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How to access to BQ system & Add Bills

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

ser 👷 build space		Go To Buildspace Pro	Q = 9 @
🛔 Mr. GCD KL 1 ~	Home / Cadang	an Pembinaan Sebuah Kompleks Perniagaan Dan	Closed Tender
E Projects	Project Da	ashboard	Actions -
Reports	•		
06 Maintenance	Messages	Project Information	
Project Dashboard	Co	mpose Mr. Sanctuary 2 (Eco Sanctuary Request for Information	20-Oct-2016

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

space	Project Builder		
Project Builder > Proje	ct ABCDE (Status::PRE TENDER)		
🕒 Import Rates 🛛 🔮	Project Analyzer 🔻 📔 Project Summary 🛛 🔓 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 🛞 Publish To Ten	nder	
ProjectBreakdown	Project Properties		
🕀 Add Bill 🕥 🕀 Ad	d Level 📀 Indent 📀 Outdent 😑 Delete 😃 Import From Files 💌 🍞 Export Bill 💷 Backup 💌 🙆 B	Reload	
No. Description	Original Amount Total Markup (%) Total Markup (MYR) Overall Total	% Project	Recalculate
Project ABCDE			
1			
Click at proje	ct name of blank row below it		

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3. There's three type of bills for you to select, select "Normal Bill";



4. Key in **bill name** and click "Save".

Add Bill	
💾 Save 🛛 😵 Close	
Bill Information	
*Name :	Bill No. 1 Preliminaries
Description :	
Bill Type :	Standard 👻
	Bill with quantities and some items may set as provisional item
Unit Type :	Metric -
Build Up Qty Rounding :	Round To The Nearest Whole Number 🖛
Build Up Rate Rounding :	Return Exact Amount (2 decimal) -

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

-	space	Project Builder						
Proj	ject Builder > Proj	ect ABCDE (Status:	PRE TENDER)					
(I) Ir	mport Rates 🛛 🍯	Project Analyzer 💌	Project Sum ma	ry 🛛 🚰 Sub-Packa	ges 🛛 📥 Schedule Of	Quantities 🛛 📀 Publish To Te	ender	
Pro	ject Breakdown	Project Properties						
ا (Add Bill 💌 🕕 A	dd Level 🕩 🕥 Inden	t 🛛 😧 Outdent 🖉 😑	Delete 🕘 Impor	t From Files 💌 🛉 🍞 Ex	port Bill 🛛 🔃 Backup 🔻 🛛 🥝	Reload	
No.	Description		Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE							
1	Bill No-1							
	Click at wh	nere you want t	o insert a level	heading				

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

	build spAce	Project Builder						
Proje	ect Builder > Proje	ect ABCDE (Status::F	RE TENDER)					
🕒 In	n port Rates 🛛 🔮	Project Analyzer 💌	📄 Project Summar	y 🛛 🚰 Sub-Packag	es 🛛 📥 Schedule Of Qu	uantities 🛛 📀 Publish To Te	ender	
Proj	ect Breakdown	Project Properties						
⊕A	dd Bill 🔻 🗎 🕀 Ad	ld Level 🛛 🕣 Indent	Outdent)	Delete Umport	From Files 🔻 🕥 Expo	ort Bill 🛛 🔟 Backup 🔻 🛛 🎯	Reload	
No.	Description		Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE							
1	Bill No-1							
	Building Wo	rks						
2	Bill No-2							
3	Bill No-3							
4	Bill No-4							

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

space Pro	oject Builder						
Project Builder > Project A	BCDE (Status::PRE TE	NDER)					
🕒 Import Rates 🛛 🍧 Pro	ject Analyzer 🔻 🛛 🗎 Pr	oject Summary	📔 Sub-Packag	jes 🛛 📥 Schedule Of C	Quantities 🛛 📀 Publish To Te	ender	
Project Breakdown Pro	oject Properties						
🕀 Add Bill 🔻 🕀 Add Le	evel 📀 Indent 📀 O	Dutdent 🛛 🖂 De	elete 🛛 🕕 Import	From Files 🔻 🕥 Exp	oort Bill 🛛 🔟 Backup 🔻 🛛 🎯	Reload	
No. Description	Orig	nal Amount To	otal Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Project ABCDE							
1 Bill No-1		-					
Building Works							
2 Bill No-2	🛨 Add Level						
3 ; Bill No-3	🥕 Edit Bill						
4 Bill N0-4							
	• Indeni						
	🕑 Outdent						
	🔥 Cut						
	🎦 Paste						
	Θ Delete						



How to Import sample "Preliminary Bill" & other BQ

- 1. You can email your Excel BQ to support@pck.com.my and we will help you to convert into BuildSpace BQ format and **imports follow the step 3 to 6** at below.
- 2. Download sample preliminary bill from http://buildsoft.com.my/Preliminary.ebg
- 3. Click at project title and click "Backup" icon. Then follow by "Import Backup".

-	space	Project Builder										
Proje	ect Builder > San	nple Project (Status:	PRE TENDER)								
(1) In	nport Rates 🛛 🧲	Project Analyzer 🔻	Project S	Summary	🔓 Sub-Packag	es 🛛 📥 Schedule (Of Quantities	🕒 Publish 1	o Tender			
Proj	ect Breakdown	Project Properties					The	en click he	re			
⊕ A	dd Bill 🔻 🔂 A	dd Level 🕘 Inder	nt 💽 Outder	nt 🛛 🕞 De	lete 🛛 🕘 Import	From Files 🔻 🕥	Export Bill	🕕 Backup 🔻	🕑 Reload			
No.	Description			(Driginal Amount	Total Markup (%)	Total Mark	🕥 Export Ba	ckup Overa	ll Total	% Project	
	Sample Projec	t							okura			
1	Bill No-2								Скор			
	Building Wo	orks										
2	Bill No-3						cli	ick "Impor	Backup"			
3	Bill No-4											
	Click any want the F	row here that y Prelim BQ impo	/ou ort to									

4. Click "Select Backup File".

Import Backup	
Close	
Import Files	· · · · · · · · · · · · · · · · · · ·

5. Select the downloaded "Preliminary.ebq" file and click "Open".

Libraries	Reference Sample files for demo Seldom Use Folders Preliminary.ebq	20/9/2010 8:40 AIM 1/6/2016 3:53 PM 18/11/2016 10:03 18/11/2016 9:45 AM
Pictures	File name: Preliminary.ebq	All Files

6. You will see the preview and click "Import".

im 8	Close United States State
Bi	II Information Title: BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES
No	Description
1	BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES

7. Then you can see file imported.

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How to open a bill, key in elements & items

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

	space Project Bu	ıilder				
Proje	ect Builder > Project ABCDE ((Status::PRE TENDER)				
🕒 In	n port Rates 🛛 🍧 Project Ana	alyzer 🔻 📔 Project Summai	ry 🛛 🚰 Sub-Packag	es 🛛 📥 Schedule Of (Quantities 🛛 📀 Publish To Te	ender
Proj	ect Breakdown Project Pro	operties				
⊕A	dd Bill 🔻 🕀 Add Level 🛛 🤆	🖲 Indent 💽 Outdent ⊝	Delete 🕒 Import	From Files 💌 🍞 Ex	port Bill 🔃 Backup 🔻 🛛 🥝	Reload
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	BIII NO-3 DOU	ble click to open bill				
4	Bill No-4					

 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.

*	build sp∧ce	Project Builder						
Projec	ct Builder > Pi	oject ABCDE (Status::F	PRE TENDER)					
🕒 Im p	port Rates 🛛	🍄 Project Analyzer 🔻	Project Summary	📔 Sub-Packages	🛓 Schedule Of Quantitie	s 🛛 📀 Publish	To Tender	
Projec	ct Breakdown	Project Properties	Bill No-2 :: Standard	Olick here to	o close the bill			
Eleme	nt/Trade List	Bill Properties BQ F	Print Out Setting	_				
Eleme	ent >							
🕀 🕀	d Row 🛛 🖂 🛛	Delete Row 🛛 🕒 Impo	rt Elements From Librar	/ 📄 Print BQ				
						% Job	Cost/m2	Total/Uni
No	Description			Default Total Unit:1				
1 1	Frame							
2	Upper Floor		Press "Enter" t	o edit and pres	s "Enter" to save			

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.

	space	Project Builder						
Proje	ect Builder > P	roject ABCDE (Status::PRE TENDER)						
(1) In	n port Rates	🗳 Project Analyzer 🔻 🗎 Project Summary 🛛 🕋 Sub	-Packages 🛛 📥	Schedule O	f Quantities	Publish To Te	nder	
Proje	ect Breakdown	Project Properties Bill No-2 :: Standard ⑧						
Elem	nent/Trade Lis	Click at "Element" to go back to eleme	nt level					
Elen	nent > Frame							
θA	dd Row	Indent 💽 Outdent 🕞 Delete Row 🛛 🕕 Import Iten	ns From Library	(Import I	Items From Pro	ject		
-		Clinic have to "Indept/Outdept" item	-		Include	Qty/Unit	Total/Unit	
No	Description	below "HEAD" type	Туре	Unit		Default Total Unit:1		Rate
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			5
Pre	ess "Enter'	' to edit & press "Enter" to save all cells	Double cell to g	Double click "Qty" & "Rate" cell to go to build up level.				

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

	SpAce Project Builder							
Proje	ct Builder > Project ABCDE (Status::PRE TENDER)							
🕒 In	port Rates 🛛 🥗 Project Analyzer 🔻 🛛 🛅 Project Summary 🛛 f	🖹 Sub-Packages 🛛 🛓	Schedule Of	Quantities	Publish To Te	nder		
Project Breakdown Project Properties Bill No-2 :: Standard 🛞								
Elem	ent/Trade List Bill Properties BQ Print Out Setting							
Elen	ent Frame >							
ÐA	dd Row 📀 Indent 🕤 Outdent 😑 Delete Row 😃 Impo	rt Items From Library	🕘 Import I	tems From Pr	oject			
				Include	Qty/Unit	Total/Unit		
No	Description	Туре	Unit		Default Total Unit:1			
1	head 1	HEAD 1						
2	item 1	ITEM	M3	YES	500.00	17,500.00		
0	itan 0	ITEM	140	VEO	500.00	17 500 00		

5. Click at "Print BQ".

Space Project Builder			
Project Builder > Project ABCDE (Status::PRE TENDER)			
🕙 Import Rates 🛛 🗳 Project Analyzer 🔻 📄 Project Summary 🛛 🚔 Sub-Packages 🗎 🛓 Schedule Of Quantities	s 🛛 🔿 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			
	% Job	Cost/m2	Total/Unit
No Description		Default	
	100.000	Total Unit:1	co. 000. 00
Frame	100.00%		63,000.00

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

Prin	Print BQ								
ΘP	rint 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.

	A1					
	A B	С		E	F	G
4 5 6	ltem	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
7 8		Bill No. 3.1				
9 10		WORK BELOW GROUND FLOOR LEVEL				
11 12		Excavate oversite, commencing from platform level				
14	Α.	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

	Α	В	С	D	E	F	G	
1			WORK BELOW GROUND FLOOR LEVEL	First ro	w descri	iption will b	e imported	
2				as "Ele	ment" n	ame		
3			Excavate oversite, commencing from platform					
4			level					
5				2				
6		Α.	Not exceeding 250mm, to reduce level.	m	125	3.50	437.50	
7								
8			Excavate, commencing from reduce level.					
y 10		-		3	400	0.50	4 500.00	
10		В.	Maximum depth not exceeding 2.00m deep, for	m-	188	8.50	1,598.00	
11			rootings.					
12		0	Make sure have a blank row between each item d	escriptio	n I EEA	10.50	E 017.00	
13		U.	maximum depth not exceeding 2.00m but not	m	554	10.50	5,817.00	
14			exceeding 4.00 deep, for footings.					
10		D	Maximum donth not exceeding 1.00m doop, for	m ³	460	9.50	2,006,50	
10		D.	ground beams make sure Unit. On & Pate cells		409	0.00	3,960.00	
17			ground bearns make sure onit, duy & Rate cens		teu saine	row with iten	description	
10		F	Maximum denth not exceeding 1 00m deep, for	m ³	22	8.50	280.50	
20		L .	trenches			0.50	200.00	
20			u chiches.					

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			· ·					
1		Α	В	С	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			150mm (concelidated this/mace), under floor	3	500	0.50	E 0E4 00
7	40		IVI.	roomin (consolidated trickness), under hoor.	m	- 03Z	9.50	5,054.00
8	49							
9	50					T- 0-11-		00.500.00
0	5			DEDDUGTAKAAN		To Colle	ction	33,560.00
1	52			PERPUSTAKAAN				
2	58			08/1409 - UITM ARAU, PERLIS				
3	51			3.1/1				
4	55							
5	56			Work Below Ground Floor Level (Cont'd)				
6	57							
7	58			Damp proof membrane, well lapped in the joints				
8	59			and sealed with approved pressure sensitive tape,				
9	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)				

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

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

	Α	В	С	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349			I Ggo				
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				Į			
359						RM	#REF!
360			Bill No. 3.1 - WORK BELOW GROUND FLOOR L	EVEL			
361							
362			To Summary				
363							
364							
2005							



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

0000		50								
	Α	В	С		D		Е		F	G
140		М.	Reference No. B6 (weight 3.73kg per sq. m), in		m²		314		17.68	5,551.52
141 142			floors							
143		N. Reference No. A8 (weight 3.95kg per sq. m), in					38		18.80	714.40
144			trench bases.							
146		Ρ.	Reference No. B7 (weight 4.53kg per sq. m), in		m ²		75		21.50	1,612.50
147			trench wall	1						
140		M	lake sure all sheets' decription unit atv & ra	ati	e are	lo	cated	at e	ame coli	imn For
149		IV.	ware sure an ancerta decription, unit, quy a re			4	cateu	at 3		
150		e	xample, if description at this sheet is columi	Π	ς,	the	en ma	ke s	ure othe	r sneet's
151		d	escription column also located at column "(C'						
196				1		_		-		

 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".

*	space Project	Builder							
Proj	ect Builder > Project ABCDI	E (Status::PRE TENDER)							
(1) In	n port Rates 🛛 🍧 Project A	nalyzer 💌 📄 Project Summa	ary 🛛 🚰 S	ub-Packages 🛛 📥 Sched	lule Of Quantities	🕒 Publish To Te	h To Tender		
Proj	ect Breakdown Project F	Properties							
⊕A	dd Bill 🔻 🕀 Add Level	Indent ⊕ Outdent ∈	Delete 🕻	(U) Import From Files 🔹	Export Bill	🕕 Backup 🔻 🛛 🥑	Reload		
No.	Description	Original Amount	t Total Ma	Import Bill	(R)	Overall Total	% Project	Recalculate	
	Project ABCDE			Josepherk France Duillalandt					
1	Bill No-1			import from buildsoft					
	Building Works			Import From BT2					
2	Bill No-2	63,000.00) 🌈	Import From Excel	Click "Im	port From Exc	el" .00%		
3	Bill No-3								
4	Bill No-4								
	click at bill								

5. Click at "Select File".

 Import From Excel	6	5
S Close		
Import File Select File		



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



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

Import File				
😢 Close 🕕 Import				
Specify Import Column				
Bill References :				
*Description :	С	•	To C 🔹	
Unit :	D			
Default Quantity:	Е	•	Click drop dow	_
Rate :	F	\odot	arrow to select	"
Amount :	A B			
	C			
	D			
	E			
	F			
	G			

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".

	Im	port F	le		
Jec Im n	8	Close			
vior	Ele	ments			
Jeo	٩	Import	Rate Quantity Bill References		
Aut		No.	Description	Item Count	Error
. [~		WORK BELOW GROUND FLOOR LEVEL		
F	~				
	~		UPPER FLOORS		
	~		STAIRCASE, STEPS AND RAMP CONSTRUCTION		

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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

- 9. 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

		i0 -> .0	- T	Cali onnar .	 ∠ Filt 	er * Select *		
Clipt	ooard 🖻 🛛 Font 🖻 Alignment 🖻 I	Number		Cells	Ec	liting		
	G1 🕶 🌈 🏂							×
	A	В	С	D	E	F	G	F
	ELEMENT NO.1 - WORK BELOW GROUND	First	row is e	lemet nam	e			
1	FLOOR LEVEL						ļ	
2								
	Excavate oversite, commencing from platform							
3	level							
4	Make sure have blank row between different	ent item	descript	on				
5	Not exceeding 250mm, to reduce level.	m³	125					
6								
7	Excavate, commencing from reduce level.							
8	No need split description into multiple row	/s, you c	an use '	Wrap Tex	t"			
9	Maximum depth not exceeding 2.00m deep, for footings.	m³	188					
10								
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554					
12	Different element at different sheet							-
14 4	Element 1 / Element 2 / Element 3 / 💱 / 👘		14		1111		► I	
Read	ly				100%	9-0	•	

10. Follow the step 4 to 8 to import. 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.

ل	ud Rower 💿 Indent 🕤 Outdent) 🖵 Delete Row 💽 Import Items From Library	 Import items 	From Projec	51			
				Include	Qty/Unit	Total/Unit	
No	Description Indent or oudent the headings	Туре	Unit		Default Total Unit:1		Rate
20	Reinforced Concrete Step	HEAD 2					
21	Vibrated reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
22	Step	ITEM	MЗ	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					
	8mm Diameter, in steps.	ITEM 🔻				320.00	
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.		M	YES	69.00	455.40	6.60
28	Sides of raking open edge of steps, exceeding 250mm but not exceeding 500mm high.	ITEM-P	М	YES	1.00	13.20	13.20
29	Reinforced Concrete Step	ITEM-RO					
30	Vibrated reinforced concrete Grade 35/20, as specified, in,	ITEM-NL					
31	Ramps, exceeding 100mm but not exceeding 1500mm thick.	ITEM-LS	MB	YES	1.00	229.00	229.00
32	Extra for ramp, for forming groove lines.	ITEM LSV	M2	YES	6.00	206.10	34.35
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N ner sg. mm)	NOID					

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- 11. 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) Lump Sum item change item type to "ITEM-LS"
 - c) Provisional SUM or PC SUM item change item type to "ITEM-LSX"
 - d) Profit & Attendance item change item type to "ITEM-LS%", then double click at "Rate" cell to key in your amount and click "Save".

Lump Bav	Sum Pe	rcentage Close		
Rate	and Perc	entage		
		*Amount : RM	1,000,000.00	
	*Perc	entage (%) : 0.00)	
		Total : RM	0.00	

e) 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".

Prime Cost Rate	
Save Solose	
Rate Per No.	
*Supply Rate :	RM 200
IS Wastage (%) :	0.000 RM 0.00
Labour For Installation :	RM 0.00
Other Cost :	RM 0.00
Profit (%) :	0.000 RM 0.00
Total :	RM 200.00

- f) Allow for any other item to be keyed in by the contractor change item type to "ITEM-NL"
- g) For other item types, please visit http://forum.buildspace.my/viewtopic.php?f=17&t=32
- h) Other tutorials http://forum.buildspace.my/viewforum.php?f=17



How to print project/tender summary

1. Click at "Project Summary".

space Project Bui	ilder					
Project Builder > Project ABCDE (Status::PRE TENDER)					
🕑 Import Rates 🛛 🍧 Project Anal	yzer 🔻 🇃 Project Summai	y Sub-Packa	ges 🛛 📥 Schedule Of (Quantities 🛛 📀 Publish To Te	ender	
Project Breakdown Project Pro	perties					
🕀 Add Bill 🔻 🕀 Add Level 🤘) Indent 📀 Outdent ⊝	Delete 🛛 🕘 Impor	t From Files 💌 👔 Ex	oort Bill 🛛 🔃 Backup 🔻 🥝	Reload	
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Project ABCDE						
1 Bill No-1						
Building Works						

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.

1	build sp∧ce	Project Builder		
Proj	ject Builder:	> Project Summary - Project ABCDE		
⊘ ₽	lack to Proje	ect Builder 🛛 🖶 Print to PDF 🔻 🛛 🏢 Export to Excel		
Sur	nmary Viev	Footer Text General Settings		
B	Bold $\mid I$ It	alic Underlined		
	ltem	Description	Page	Amount (MYR)
	Α	Bill No-1	Summary Page I	
\checkmark		Building Works		
	В	Bill No-2	Summary Page I	
	С	Bill No-3	Summary Page I	
	D	Bill No-4	Summary Page I	

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.

sp/ce	Project Builder		
Project Builder >	Project Summary - Project ABCDE		
🔇 Back to Projec	t Builden in PDF THE Export to Excel		
Summary View	Footer Te With Price		
B Bold] Ital	ic U Ur Without Price		
ltem	Description	Page	Amount (MYR)
A	Bill No-1	Summary Page I	
	Building Works		
B	Rill Nn-2	Summary Page I	

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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.

-	space Project Build	ler					🕀 👤			
Proj	Project Builder > Sample Tender Documents (Status; PRE TENDER)									
(1) II	mport Rates 🛛 🍧 Project Analyz	zer 🔻 🛛 📄 Project Summary	📔 Sub-Package	s 🛛 🛓 Schedule Of Qu	uantities 👔 💿 Publish To Ter	nder				
Pro	ject Breakdown Project Prope	erties								
÷	dd Bill 🔻 🕀 Add Level 🏾 📀	Indent 📀 Outdent ⊝ D	elete 🛛 🕕 Import F	From Files 💌 🕥 Expo	ort Bill 🕕 Backup 🔻 🎯 F	Reload				
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate			
	Sample Tender Documents									
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00	2.86%				

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**". Clcik **"BuildSpace Pro"** logo to access BQ at **"Tendering**" module.



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How to issue addendum ?

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

	space Tendering				
Ten	dering > Sample Tender Documents	(Status::TENDER ING)			
ΩE	xport Project 🛛 🍧 Project Analyzer	🔻 Sub-Packages 🗎 🛓	Schedule Of Quant	ities 🛛 📀 Push To Post C	Contract
Proj	ject Break down Project Properties	Project Addendum			
🕒 lr	mport Rates 🛛 🤽 View Tenderers 🛛	📄 Project Summary 🔻 👔	Export Bill	xport Backup 🛛 🙆 Reloa	d
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total
	Sample Tender Documents				
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00
	CONTRACTOR DE MICILIODICO	4 470 75 4 00			4 470 754 00

2. Click "Add Addendum" to create addendum.

s 🖈	Tendering					A 🛃
Tenderin	ng > Sample Tender Documents (Status::TENDERING)	A Sebadula C		o atract		
Project E	Breakdown Project Properties Project Addendum			ontract		
Project	Addendum					
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	1	Print This Revision	Locked	31 Oct 2015	-
2	Addendum 1	1	×	In Progress	31 Oct 2015	1

- 3. Now you can edit the BQ, refer http://forum.buildspace.my/viewtopic.php?f=148&t=244
- 4. Once finish editing for addendum 1, you need to lock it. Click "Edit".

	uild PACE Tendering					
Tenderir	ng > Sample Tender Documents (Status::TENDERING)					
Export	t Project 🍄 Project Analyzer 🔻 🕋 Sub-Packages 🛓	Schedule O	If Quantities 🛛 📀 Push To Post 🤇	Contract		
Project B	Breakdown Project Properties Project Adden dum					
Project	Addendum Id Addendum					
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	1	Print This Revision	Locked	31 Oct 2015	-
2	Addendum 1	٦	✓	In Progress	31 Oct 2015	



5. Select "Locked" and click "Save".

🏫 s	prce	Tendering						
Tenderi	ng > Sample	Tender Documents	(Status::TENDERING)					
Expo	rt Project	🔮 Project Analyzer	 Sub-Packages 	📥 Schedule C	of Quantities 🛛 📀 Push To Pos	t Contract		
Project	Breakdown	Project Properties	Project Addendum					
Projec	t Addendum dd Addendur Project Re	evision		Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill			$(\mathbf{\hat{r}})$	Print This Revision	Locked	31 Oct 2015	-
2	Addendum	11		٢	~	In Progress 👻 In Progress	31 Oct 2015	٢

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



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

