



Issue BQ Addendum

For Admin & Normal User

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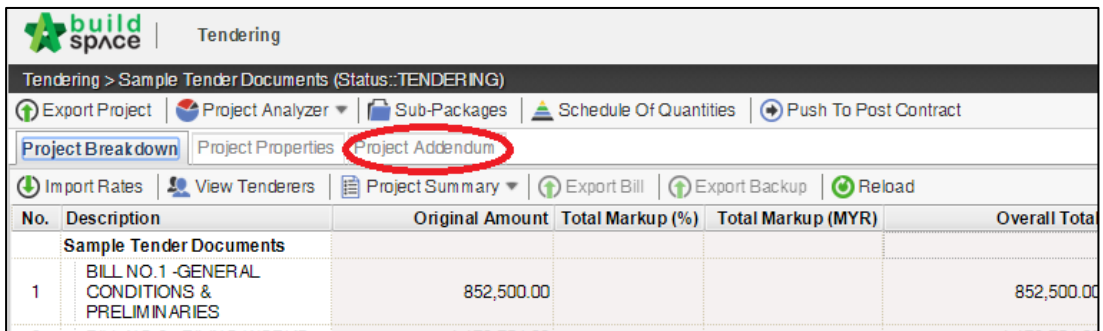
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(BuildSpace Version 2.3)

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Issue BQ Addendum

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

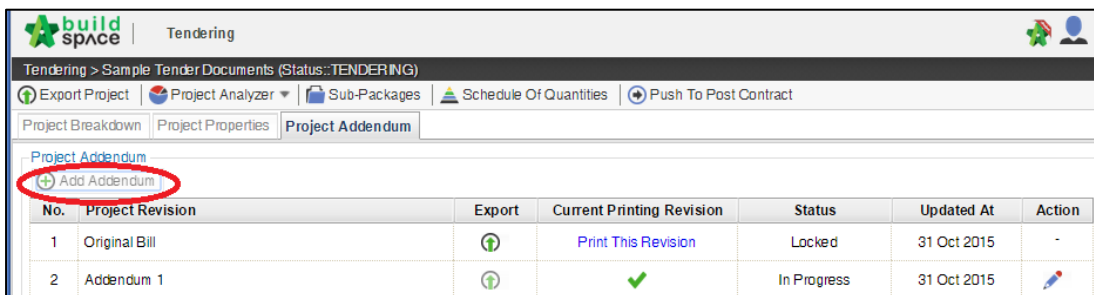


The screenshot shows the 'Tendering' module interface. The 'Project Addendum' tab is highlighted with a red circle. Below the tabs, there is a table with the following data:

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

2. Click “Add Addendum” to create addendum.

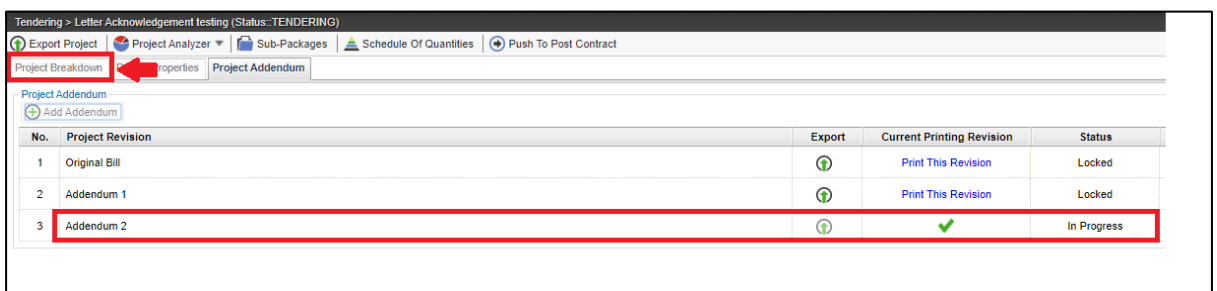
Note: Once added addendum, a new version of addendum will be created with “In Progress” status.



The screenshot shows the 'Project Addendum' tab selected. The 'Add Addendum' button is highlighted with a red circle. Below the button, there is a table with the following data:

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	

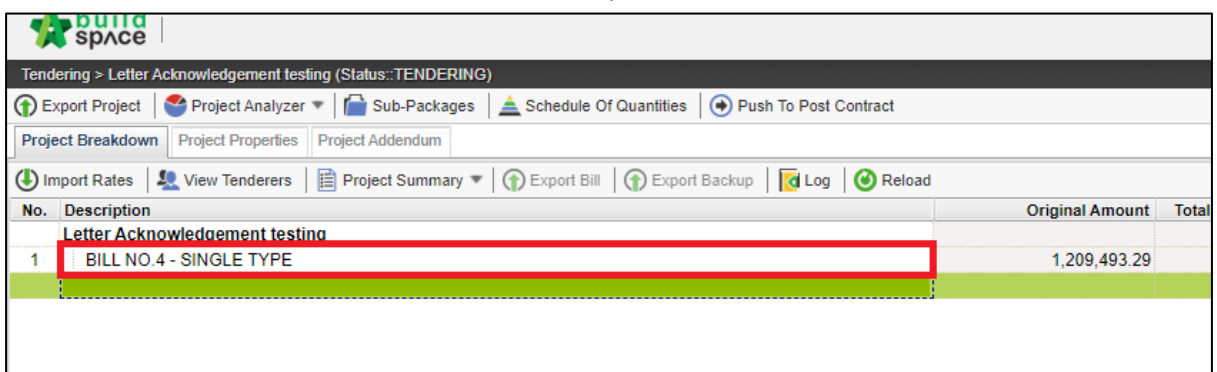
3. Then the system will generate a new revision for addendum. To edit BQ, click at “Project Breakdown” and go to bill level.



The screenshot shows the 'Project Breakdown' tab selected. The 'Add Addendum' button is highlighted with a red circle. Below the button, there is a table with the following data:

No.	Project Revision	Export	Current Printing Revision	Status
1	Original Bill		Print This Revision	Locked
2	Addendum 1		Print This Revision	Locked
3	Addendum 2		✓	In Progress

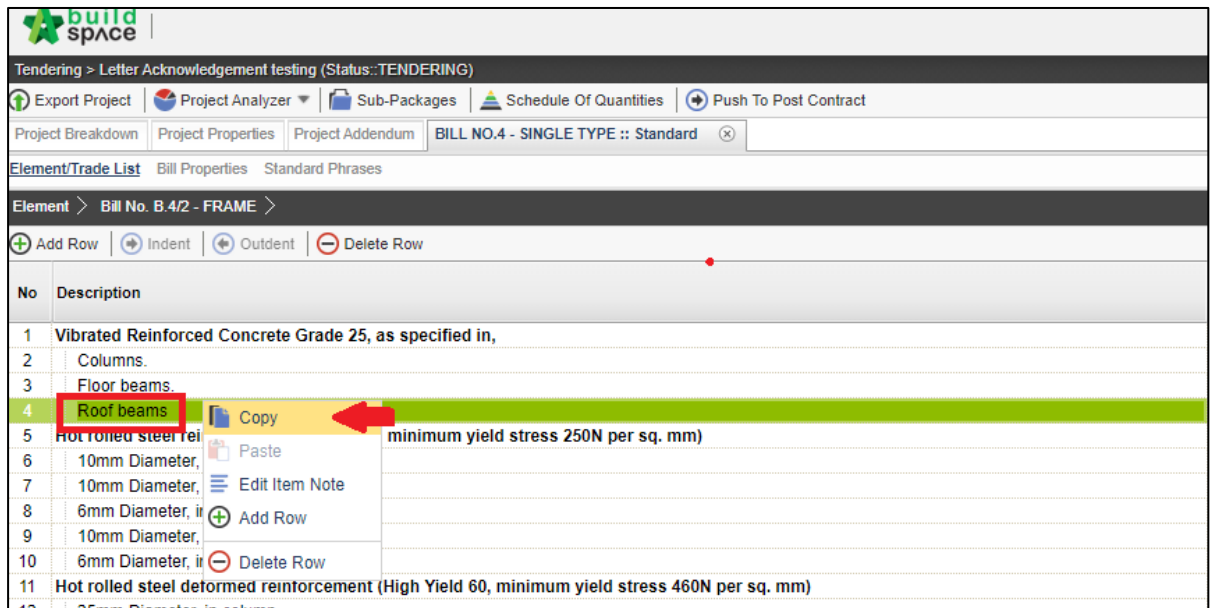
4. Double Click to select the bill and access to Bill/Item level.



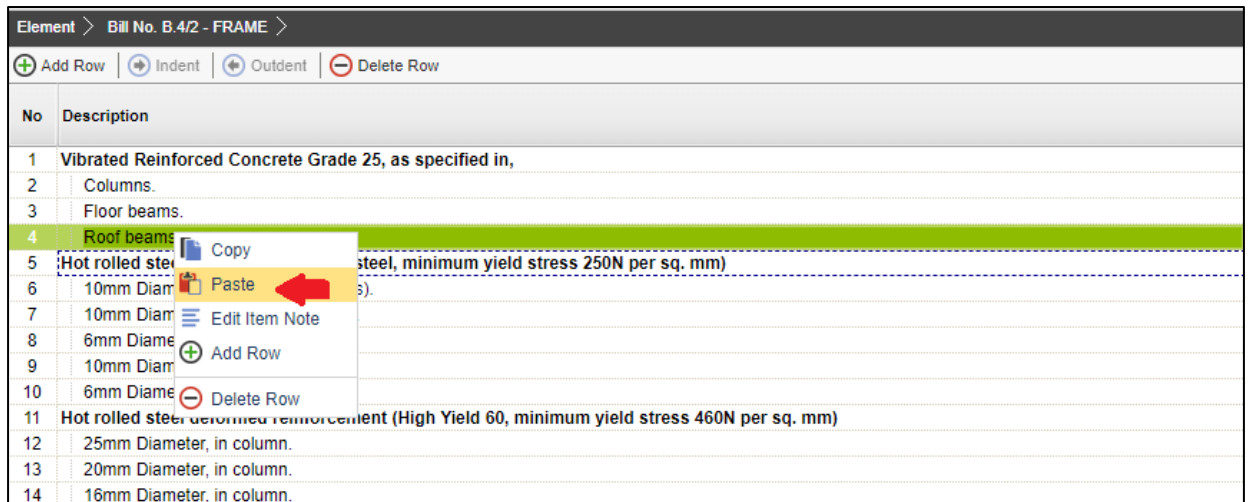
The screenshot shows the 'Project Breakdown' tab selected. The 'Project Breakdown' tab is highlighted with a red circle. Below the tabs, there is a table with the following data:

No.	Description	Original Amount	Total
Letter Acknowledgement testing			
1	BILL NO.4 - SINGLE TYPE	1,209,493.29	

- At item level, to edit BQ item, **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 colour** and you can insert new quantity under new item. **Single click** at the quantity column and press **Enter** to key in and press **Enter** again to save.

No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	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	17.00	4,114.00
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

- Once inserted new quantity for new item, you need to delete the original item. To delete, right click the original item, then click **“Delete Row”**.

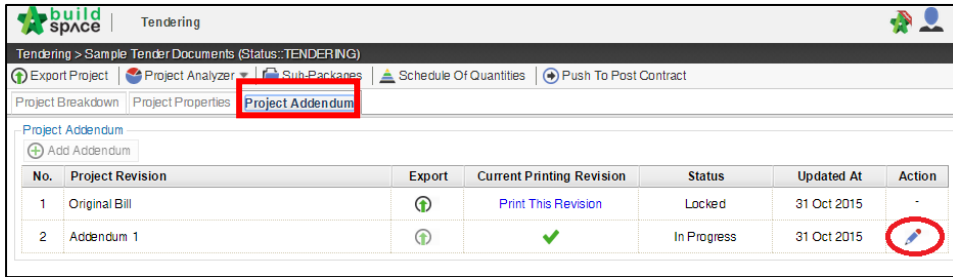
Notes: However, the original item will still remain in item level but in “Strikethrough” text.

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 (High yield steel, minimum yield stress 460N per sq. mm)
13	25mm Diameter, in column.

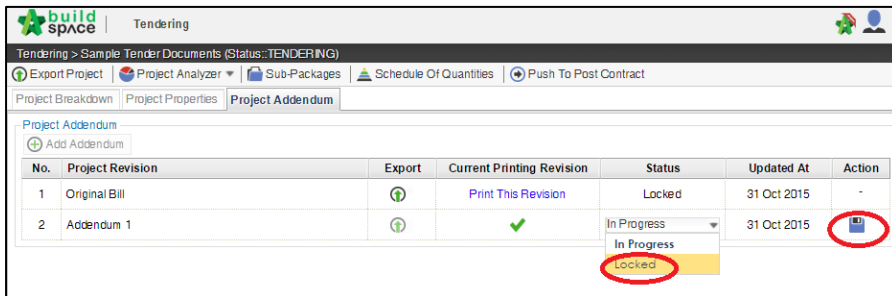
- Also, you can right click at any item to insert new row for new addendum item.

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).

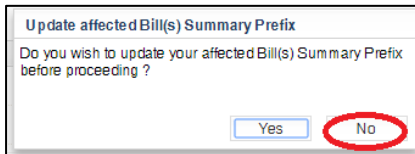
10. Once you have finished editing for addendum, click at **“Project Addendum”** and then click **“Edit”** (The pen icon) to lock it.



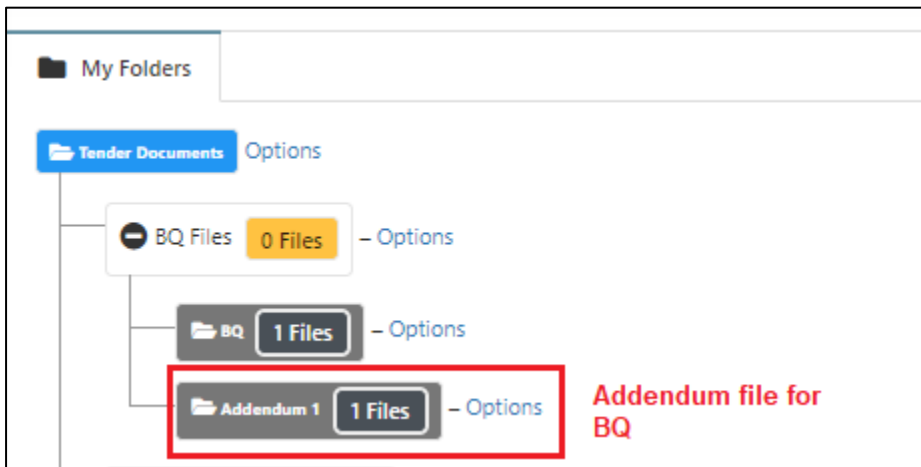
11. Select **“Locked”** and click **“Save”**.



12. The following message will pop up, click **“No”** to proceed to lock the addendum.



13. Once locked the addendum version. System will auto generate a new BQ addendum file under Tender Document module.



14. You can use **BuildSpace Forum module** to notify tenderer whenever the BQ addendum is finalized.

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