

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

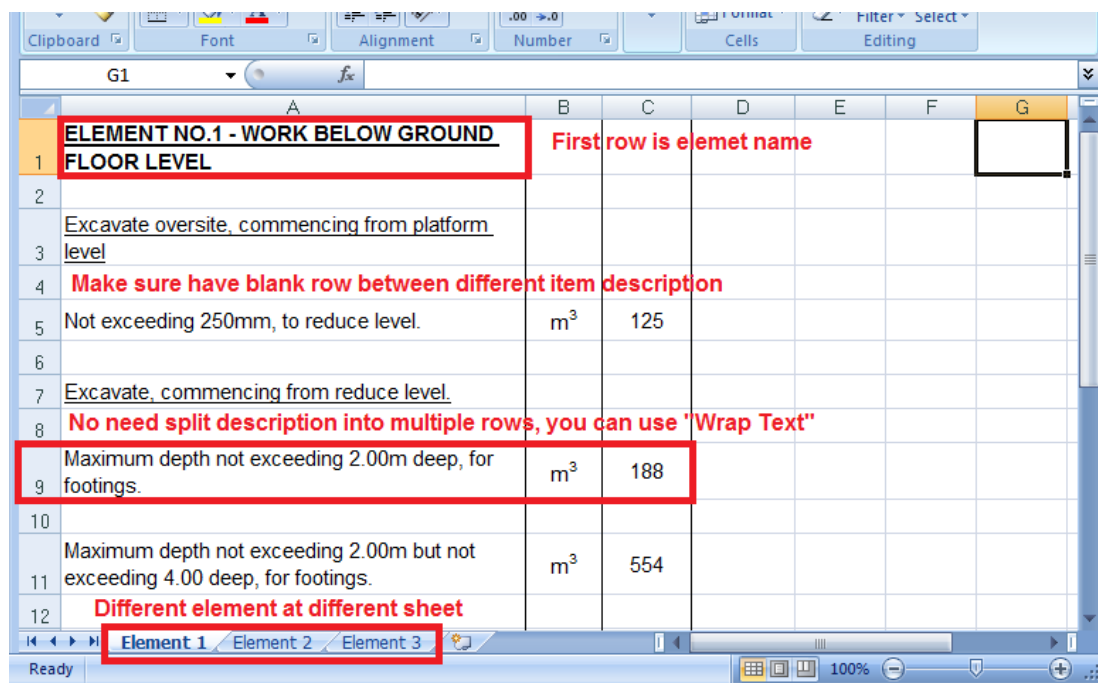
Note: If you want to import from multi columns Excel BQ, please refer to <http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf>

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

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

Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

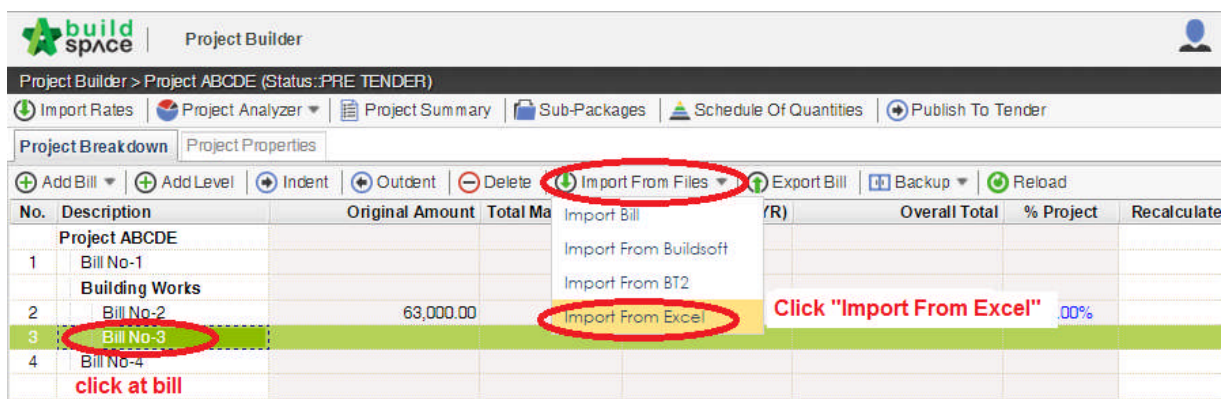
You can prepare in multiple sheets and when it imported will become multiple elements in BuildSpace.



	A	B	C	D	E	F	G
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL						
2							
3	Excavate oversite, commencing from platform level						
4							
5	Not exceeding 250mm, to reduce level.	m ³	125				
6							
7	Excavate, commencing from reduce level.						
8							
9	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188				
10							
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554				
12							

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.

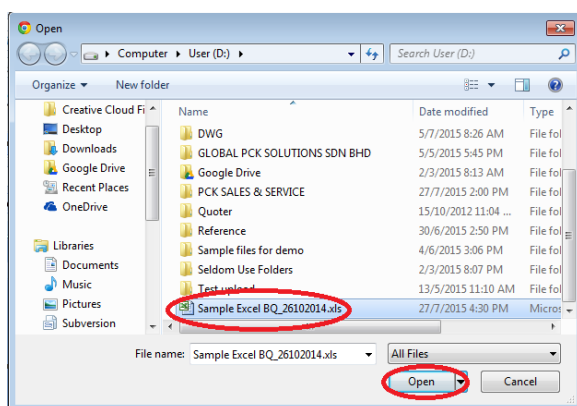
- Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at **“Import From Files”** icon and select **“Import From Excel”**.



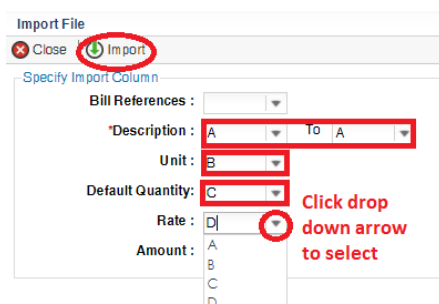
- Click at **“Select File”**.



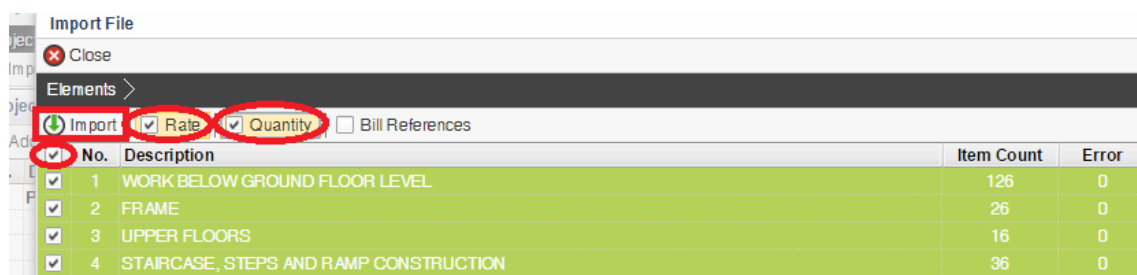
- Select excel file and click at **“Open”**.



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



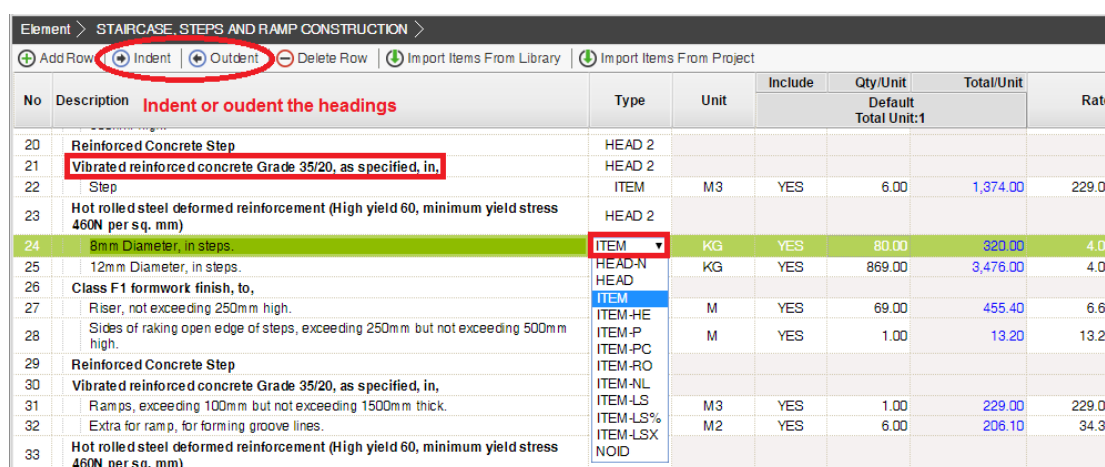
- Then you can tick which element (**these elements are coming from Excel sheets**) you want to import or tick all and select **“Rate”** and/or **“Quantity”** if you want to import with Rate or Quantity. After that click at **“Import”**.



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

- 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.

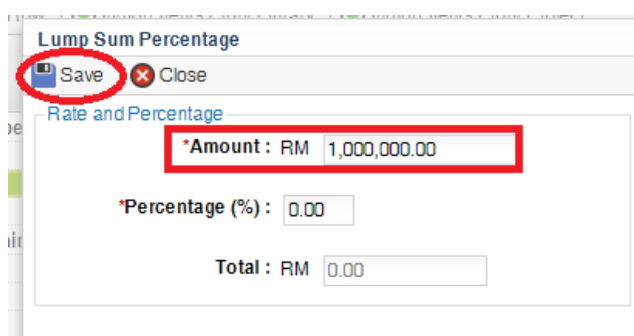
Note: You can use your keyboard's arrow key to move to other cell like Excel.



No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
20	Reinforced Concrete Step	HEAD 2					
21	Vibrated reinforced concrete Grade 35/20, as specified, in.	HEAD 2					
22	Step	ITEM	M3	YES	6.00	1,374.00	229.00
23	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2					
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					
29	Reinforced Concrete Step	ITEM-P	M	YES	1.00	13.20	13.20
30	Vibrated 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					

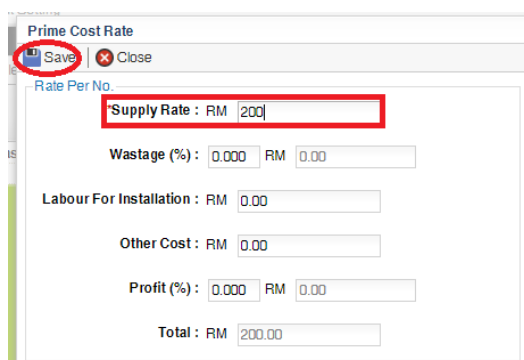
8. The following shows the common item types that you need to change if you have;

- a) **Rate Only item** – change item type to “**ITEM-RO**”
- b) **Note** – change item type to “**NOID**” (*double click at description cell to type/edit description*)
- c) **Lump Sum item** – change item type to “**ITEM-LS**” (unless you already put qty as “1”)
- d) **Provisional SUM or PC SUM item** – change item type to “**ITEM-LSX**” (*Not allow tenderer to price*)
- e) **Profit & Attendance item** – change item type to “**ITEM-LS%**”, then **double click** at “**Rate**” cell to key in your amount and click “**Save**”. (*Allow tenderer to fill up % only*)



The screenshot shows a dialog box titled "Lump Sum Percentage". At the top left, there are "Save" and "Close" buttons, with the "Save" button circled in red. Below the buttons, the text "Rate and Percentage" is displayed. The main content area contains three input fields: "*Amount : RM" with the value "1,000,000.00" (highlighted with a red box), "*Percentage (%)" with the value "0.00", and "Total : RM" with the value "0.00".

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



The screenshot shows a dialog box titled "Prime Cost Rate". At the top left, there are "Save" and "Close" buttons, with the "Save" button circled in red. Below the buttons, the text "Rate Per No." is displayed. The main content area contains several input fields: "*Supply Rate : RM" with the value "200" (highlighted with a red box), "Wastage (%)" with "0.000" and "RM 0.00", "Labour For Installation : RM" with "0.00", "Other Cost : RM" with "0.00", "Profit (%)" with "0.000" and "RM 0.00", and "Total : RM" with "200.00".

- g) **Allow for any other item** to be keyed in by the tenderer – change item type to “**ITEM-NL**”
- h) **For other item types, please visit**
<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;

G253				
	A	B	C	D
246				
247	Work Included In The Contract			
248				
249	The Contract comprises the construction and completion of the Works and the provisions of all labours, materials, constructional plants, temporary or permanent nature required in and for such construction, completion and maintenance so far as the necessity for providing the same is specified in or reasonably to be inferred from the Contract.	LS	1	
250				
251	All the work included in this document is to be taken as new (unless otherwise distinctly stated).	LS	1	
252				
253	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	
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			