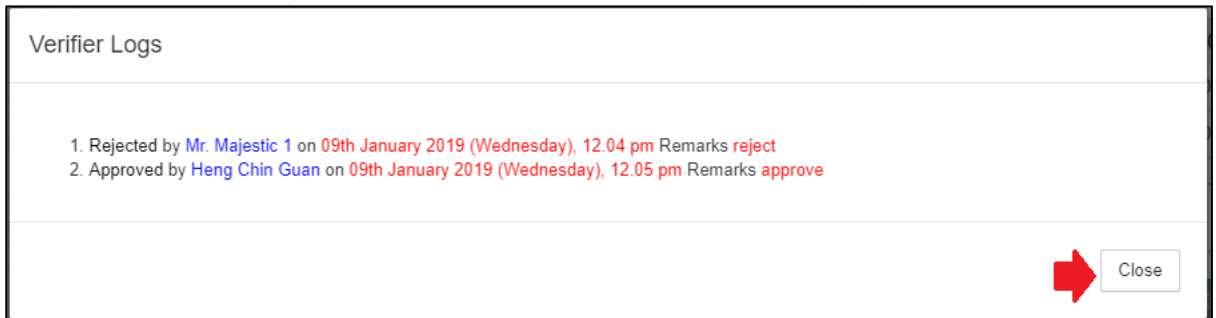


The screenshot shows an email notification header 'Award Recommendation from BuildSpace'. The body of the email includes a 'Text (2 KB)' attachment icon, the recipient 'To: Mr. Majestic 1', and the main message: 'An Award Recommendation Report has been approved.'. It also lists the project name 'CADANGAN MEMBINA RUMAH 12345', a link to visit for more information, and the URL 'https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show' with a red 'Click this link' annotation.



The screenshot shows an email notification header 'Award Recommendation from BuildSpace'. The body of the email includes a 'Text (2 KB)' attachment icon, the recipient 'To: Heng Chin Guan', and the main message: 'Mr. Majestic 1 has rejected your Award Recommendation Report.'. It also lists the project name 'CADANGAN MEMBINA RUMAH 12345', a link to visit for more information, and the URL 'https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show' with a red 'Click this link' annotation.

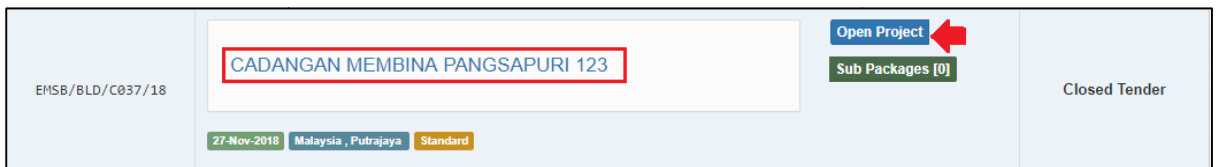
30. Click **“View Verifier Logs”** to view the record approval approve or reject the report.
To close the tab, click **“Close”**



How To Prepare Rate Rationalization

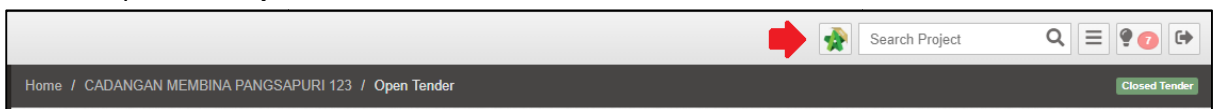
Note: a) Consultant need to activate Project Addendum first before prepare Rate Rationalization. (This is because system can detect the difference between original amount & rationalized amount)

1. Click Project Title or Open Project



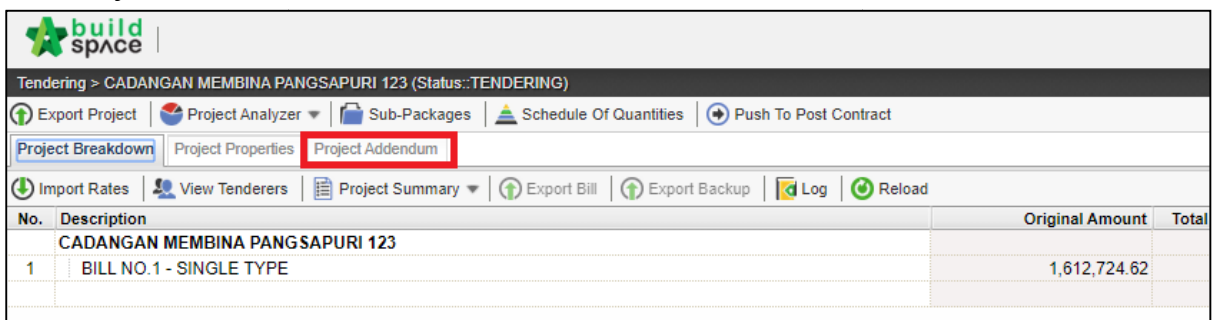
Project ID: EHSB/BLD/C037/18
 Project Title: CADANGAN MEMBINA PANGSAPURI 123
 Date: 27-Nov-2018 | Location: Malaysia, Putrajaya | Standard: Standard
 Status: Closed Tender

2. Click to open Buildspace Pro



Home / CADANGAN MEMBINA PANGSAPURI 123 / Open Tender

3. Click Project Addendum



Tendering > CADANGAN MEMBINA PANGSAPURI 123 (Status::TENDERING)

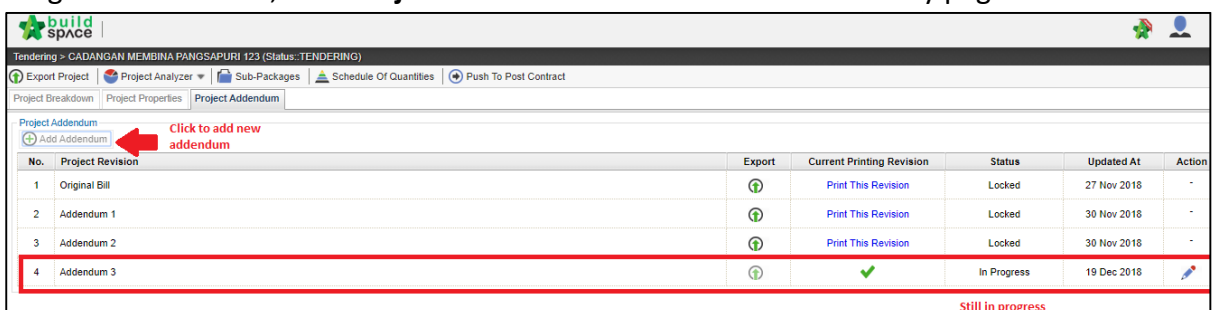
Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | **Project Addendum**

Import Rates | View Tenderers | Project Summary | Export Bill | Export Backup | Log | Reload

No.	Description	Original Amount	Total
CADANGAN MEMBINA PANGSAPURI 123			
1	BILL NO.1 - SINGLE TYPE	1,612,724.62	

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



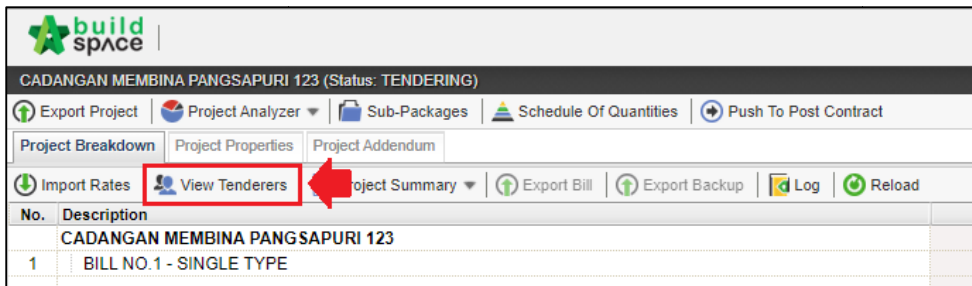
Project Addendum

Add Addendum (Click to add new addendum)

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	Export	Print This Revision	Locked	27 Nov 2018	-
2	Addendum 1	Export	Print This Revision	Locked	30 Nov 2018	-
3	Addendum 2	Export	Print This Revision	Locked	30 Nov 2018	-
4	Addendum 3	Export	✓	In Progress	19 Dec 2018	✎

Still in progress

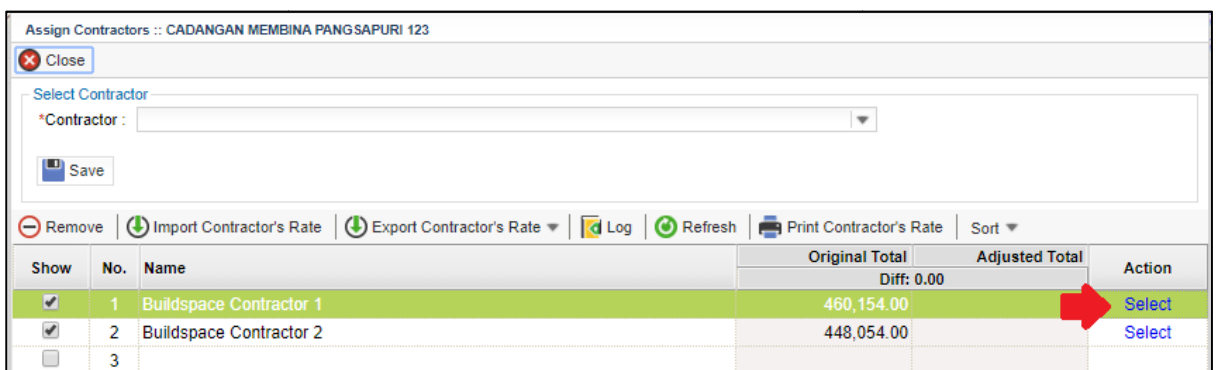
5. To do rates rationalization, Click **View Tenderers**



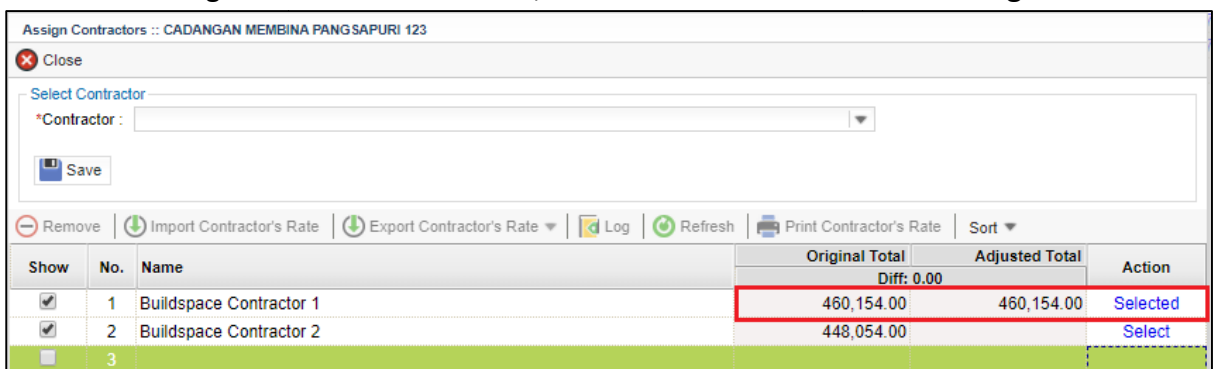
6. Click **Tenderer Setting**



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.

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ

Bills >

Selected Contractor

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

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

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ

Bills >

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

Double click "Bill No."

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

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ

Bills > BILL NO.1 - SINGLE TYPE >

No	Description	Grand Total	Buildspace Contractor 1	Buildspace Contractor 2
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	631,018.27	423,204.00	382,047.00
2	Bill No. B.4/2 - FRAME	92,636.42	15,990.00	40,444.00
3	Bill No. B.4/3 - UPPER FLOORS	21,786.02	20,960.00	25,563.00

Double the "Element"

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)

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ




Bills > BILL NO.1 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >

No	Bill Ref	Description	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty	Amount	Historical Rate
								Re-measurement		
10		Concrete Grade 15, as specified, in,	HEAD 1							
11	1/1 F	50mm Blinding, under pile caps.	ITEM	m2	29.00	350.00	10,150.00			
12	1/1 G	50mm Blinding, under ground beams.	ITEM	m2	97.00	350.00	33,950.00			
13	1/1 H	50mm Blinding, under floors.	ITEM	m2	567.00	350.00	198,450.00			
14		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1							
15	1/1 J	Pile caps	ITEM	m3	20.00	295.00	5,900.00			
16	1/1 K	Column stumps (Provisional)	ITEM	m3	9.00	295.00	2,655.00			
17	1/1 L	Ground Beams	ITEM	m3	56.00	295.00	16,520.00			
18	1/1 M	125mm Thick floors.	ITEM	m2	89.00	295.00	26,255.00			
19	1/1 N	150mm Thick floors.	ITEM	m2	478.00	295.00	141,010.00			
20		Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1							
21	1/2 A	10mm Diameter, in column stumps (links) (Provisional)	ITEM	kg	1,231.00	3.22	3,963.82			
22	1/2 B	10mm Diameter, in ground beams (stirrups).	ITEM	kg	2,740.00	3.22	8,822.80			
23	1/2 C	6mm Diameter, in ground beams (stirrups).	ITEM	kg	206.00	3.30	679.80			
24	1/2 D	6mm Diameter, in ground beam (stirrups)	ITEM	kg	500.00	3.27	1,635.00			
25		Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 1							
26	1/2 E	20mm Diameter, in pile caps.	ITEM	kg	1,207.00	3.30	3,983.10			
27	1/2 F	16mm Diameter, in pile caps.	ITEM	kg	1,198.00	3.12	3,737.76			
28	1/2 G	10mm Diameter, in pile caps (binders) (Provisional)	ITEM	kg	286.00	3.22	920.92			
29	1/2 H	25mm Diameter, in column stumps (Provisional)	ITEM	kg	202.00	3.30	666.60			
30	1/2 J	20mm Diameter, in column stumps (Provisional)	ITEM	kg	321.00	3.30	1,059.30			
31	1/2 K	16mm Diameter, in column stumps (Provisional)	ITEM	kg	1,151.00	3.12	3,591.12			
32	1/2 L	12mm Diameter, in column stumps (Provisional)	ITEM	kg	102.00	3.30	336.60			
33	1/2 M	25mm Diameter, in ground beams.	ITEM	kg	2,433.00	3.30	8,028.90			
34	1/2 N	20mm Diameter, in ground beams.	ITEM	kg	3,229.00	3.30	10,655.70			
35	1/2 P	16mm Diameter, in ground beams.	ITEM	kg	902.00	3.12	2,814.24			

Estimate rate by consultant

→

→

   										
Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123										
Back To Tendering Tenderer Setting Print Estimation BQ										
Bills > BILL NO.1 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL > Comparison rate from different tenderer										
	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Comparison rate from different tenderer	
									Rate	Grand Total
									Buildspace Contractor 1	Buildspace Contractor 2
	HEAD 1									
	ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00
	ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00
	ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00
ried, in,	HEAD 1									
	ITEM	m3	20.00	295.00	5,900.00				320.00	6,400.00
	ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00
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

Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Rate	Grand Total	Rate	Grand Total
HEAD 1											
ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
HEAD 1											
ITEM	m3	20.00	295.00	5,900.00				320.00000	6,400.00	330.00	6,600.00
ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00
ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00

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

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

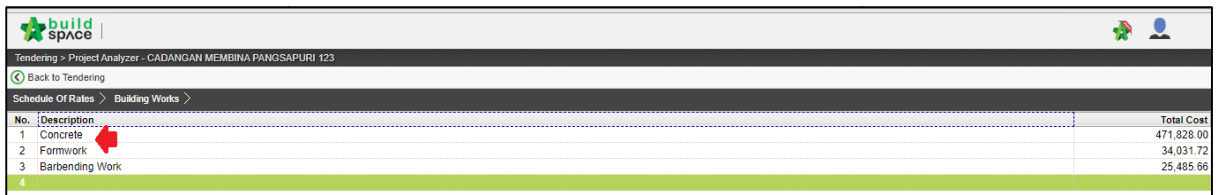
16. Click **Project Analyzer** and choose **Schedule Of Rates Analysis**

No.	Description
1	BILL NO.1 - SINGLE TYPE

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

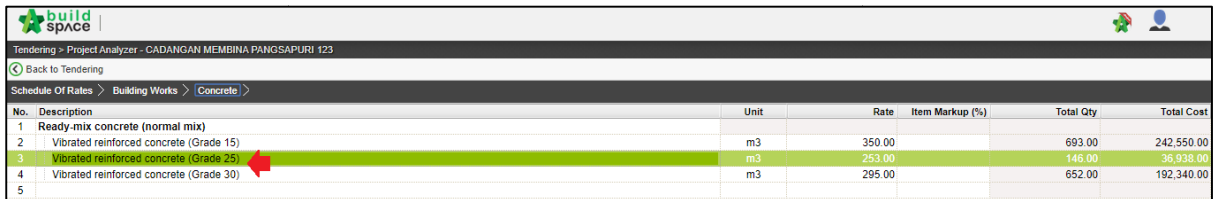
No.	Name	Total Cost
1	Building Works	531,345.38
2	UNSORTED	1,087,757.99
3		

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



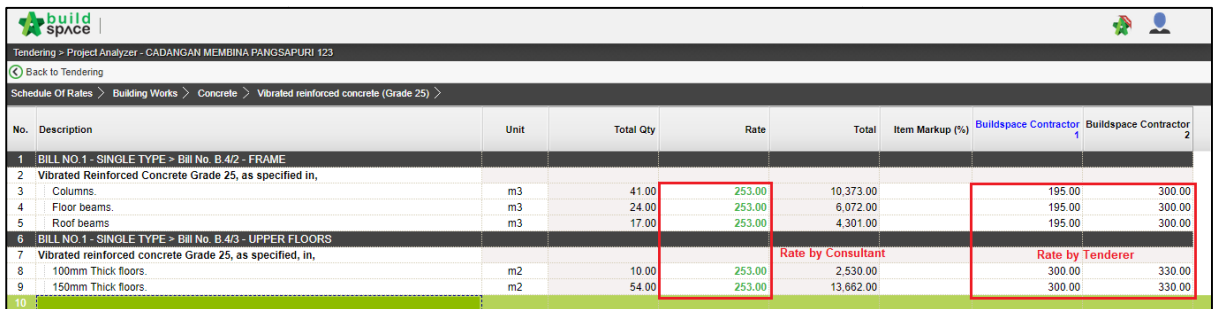
No.	Description	Total Cost
1	Concrete	471,828.00
2	Formwork	34,031.72
3	Barbending Work	25,485.66
4		

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



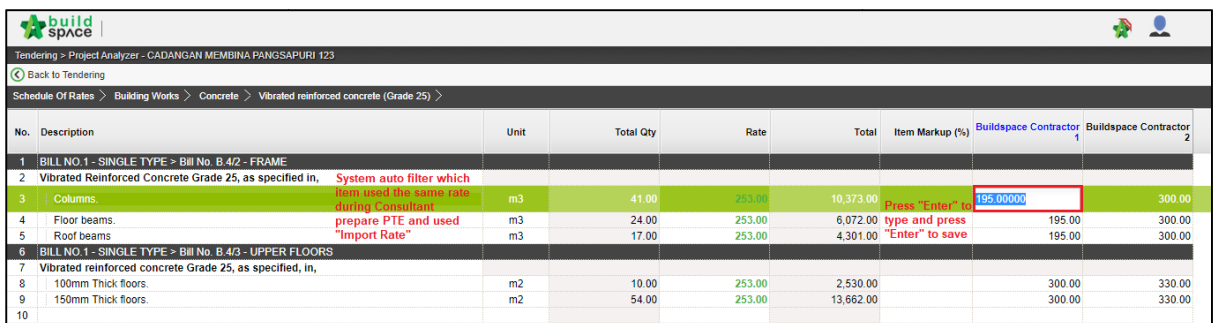
No.	Description	Unit	Rate	Item Markup (%)	Total Qty	Total Cost
1	Ready-mix concrete (normal mix)					
2	Vibrated reinforced concrete (Grade 15)	m3	350.00		693.00	242,550.00
3	Vibrated reinforced concrete (Grade 25)	m3	253.00		146.00	36,938.00
4	Vibrated reinforced concrete (Grade 30)	m3	295.00		652.00	192,340.00
5						

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



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

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

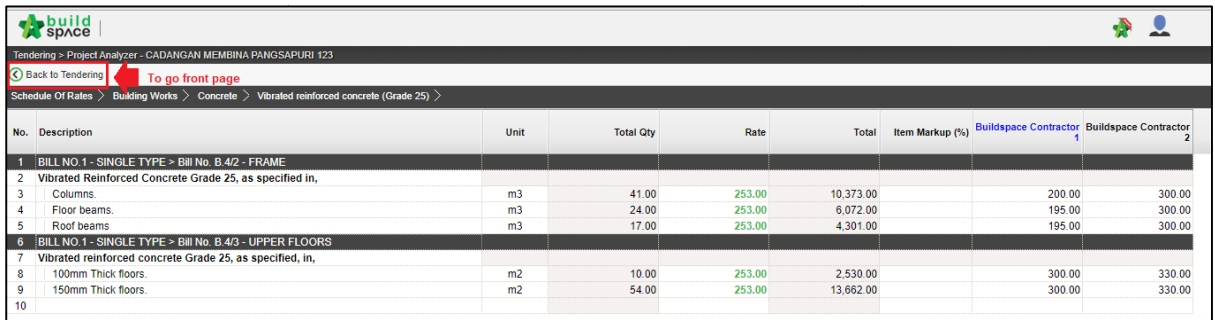


No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns.	m3	41.00	253.00	10,373.00		195.00000	300.00
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00	300.00
5	Roof beams	m3	17.00	253.00	4,301.00		195.00	300.00
6	BILL NO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOORS							
7	Vibrated reinforced concrete Grade 25, as specified, in,							
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00	330.00
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00	330.00
10								

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

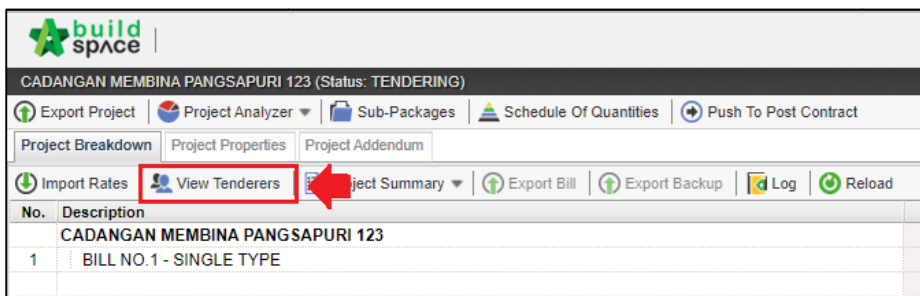
Press "Enter" to type and press "Enter" to save

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



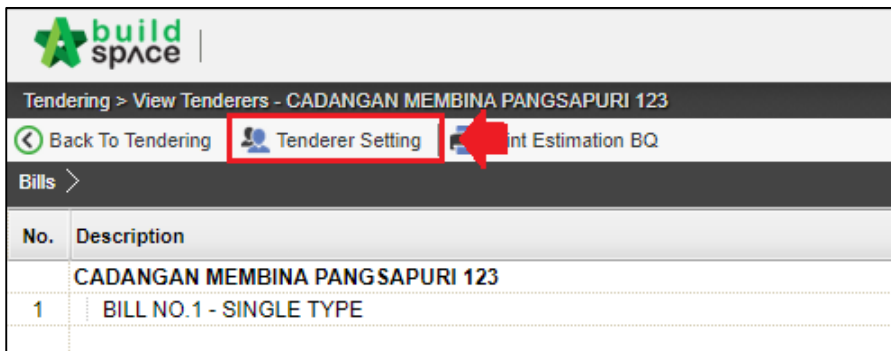
No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns.	m3	41.00	253.00	10,373.00		200.00	300.00
4	Floor beams.	m3	24.00	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**



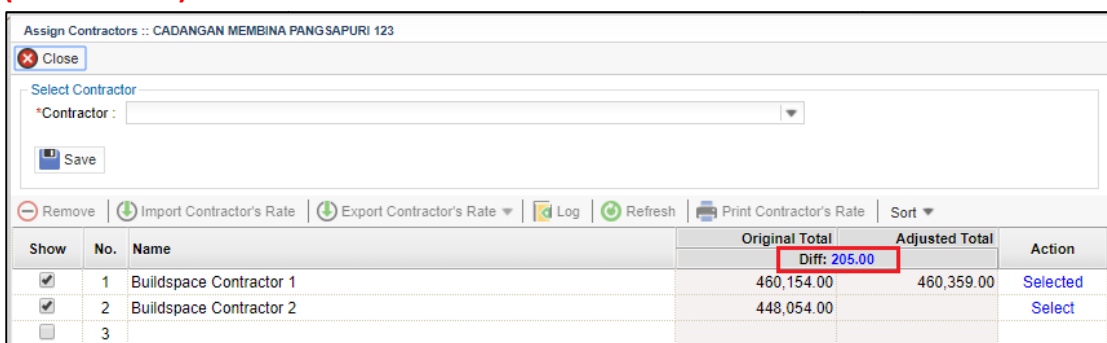
No.	Description
	CADANGAN MEMBINA PANGSAPURI 123
1	BILL NO.1 - SINGLE TYPE

24. Click **Tenderer Setting**



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

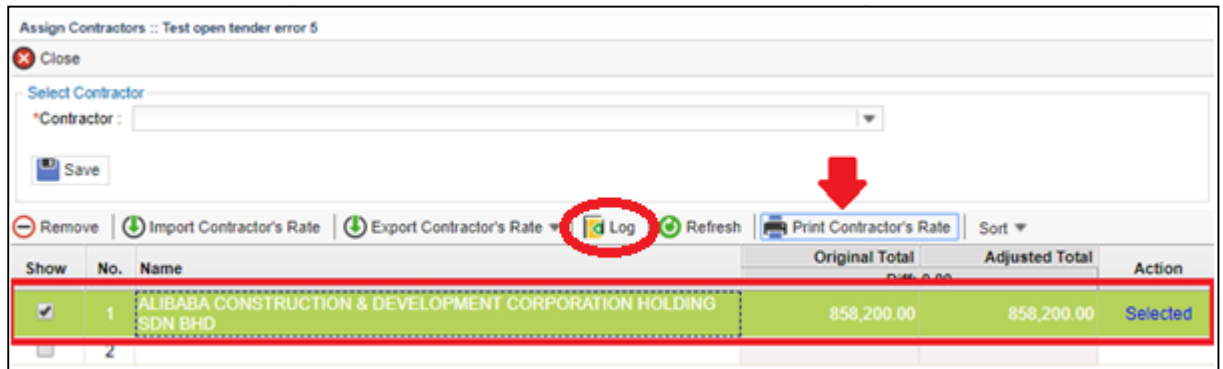
25. From here you can view the difference between **Original Total** and **Adjusted (Rationalized) Total**.



Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00	460,359.00	Selected
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	3				

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

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



The screenshot shows a web application window titled "Assign Contractors :: Test open tender error 5". It features a "Select Contractor" dropdown menu, a "Save" button, and a toolbar with buttons for "Remove", "Import Contractor's Rate", "Export Contractor's Rate", "Log", "Refresh", and "Print Contractor's Rate". A table below the toolbar lists contractors with columns for "Show", "No.", "Name", "Original Total", "Adjusted Total", and "Action". The first row is highlighted in green and shows a checked checkbox, the number "1", the name "ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD", and the value "Selected" in the Action column. A red circle highlights the "Log" button in the toolbar, and a red arrow points to the "Print Contractor's Rate" button.

Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	858,200.00	858,200.00	Selected
<input type="checkbox"/>	2				