

How to Activate Project Addendum

Note: This is compulsory to capture & compare tenderers' revisions rates and also if you want to edit BQ.

1. Login to eTender system. Open a project and click at "BuildSpace Pro" icon to access to BQ system. It will auto open the project's BQ.

Stoket	build space				Go To Buildspace Pro	Q = 0 0
4	Mr. GCD KL 1 ~		Home / Cadanga	n Pembinaan Seb	uah Kompleks Perniagaan Dan	Closed Tender
⊞	Projects		Project Da	shboard		Actions -
	Reports	⊕				
00	Maintenance	⊕	A Messages	Project Informat	tion	
æ	Project Dashboard		Com	pose	Mr. Sanctuary 2 (Eco Sanctuary Request for Information	20-Oct-2016

2. Click at "Project Addendum" tab.

space	Tendering						À 💄
Tendering > Cad	angan Pembinaan Rumah Pr1MA Di Kuala Selangor (Stati	us::TENDERING)					
Export Project	🛛 🍧 Project Analyzer 🔻 🕋 Sub-Packages 🛛 📥 Sche	edule Of Quantities 🛛 📀 Pu	sh To Post Contract				
Project Breakdo	wn Project Properties Project Addendum						
(1) Import Rates	👢 View Tenderers 🛛 📓 Project Summary 🔻 🕥 Exp	ort Bill 🕥 Export Backup	🛛 🔯 Log 🛛 🙆 Re	load			
No. Descriptio	n	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Cadangan	Pembinaan Rumah Pr1MA Di Kuala Selangor						
1 BILL NC	.1 -GENERAL CONDITIONS & PRELIMINARIES	128,000.00			128,000.00	0.64%	
2 BILL NO	.2 - PILING WORKS	318,696.74			318,696.74	1.59%	
Building	y Works						
3 BILL	NO.3 - MULTI TYPES	2,548,142.44			2,548,142.44	12.71%	
4 BILL	NO.4 - SINGLE TYPE	433,123.45			433,123.45	2.16%	
5 BILL NC	5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	82.91%	

3. Click at "Add Addendum" button.

🏫 s	pnce	Tendering						1	ي
Tenderir	Tendering > Cadangan Pembinaan Rumah Pr1MA Di Kuala Selangor (Status::TENDERING)								
() Expo	rt Project 🛛	SProject Analyzer 🔮	🔻 🛙 🔓 Sub-Packages	🛓 Schedule Of Quantities	🕒 Push To Post C	Contract			
Project B	Breakdown	Project Properties	Project Addendum						
Project	Addendum								
🕀 🕀	dd Addendum	\mathbf{D}							
No.	Project Re	evision			Export	Current Printing Revision	Status	Updated At	Action
1	Original Bil	I			T	✓	Locked	08 Aug 2016	-

4. Then you can proceed to edit BQ, you can learn how to **edit, add & delete BQ items** at the following link;

http://forum.buildspace.my/viewtopic.php?f=149&t=245

Visit our forum & tutorials at http://forum.buildspace.my - 1 -



5. If nothing changes, you just want to **capture & compare** the tenderers' original tender rates & tender addendums rates, **proceed** to click at "**Edit**" icon.

DACE Tendering				•	🄉 🔔
g > Cadangan Pembinaan Rumah Pr1MA Di Kuala Selangor (Status::TENDERING)					
t Project 🥞 Project Analyzer 🔻 🕋 Sub-Packages 📥 Schedule Of Quantities	📀 Push To Post (Contract			
Reakdown Project Properties Project Addendum					
Addendum					
Project Revision	Export	Current Printing Revision	Status	Updated At	Actio
Project Revision Original Bill	Export	Current Printing Revision Print This Revision	Status Locked	Updated At 08 Aug 2016	Actio
	Uild Tendering g>Cadangan Pembinaan Rumah PrIMA Di Kuala Selangor (Status::TENDERING) tProject Project Analyzer * image: Project Analyzer * Image: Project Addendum Addendum Project Addendum	Uild Tendering g > Cadangan Pembinaan Rumah PriMA Di Kuala Selangor (Status::TENDERING) tProject Project Analyzer * image: Status::Status::Tendering treakdown Project Properties Project Addendum Addendum	Uild Tendering g > Cadangan Pembinaan Rumah PrIMA Di Kuala Selangor (Status::TENDERING) tProject Project Analyzer Image: Sub-Packages Image: Sub-Packages Image: Sub-Packages Image: Sub-Packages Image: Project Properties Project Addendum Addendum Project Properties	Uild Tendering g > Cadangan Pembinaan Rumah PriMA Di Kuala Selangor (Status::TENDERING) tProject Project Analyzer ▼ Image: Status::Tendering Image: Status::Tendering Project Properties Project Addendum Addendum Project Properties	Uild Tendering 1 g > Cadangan Pembinaan Rumah PriMA Di Kuala Selangor (Status::TENDERING) 1 tProject Project Analyzer > August Analyzer > A

6. Then select "Locked".

	SPACE Tendering				,	🔔 🐔
Tenderi	ing > Cadangan Pembinaan Rumah Pr1MA Di Kuala Selangor (Status::TENDERING)					
Expo	ort Project 🛛 🗳 Project Analyzer 🔻 🛛 🕋 Sub-Packages 🛛 📥 Schedule Of Quantities 🗍 🤇	Push To Post C	Contract			
Project	Breakdown Project Properties Project Addendum					
Projec An No.	dd Addendum dd Addendum Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	1	Print This Revision	Locked	08 Aug 2016	-
2	Addendum 1	$(\hat{\mathbf{T}})$	×	In Progress	26 Aug 2016	
				In Progress		
				Locked		

7. Click "Save".

Action
-
4t 16 16

8. Click "No" to proceed.



Visit our forum & tutorials at http://forum.buildspace.my - 2 -



9. Go back to eTender system and click at "**Tender Documents**" menu and you can see "**Addendum 1**" file created.

Stoket	build space	Search Project	Q = 🕅 🕩
4	Chong Kok Leong ~	Home / Cadangan Pembinaan Rumah Pr1MA Di Kuala Selangor / Tender Documents	
⊞	Projects	Tender Documents	
盦	Verify Company	My Folders	
00	Maintenance 🕀		
_		Ender Documents Options	
æ	Project Dashboard		
盦	Assign Company		
*	Assign Users	BQ 1 Files – Options	
*	Open Tender	Addendum 1 1 Files - Options	
Ŧ	Closed Tender	Tender Drawings 0 Files – Options	
凶	Tender Documents		
Ŵ	Project Documents	Architecturar Drawings Ornes - Options	
	Contractual Claim A	Structural Drawings 0 Files – Options	

10. You can **notify the tenderers** at any time (*better during calling tender period because the tenderer only can view during that time*) by click at "Options" and select "Send Notification".

Tender Documents Options	
BQ Files 0 Files – Options	
BQ 1 Files - Options	
Addendum 1 1 Files Options Open Send Notification	