



## Edit Form of Tender

For Admin & Normal User

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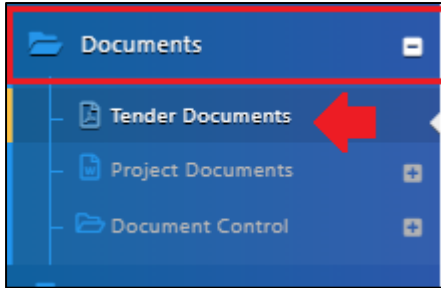
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

**(BuildSpace Version 2.3)**

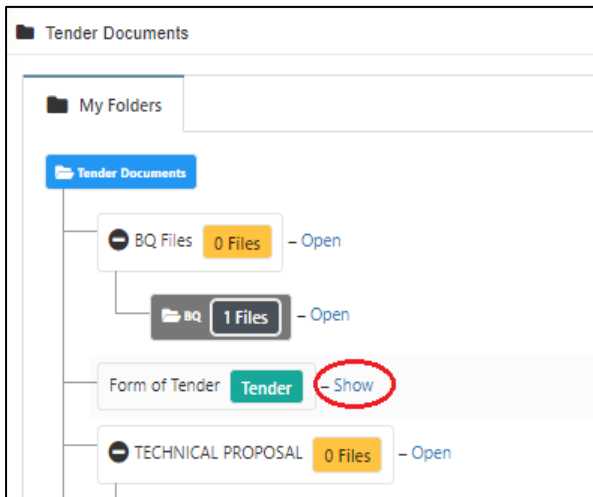
**Last updated: 13/10/2020**

## Edit Form of Tender

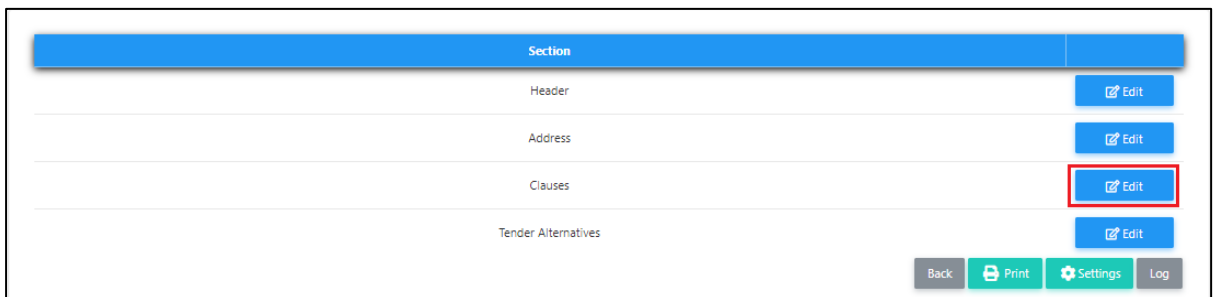
1. Login to **BuildSpace eProject** system, click **“Project”** and then open a project and click **“Documents”** and then click **“Tender Document”**



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 display the **“Tender Alternatives”** clauses which you can select the list of options of tender alternatives clauses at **“Tender Alternatives”** section.

OR can click here to add the clauses and tender alternative

+ Add New Clause + Add Tender Alternatives

Can format text

1 Under and subject to the Terms and Conditions of Tendering/Contract annexed hereto the undersigned does hereby offer to execute and complete the works as shown, described, required and alluded to in, or to be inferred from the Tender Documents, to be executed and supplied on the part of the Contractor, for the Works above described, in conformity with the said Tender Documents for the Sum named herein below.

2 **Tender Alternatives** Can drag and drop where to appear the tender alternative clauses

3 Whereas it is understood that you reserve to yourself the right to accept or to refuse this tender, whether it be lower or higher than any other tender, or the same amount, the undersigned agreed that this tender shall remain valid and shall not be withdrawn within one hundred twenty (120) days from the date for submission of tender or from the date of any adjusted tender whichever last occurs.

Can drag & drop and indent & outdent the clauses

4 The undersigned agrees, in the event of your acceptance of this tender, to deposit the Performance Bond and the Public Liability, Workmen's Compensation and Fire Insurance Policies and produce the receipts paid, for inspection, before the Date of Commencement of Works.

5 And further, the undersigned agrees that until a former agreement is prepared and executed, this tender together with your written acceptance shall constitute a legal and binding contract between us.

Add or remove clauses

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

5 And further, the undersigned agrees that until a former agreement is prepared and executed, this tender together with your written acceptance shall constitute a legal and binding contract between us.

6 The undersigned confirms, after personal scrutiny, that the documents and drawings used by the undersigned in compiling this tender are true copies of the documents and drawings included in the Tender Table Documents.

Back Save

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

Section	
Header	Edit
Address	Edit
Clauses	Edit
Tender Alternatives	Edit

Back Print Settings Log

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 five rows, each representing a tender alternative. Each row contains a numbered checkbox (7, 8, 9, 10, 11), a description of the tender alternative, and a selection checkbox. The first two rows have their selection checkboxes checked, while the others are unchecked. At the bottom right, there is a 'Back' button and a 'Save' button, which is highlighted with a red box.

7	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 Firm Lump Sum of Ringgit Malaysia:-	<input checked="" type="checkbox"/>
8	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 Firm Price Tender of Ringgit Malaysia:-	<input checked="" type="checkbox"/>
9	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 Firm Lump Sum of Ringgit Malaysia:-	<input type="checkbox"/>
10	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 _____ % + _____ % PROJECT INCENTIVE 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 Firm Lump Sum of Ringgit Malaysia:-	<input type="checkbox"/>
11	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 _____ % + _____ % PROJECT INCENTIVE 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 Firm Lump Sum of Ringgit Malaysia:-	<input type="checkbox"/>

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

The screenshot shows a menu with a blue header bar labeled 'Section'. Below the header, there are four items: 'Header', 'Address', 'Clauses', and 'Tender Alternatives'. Each item has a blue 'Edit' button with a pencil icon to its right. At the bottom right, there are four buttons: 'Back', 'Print', 'Settings', and 'Log'. The 'Print' button is highlighted with a red box.

Section	
Header	<a href="#">Edit</a>
Address	<a href="#">Edit</a>
Clauses	<a href="#">Edit</a>
Tender Alternatives	<a href="#">Edit</a>

**Note: Form of Tender is no longer editable once tender is in calling stage.**