

Main Contractor (eTender)

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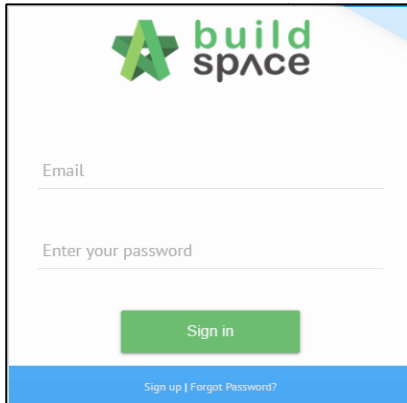
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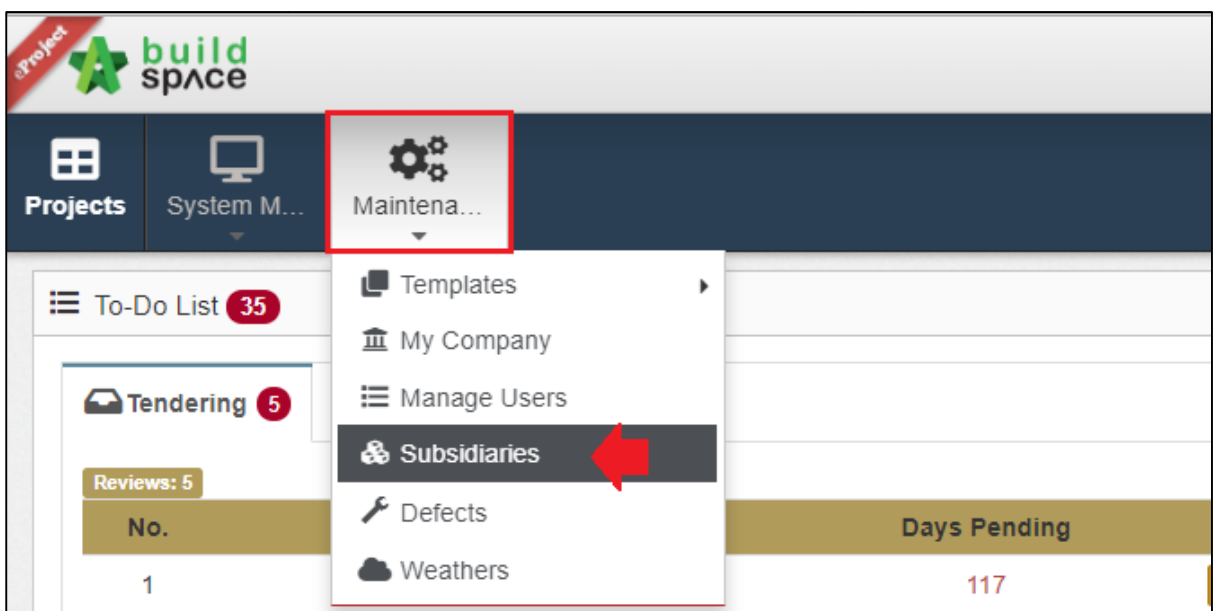
Create Subsidiary/Township Name (only by Admin User)

Note: Only C&C Admin user can do this.

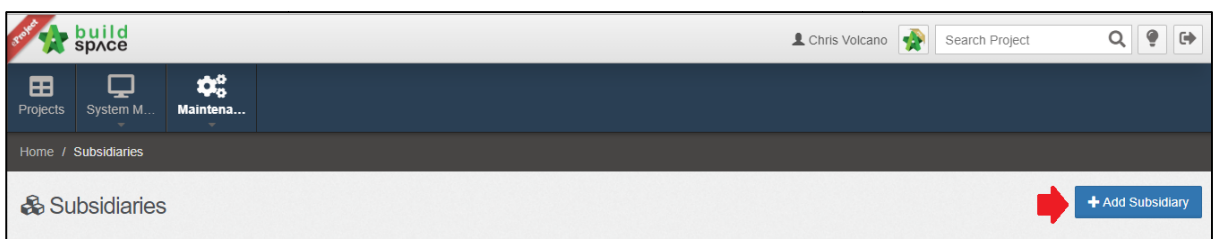
1. Login to eTender system with **username and password**



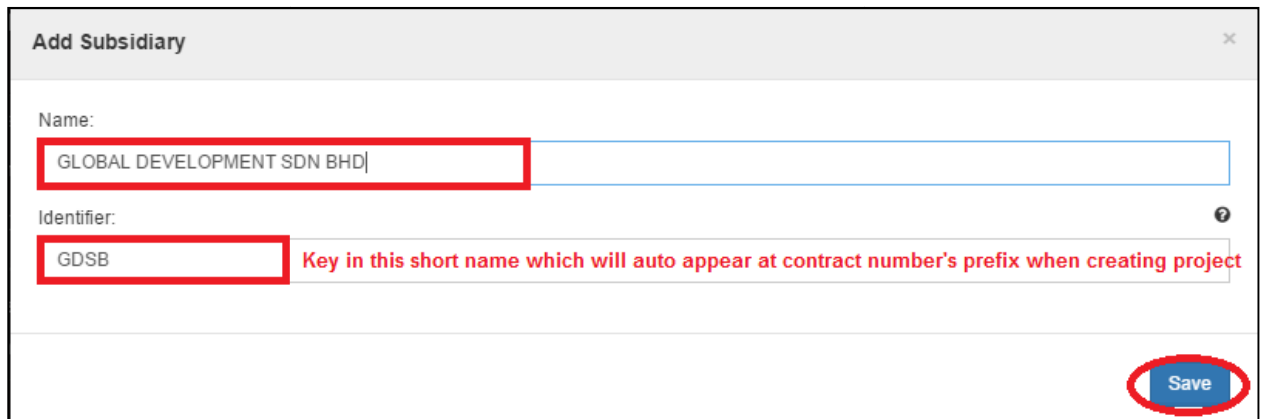
2. Click on **“Maintenance”** and select **“Subsidiaries”**.



3. Click at **“+ Add Subsidiary”**.



4. Fill up the name of subsidiary and also identifier (short name). Then click "Save" button.



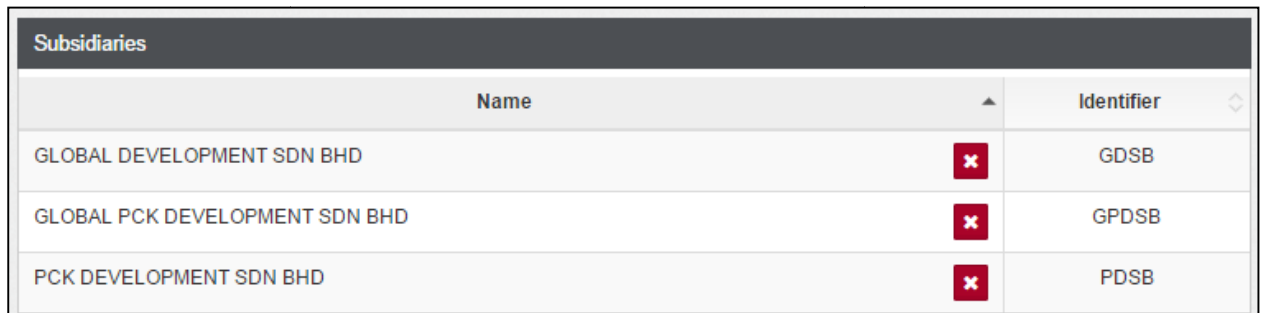
Add Subsidiary

Name:
GLOBAL DEVELOPMENT SDN BHD

Identifier:
GDSB *Key in this short name which will auto appear at contract number's prefix when creating project*

Save

5. Then you can see the subsidiary had been added. Click at subsidiary name to edit if needed.

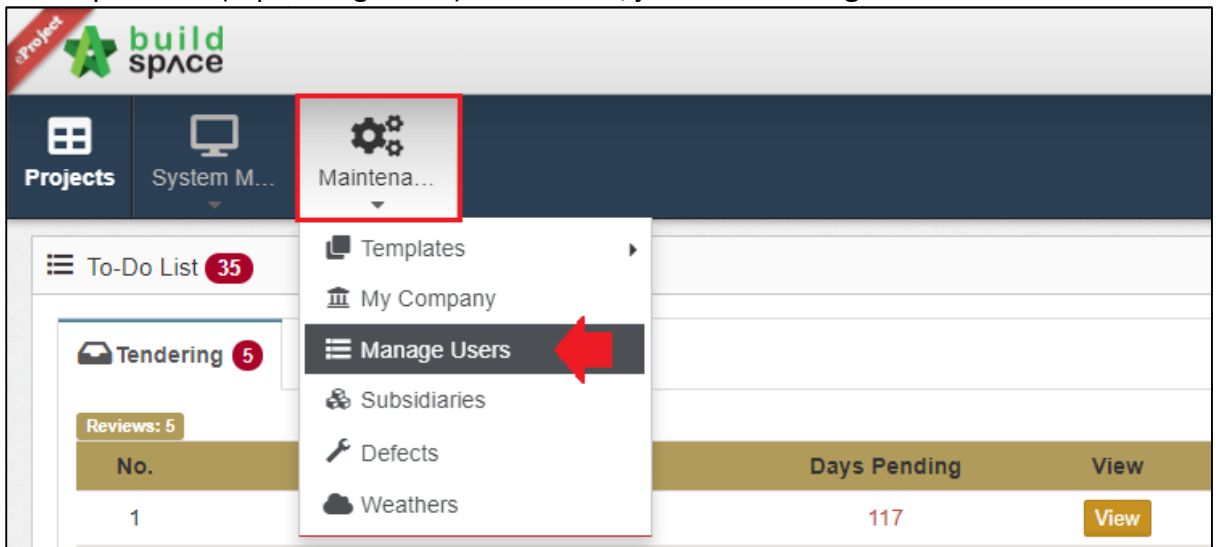


Subsidiaries	
Name	Identifier
GLOBAL DEVELOPMENT SDN BHD	GDSB
GLOBAL PCK DEVELOPMENT SDN BHD	GPDSB
PCK DEVELOPMENT SDN BHD	PDSB

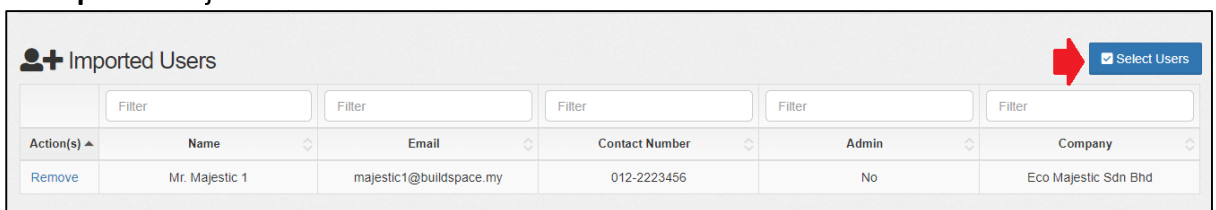
Manage Users “Import User”

Note: Only C&C Admin user can do this.

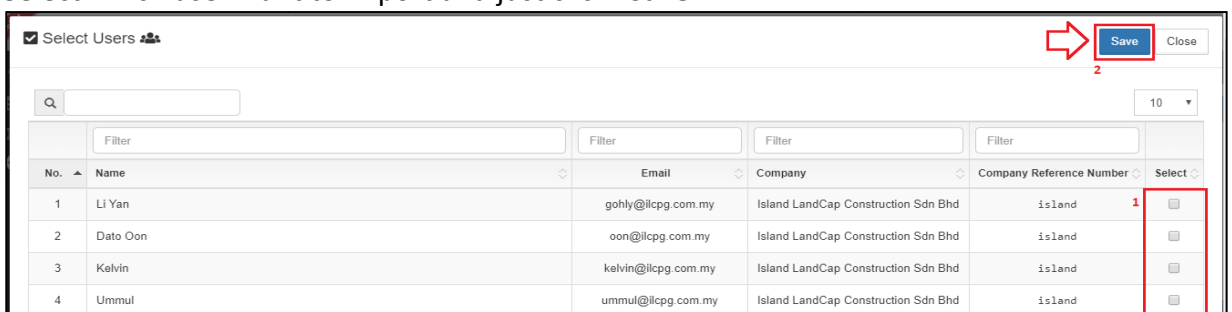
1. Can import user (top management) as a verifier, just click “**Manage Users**”.



2. To import user just click **select user**.



3. Select which user want to import and just click “**Save**”.

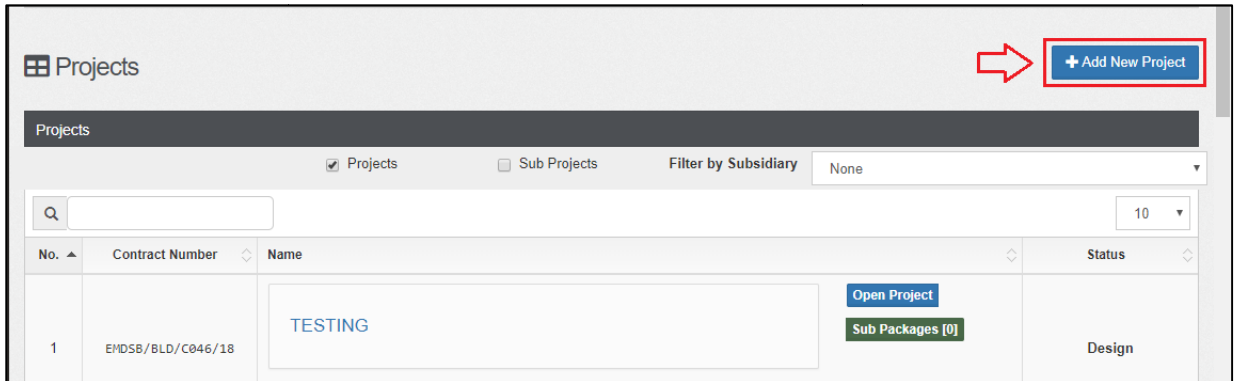


4. Then can see imported users.

Create project & Assign company (only by Admin User)

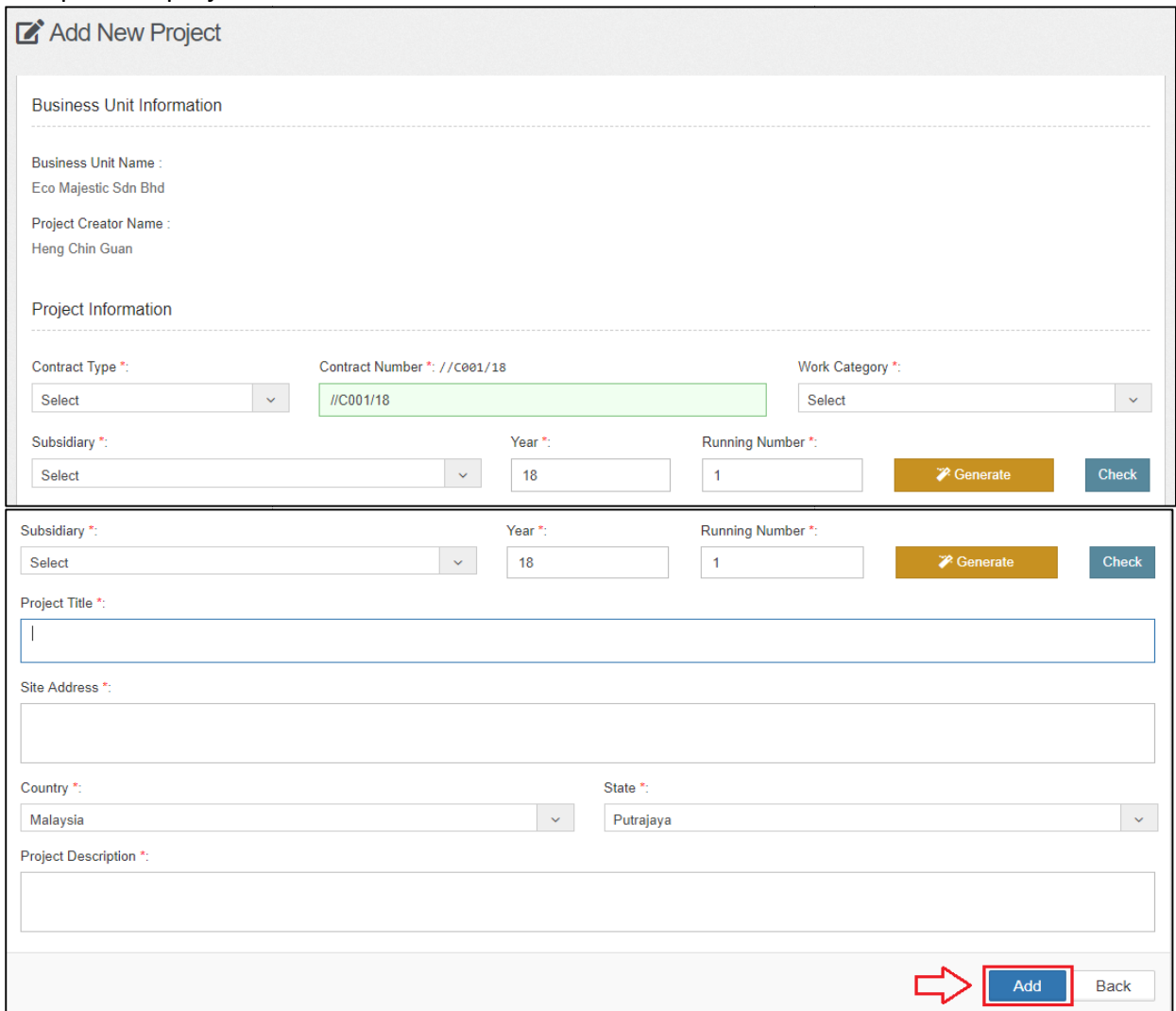
Note: Only C&C Admin user can do this.

1. Login eProject system with **Username and Password**, click **“Add New Project”** to create the new project (**Admin user only**)



The screenshot shows the 'Projects' dashboard. At the top right, there is a blue button labeled '+ Add New Project' which is highlighted with a red box and a red arrow pointing to it. Below the header, there are filters for 'Projects' and 'Sub Projects', and a 'Filter by Subsidiary' dropdown set to 'None'. A search bar is present above a table. The table has columns for 'No.', 'Contract Number', 'Name', and 'Status'. The first row contains the number '1', the contract number 'EMDSB/BLD/C046/18', the name 'TESTING', and the status 'Design'. To the right of the 'TESTING' name, there are two buttons: 'Open Project' (blue) and 'Sub Packages [0]' (green).


2. Fill up all the project information and click **“Add”** to save.



The screenshot shows the 'Add New Project' form. It is divided into two main sections: 'Business Unit Information' and 'Project Information'.
 In the 'Business Unit Information' section, the 'Business Unit Name' is 'Eco Majestic Sdn Bhd' and the 'Project Creator Name' is 'Heng Chin Guan'.
 In the 'Project Information' section, the 'Contract Type' is set to 'Select'. The 'Contract Number' is '//C001/18'. The 'Work Category' is set to 'Select'. Below this, there are fields for 'Subsidiary' (set to 'Select'), 'Year' (18), and 'Running Number' (1). There are 'Generate' and 'Check' buttons next to these fields.
 Below the 'Project Information' section, there are fields for 'Project Title', 'Site Address', 'Country' (Malaysia), and 'State' (Putrajaya). There is also a 'Project Description' field.
 At the bottom right of the form, there is a blue 'Add' button highlighted with a red box and a red arrow, and a 'Back' button next to it.

3. Assign parties participated in the project. Tick which parties prepared **tender document** and **calling tender**, after that just click **save**.

Note: All the parties have to register first before assign.

 Assign Companies to Project

Group	Companies
<input type="radio"/> Contracts & Commercial	Eco Majestic Sdn Bhd
<input type="radio"/> Group Contract	Select Company
<input type="radio"/> Architect	Select Company
<input checked="" type="radio"/> QS Consultant	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Company</p><p>QS</p><p>SQS Indonesia</p><p>QS Consultant 2 Sdn Bhd</p><p>QS Consultant 1 Sdn Bhd</p></div>
<input type="radio"/> M & E Consultant	
<input type="radio"/> Project Manager	Select Company

[View Updated By Logs](#) [Back](#) [Save](#)

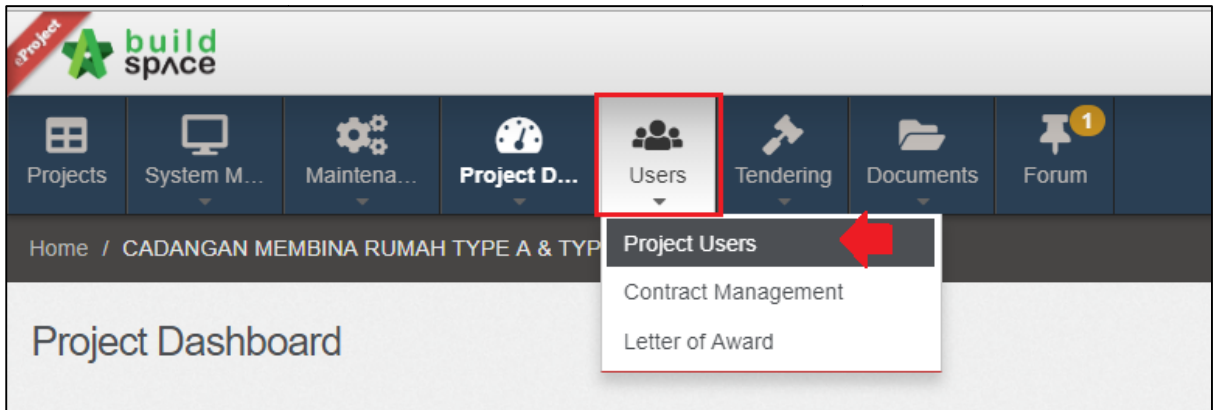
Assign User (only by Admin User)

Note: Only C&C Admin user can do this.

1. Click the “Project Title” or click “Open Project”.



2. Click “Users” and then click “Project Users” to assign users



3. Just tick the user as a **verifier & editor / verifier only** and after that just click **save**.

Note: User as editor can received all the notification at personal email and system, but if the person as a verifier only just received notification at system only.

Assign User From Group (Contracts & Commercial) To Project

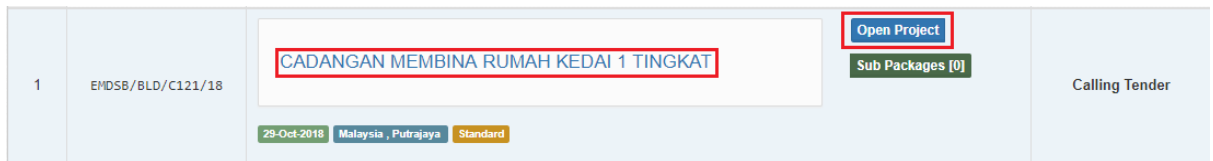
Viewer/Verifier	Editor	Name	E-Mail
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mr. Majestic 1	majestic1@buildspace.my
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Heng Chin Guan	majestic@buildspace.my

+ Imported Users

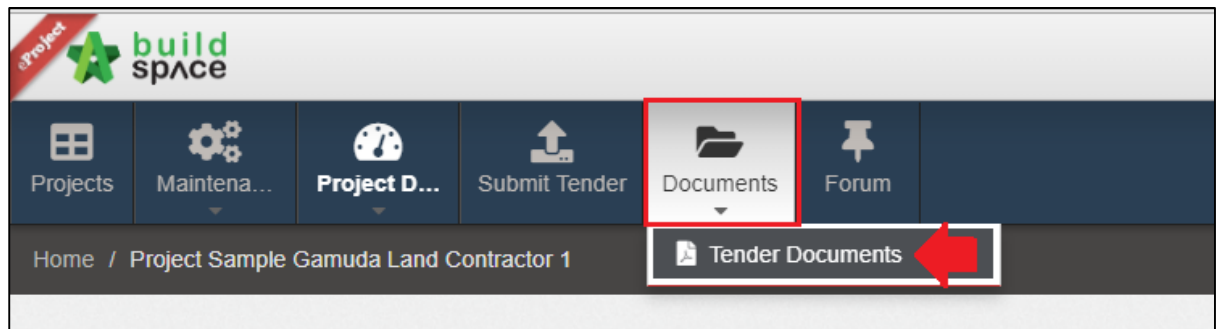
Viewer/Verifier	Editor	Name	E-Mail
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chien Zen	chienze@pck.com.my

How To Download Ebq File From Client Serve

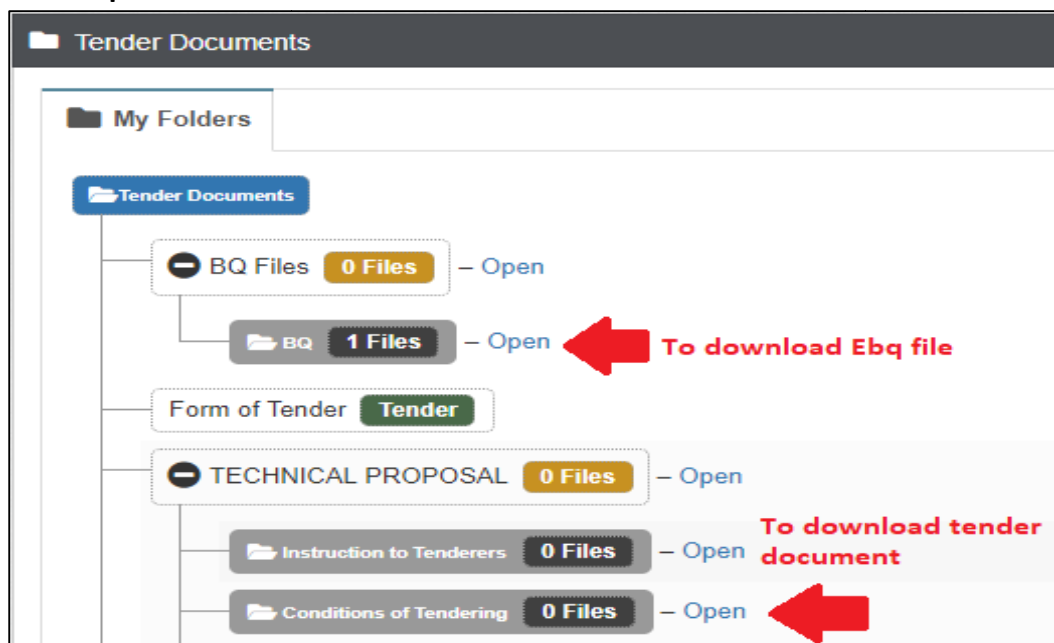
1. Click the **“Project Title”** or click **“Open Project”**



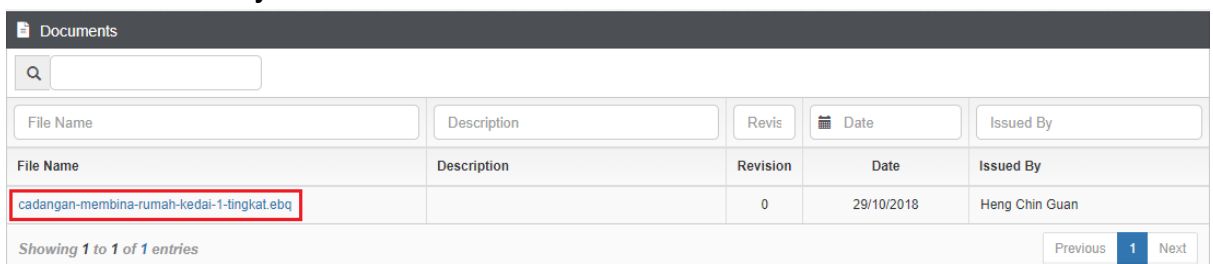
2. Click **tender document** to download BQ and file that have in tender document



3. Click **“Open”** to download BQ and tender document

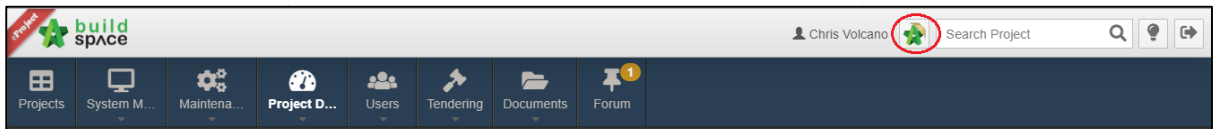


4. And then click **“Project Title”** to download

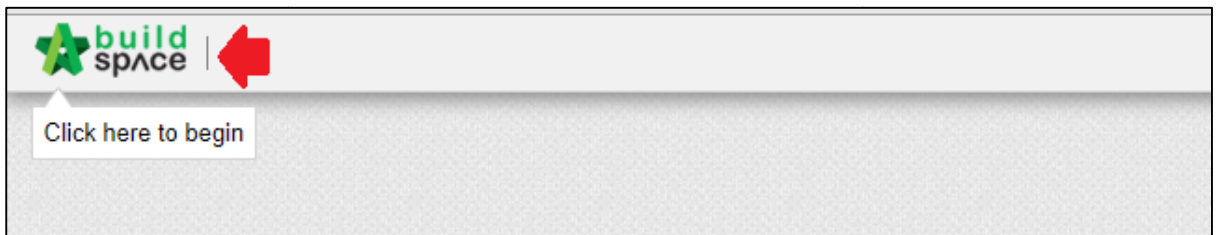


Import Ebq File In Buildspace Pro For Pricing

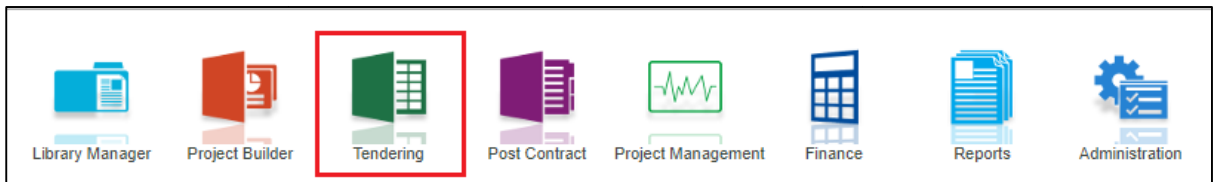
1. Click **Buildspace Pro**



2. Click **Buildspace logo**



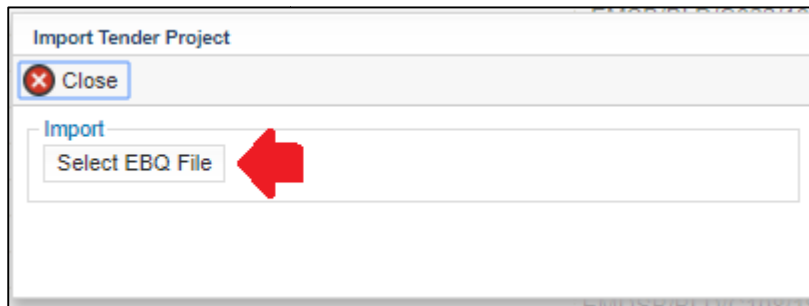
3. Choose **tendering module**



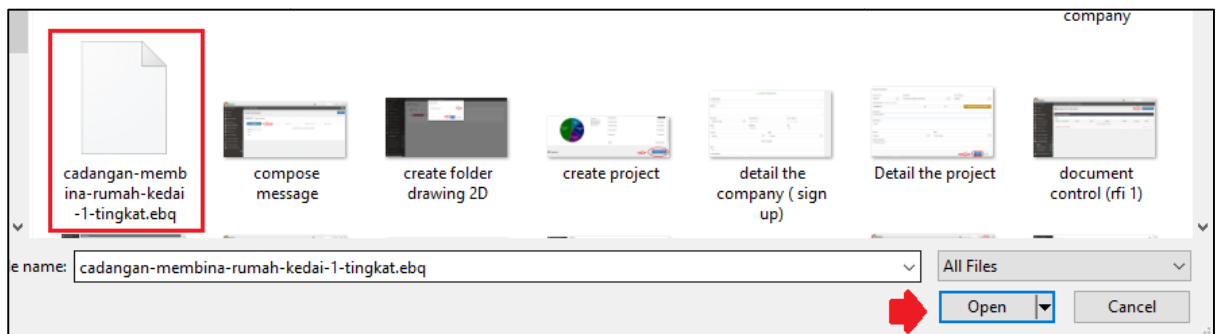
4. Click **import tender project**



- Click **select Ebq file** to choose the **Ebq file** that already download form client serve



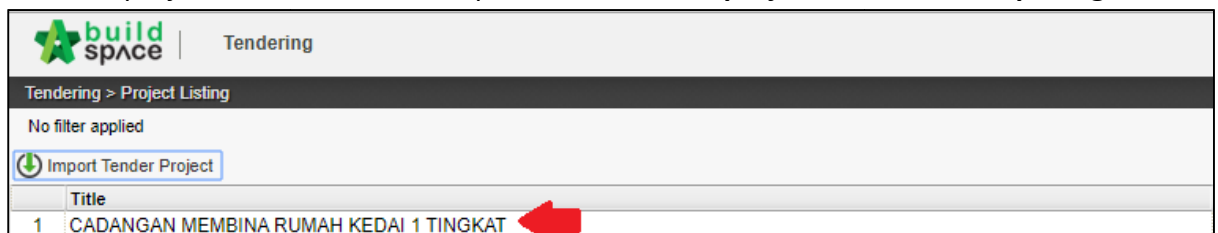
- Select the file and then click **open**



- Click **import**



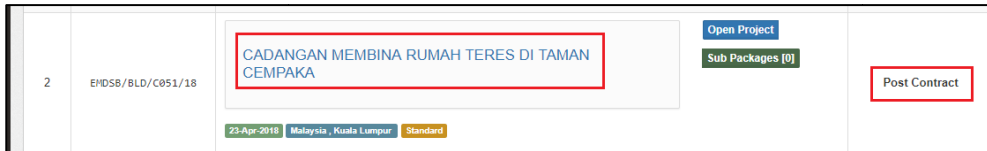
- The new project automatic at the top, **double click the project title to do the pricing**



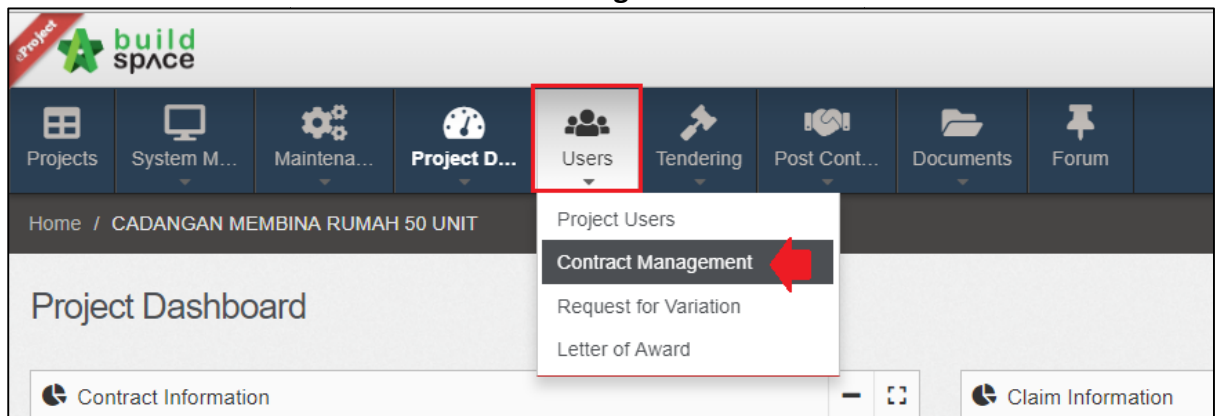
How to assign user as Approver or Verifier

Note: Only Admin user of Business Unit can assign approver/verifier at Contract Management module.

1. Click “Project Title” or click “Open Project”



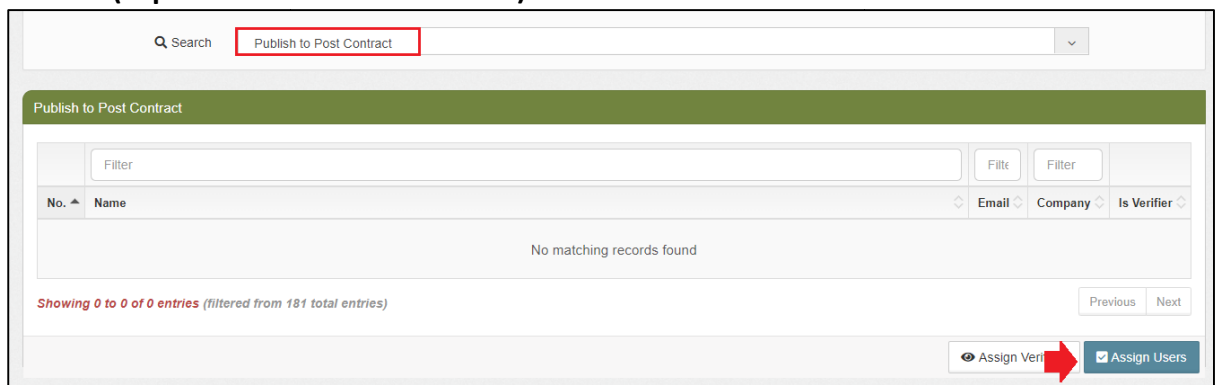
2. Click at “Users” and then click “Contract Management”.



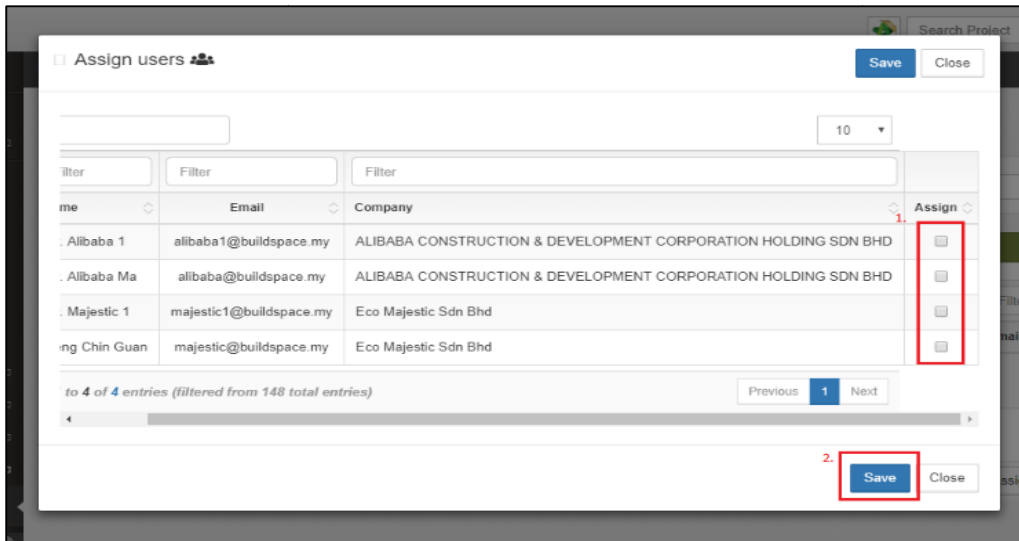
3. Click to breakdown the module and choose which user can access the **specific contract management module**



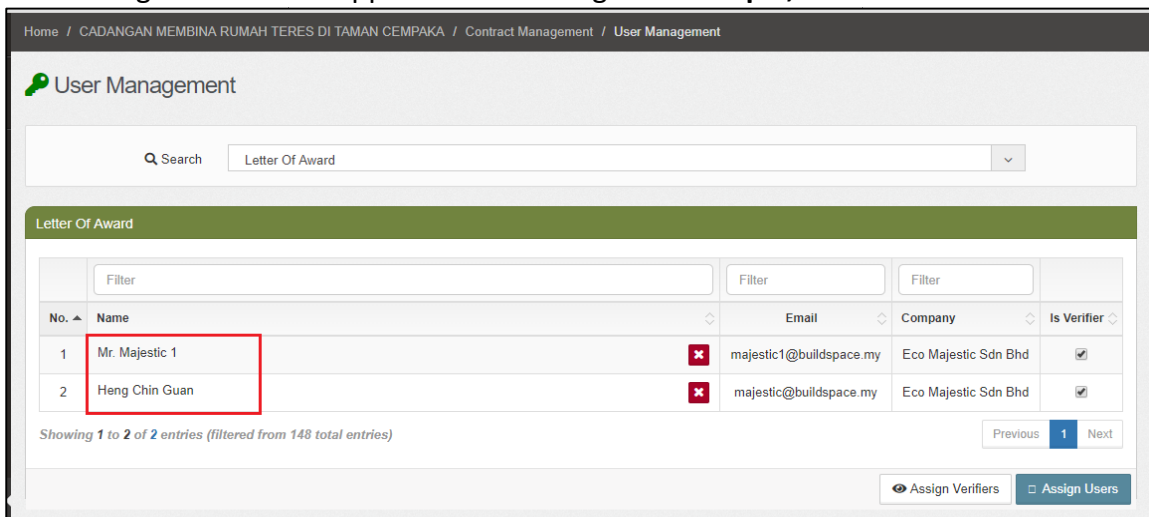
4. Click “Assign Users” to assign user to access to specific contract management module (**Exp : Publish To Post Contract**)



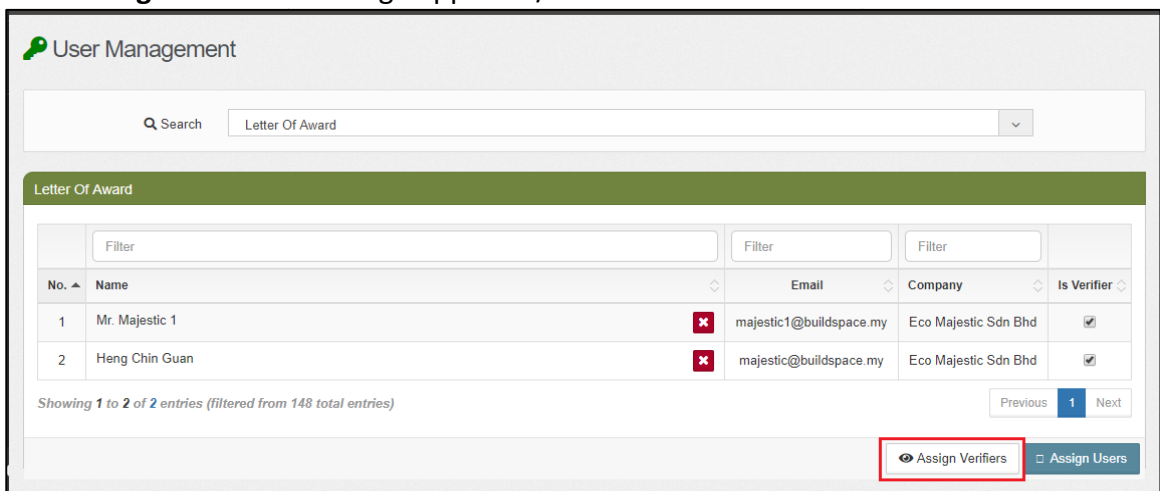
- Thick the box to **assign user** and then click **“Save”**.



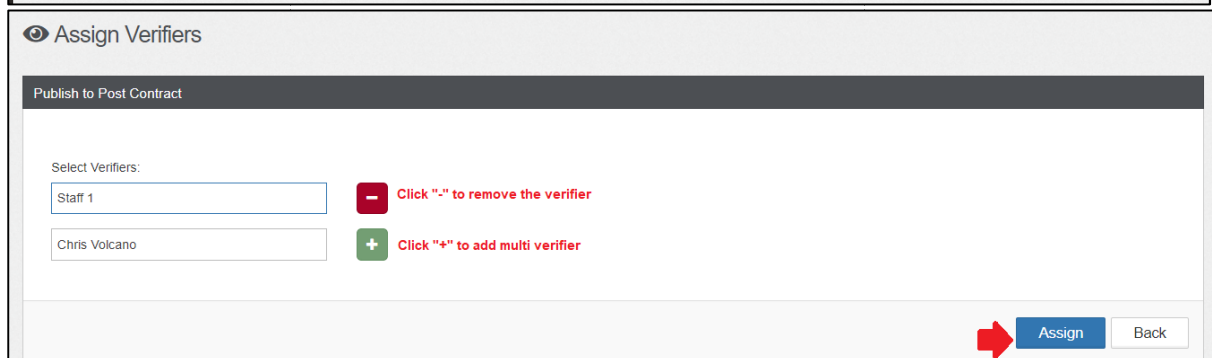
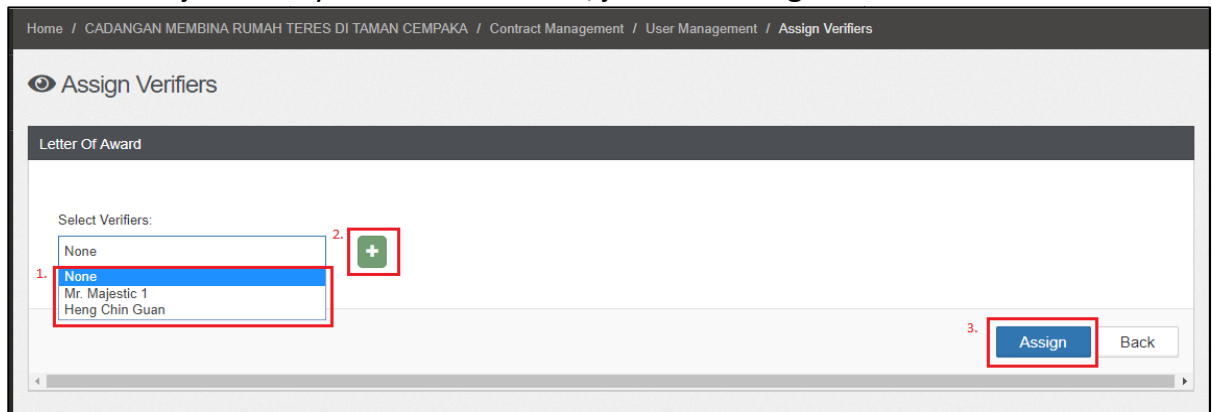
- List of assigned users will appear like following. **For example, have 2 users here.**



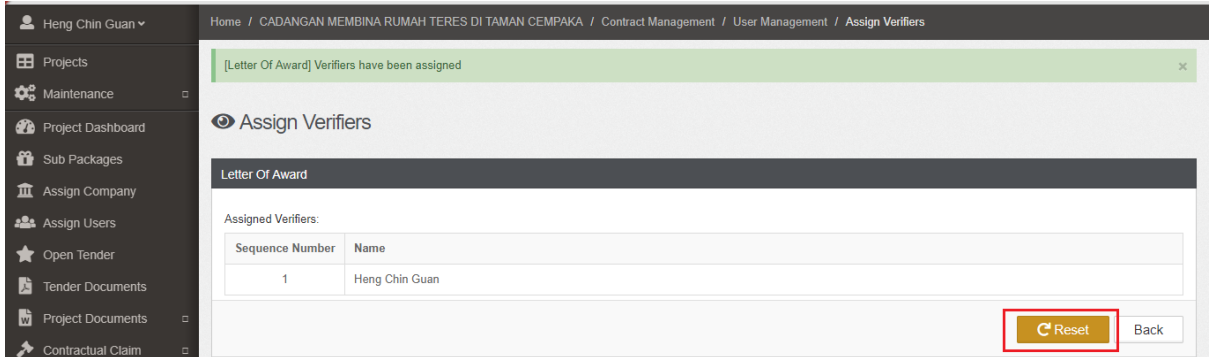
- Click **“Assign Verifier”** to assign approver/verifier for the module.



8. Click at the area for select verifier to choose the user as a verifier. If want to “Add” more verifier just click symbol “+”. After that, just click “Assign”.



9. If want to “Re-assign” or change the verifier just click “Reset”.

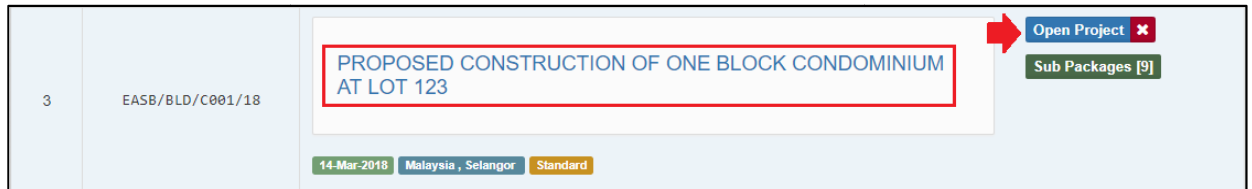


***THE STEP ASSIGN USER IS SIMILAR FOR ALL TYPE OF CONTRACT MANAGEMENT**

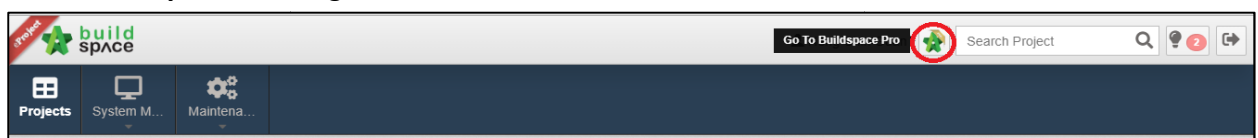
How to create subcontractor BQ

Note: The sub con BQ will be filtered based on your estimate rates from Library Manager after performing "Import Rates".

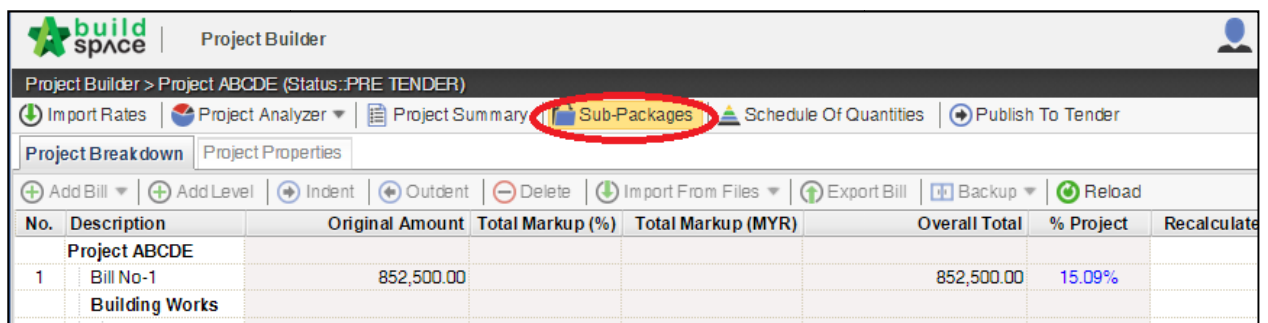
1. Click the "Project Title" or click "Open Project"



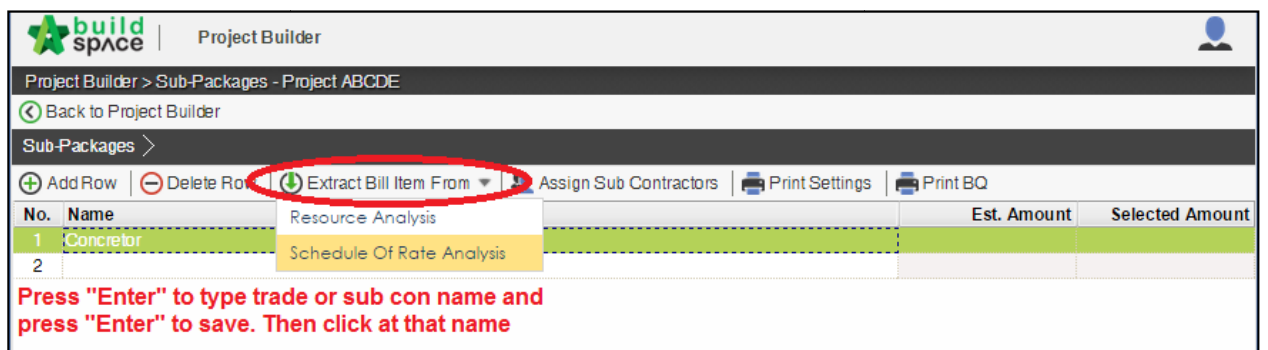
2. Click "Buildspace Pro" logo to access the BQ



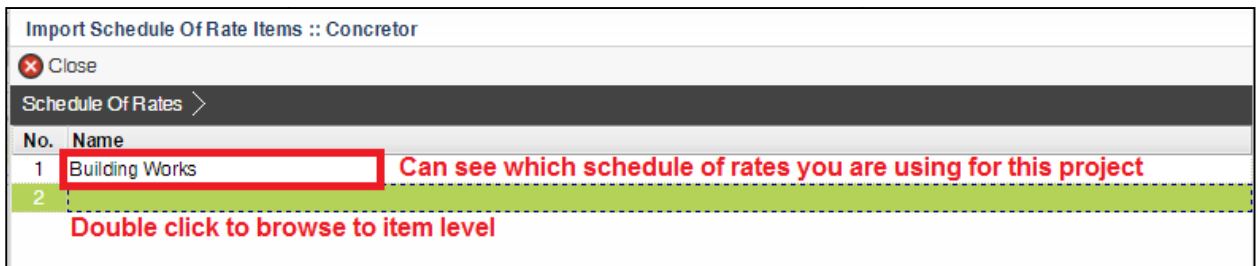
3. Open a project either at "Project Builder" or "Tendering" modules (make sure you had done your pricing BQ using "Import Rates"). Click at "Sub-Packages".



4. Type trade or sub con name and click at that name. Then click at "Extract Bill Item From" and select you want to extract bill item based on "Resource Analysis" or "Schedule of Rates Analysis".



- If you select “**Schedule Of Rate Analysis**”, then you will see a list of Schedule of Rates that you using to price this project with its items. You can browse to item level by double click.



Import Schedule Of Rate Items :: Concretor

Close

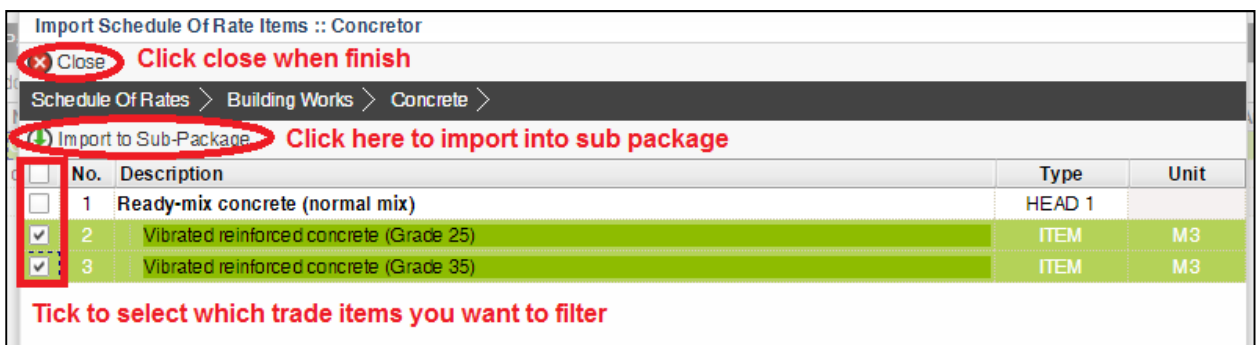
Schedule Of Rates >

No.	Name
1	Building Works
2	

Can see which schedule of rates you are using for this project

Double click to browse to item level

- Select which trade items you want to filter by ticking at check box and click “**Import to Sub-Package**”. Then the project’s bill items which were tagged to these trade items will be automatically grouped together. Click “**Close**” to back to sub package level.



Import Schedule Of Rate Items :: Concretor

Close Click close when finish

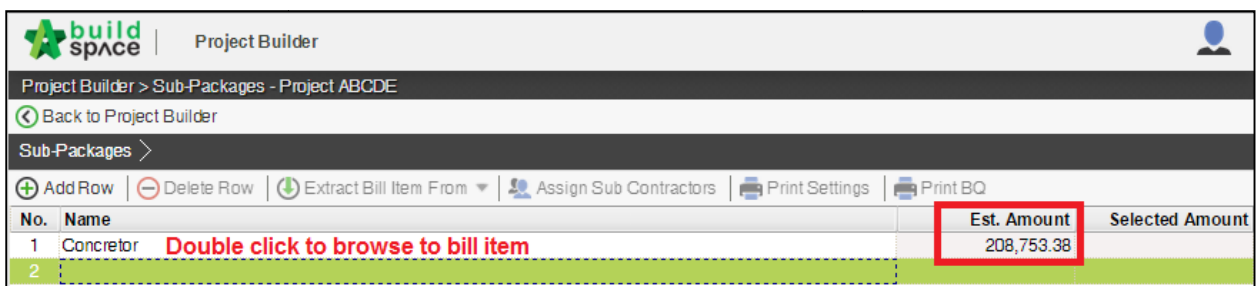
Schedule Of Rates > Building Works > Concrete >

Import to Sub-Package Click here to import into sub package

<input type="checkbox"/>	No.	Description	Type	Unit
<input type="checkbox"/>	1	Ready-mix concrete (normal mix)	HEAD 1	
<input checked="" type="checkbox"/>	2	Vibrated reinforced concrete (Grade 25)	ITEM	M3
<input checked="" type="checkbox"/>	3	Vibrated reinforced concrete (Grade 35)	ITEM	M3

Tick to select which trade items you want to filter

- You can see the project’s bill items are filtered and show the total value (based on single unit). Then proceed to next step.



buildspace Project Builder

Project Builder > Sub-Packages - Project ABCDE

Back to Project Builder

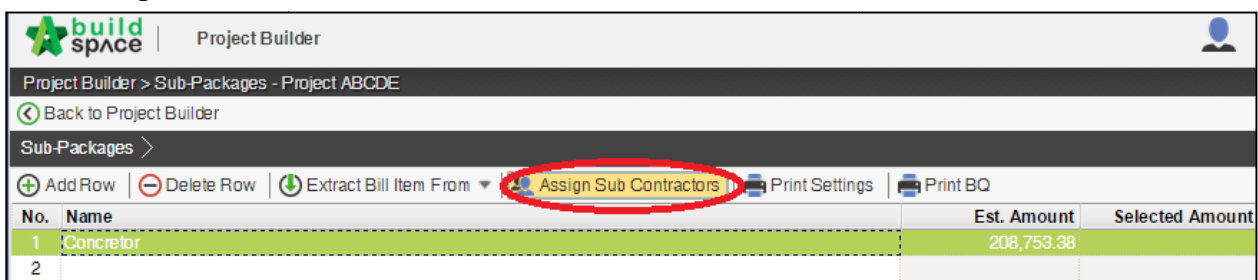
Sub-Packages >

Add Row Delete Row Extract Bill Item From Assign Sub Contractors Print Settings Print BQ

No.	Name	Est. Amount	Selected Amount
1	Concretor	208,753.38	
2			

Double click to browse to bill item

- Click “**Assign Sub Contractors**” button.



buildspace Project Builder

Project Builder > Sub-Packages - Project ABCDE

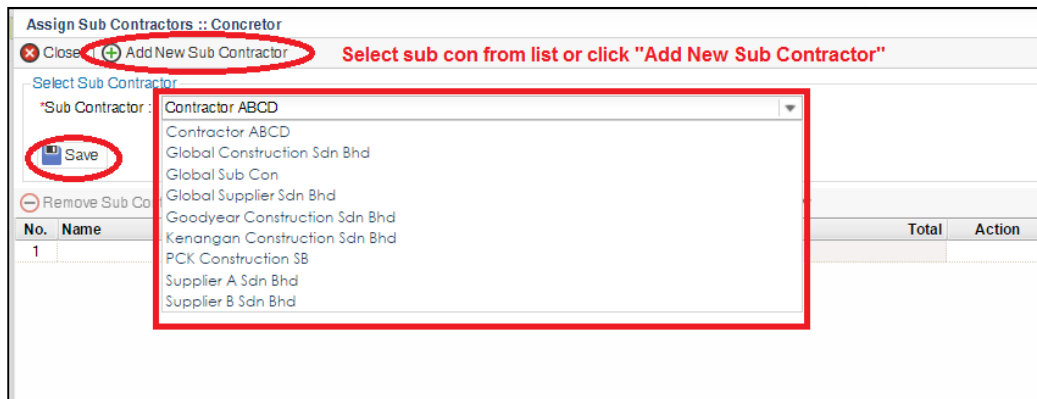
Back to Project Builder

Sub-Packages >

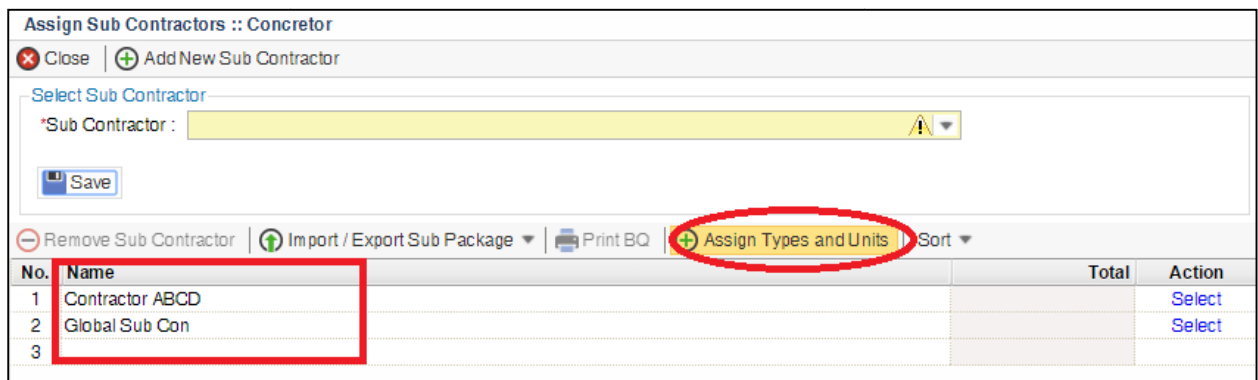
Add Row Delete Row Extract Bill Item From Assign Sub Contractors Print Settings Print BQ

No.	Name	Est. Amount	Selected Amount
1	Concretor	208,753.38	
2			

9. At pop up screen, **select sub-contractor or add new sub-contractor**. Then click **“Save”**. You can add more than one sub con by repeating the process.

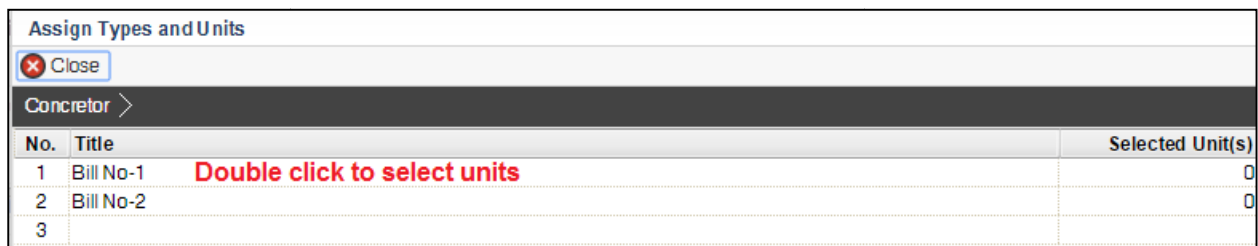


10. Then you can see a list of selected sub-contractors and click at **“Assign Types and Units”** to select which units you want to send out for your sub con to price. For example, if the bill consists of 10 units of “Corner”, 50 units of “Intermediate” terrace houses but you only want assign your sub con to build 5 units of “Corner” only.



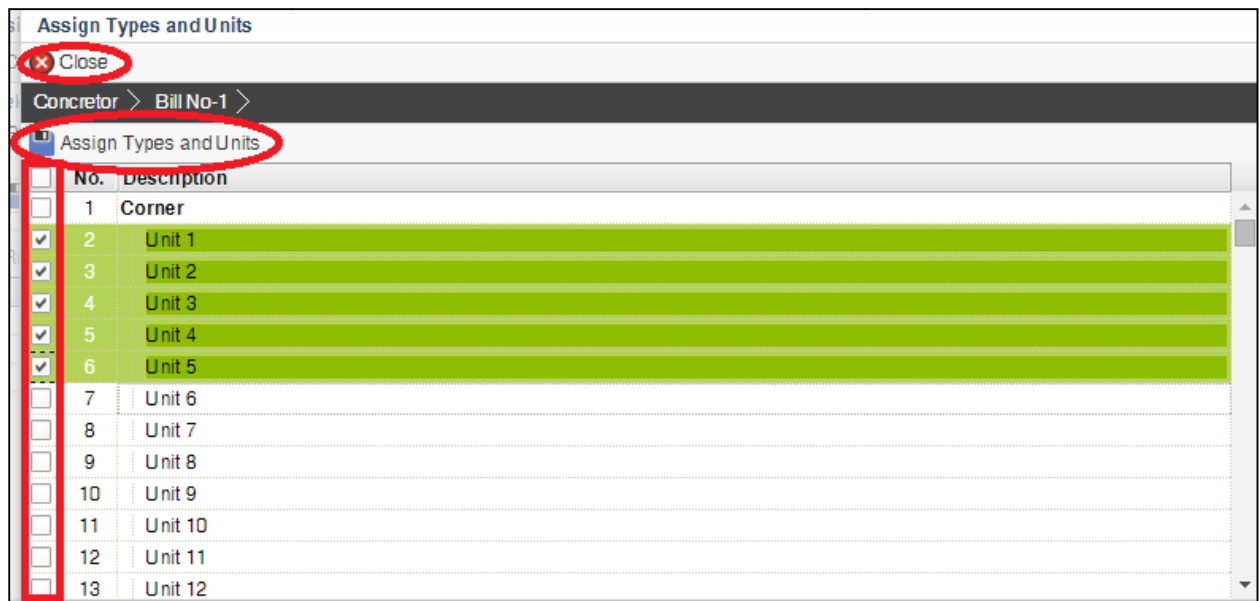
No.	Name	Total	Action
1	Contractor ABCD		Select
2	Global Sub Con		Select
3			

11. Then the following screen will appear, **double click** to go to unit level.



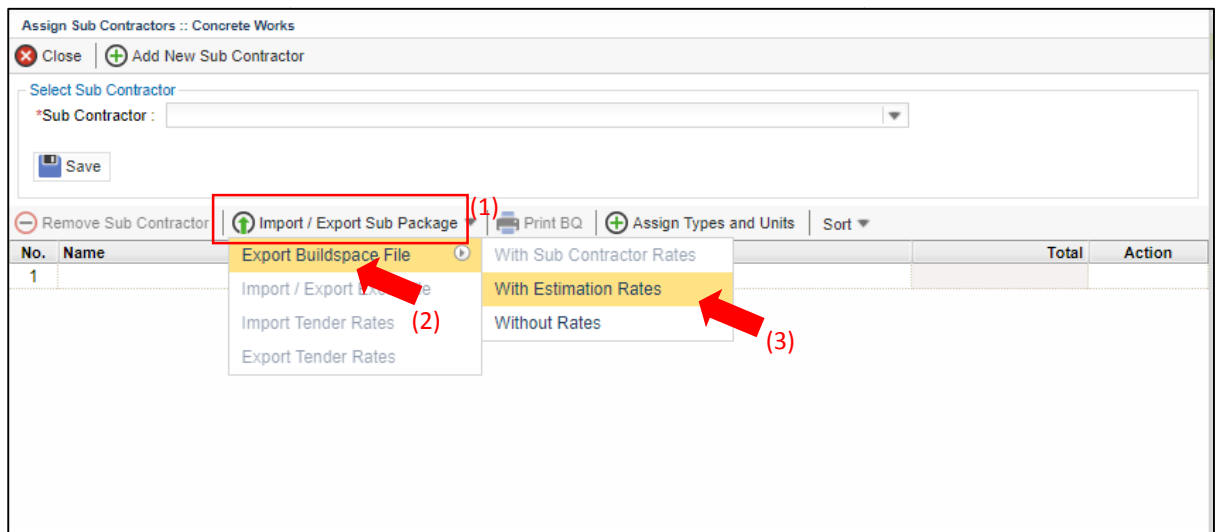
No.	Title	Selected Unit(s)
1	Bill No-1	0
2	Bill No-2	0
3		

12. Tick at check box on which units you want to assign to the sub con, then click at **“Assign Types and Units”**. Once finish, click **“Close”**.

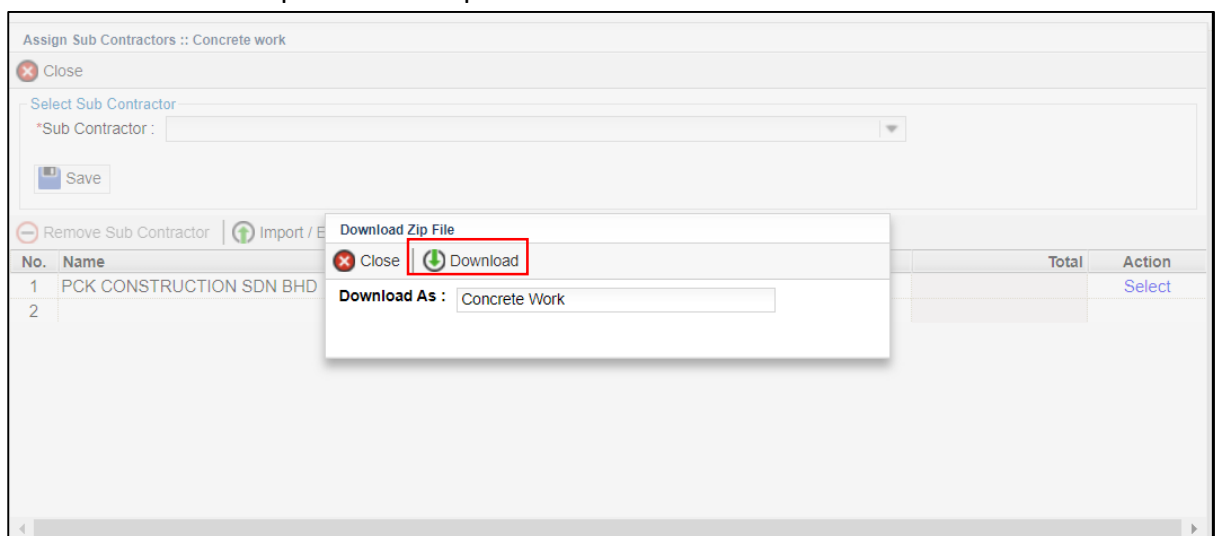


Export/Import Sub Package into Buildspace eProject

1. Click **Import/ Export Sub Package** (1) to export the sub package (*Export Buildspace File* (2) with *Estimation Rates*) (3).



2. Click **Download** to export bill in ebq file format.



Import Sub Package BQ In eTendering System

1. Go back eProject and select the project's sub package.

No. ▲	Contract Number ◇	Name ◇
1	EMSB/BLD/C048/19	LA 1

21-Feb-2019 Malaysia, Putrajaya Standard

Open Project ✖
Sub Packages [0]

2. Click to **Add** new sub package.

Sub Packages ➔ + Add

Sub Packages

Search: 10

No. ▲	Contract Number ◇	Name ◇	Status ◇
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

3. Upload the ebq file (*exported from Buildspace Pro sub package*) and fill in mandatory project information. Then click **Add**.

Home / Project Testing 11 / Add Sub Package Design

Add Sub Package

Sub Package file (.ebq)

Upload *:

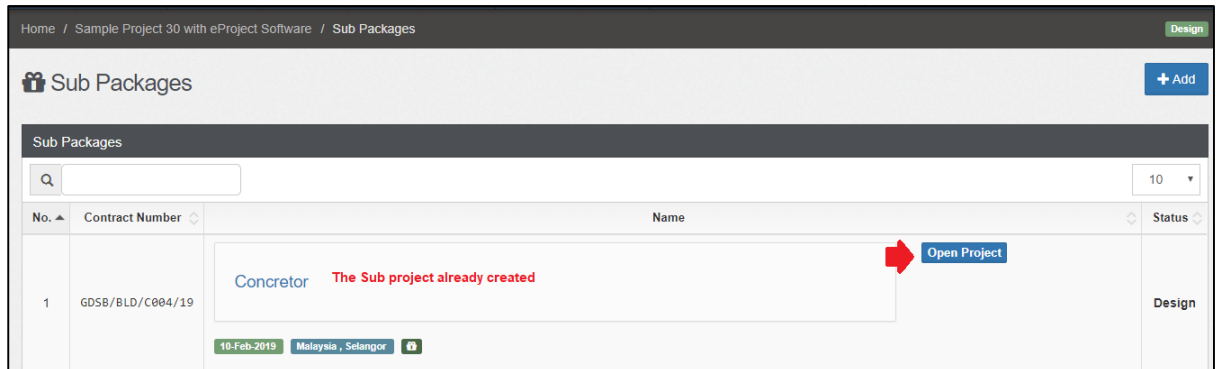
Concrete_Work.ebq ➔ Upload the file that downloaded from Buildspace Pro

Contract Type *: Standard Contract Number *: 111003110 Work Category *: Building

Subsidiary *: PCK DEVELOPMENT SDN BHD Year *: 18 Running Number *: 11

➔ Select the company (Pay master) to this sub contract

4. The **“Sub Project”** already created and click **“Open Project”** to prepare tender for sub-contractor



The screenshot shows the 'Sub Packages' management interface in BuildSpace. At the top, there is a breadcrumb trail: 'Home / Sample Project 30 with eProject Software / Sub Packages'. Below this, the page title is 'Sub Packages' with a '+ Add' button on the right. A search bar is present above a table. The table has columns for 'No.', 'Contract Number', 'Name', and 'Status'. The first row contains the following data:

No.	Contract Number	Name	Status
1	GDSB/BLD/C004/19	Concretor The Sub project already created	Design

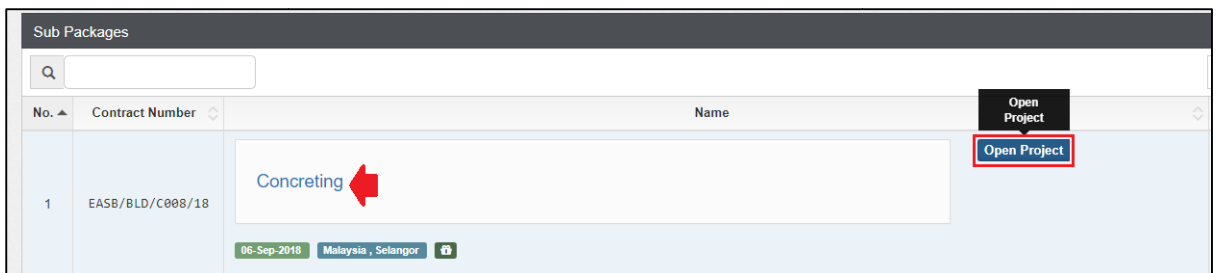
Below the table, there are tags for '10-Feb-2019', 'Malaysia, Selangor', and a location pin icon. A red arrow points to an 'Open Project' button located within the 'Name' column of the first row.

Assign User At Sub Package

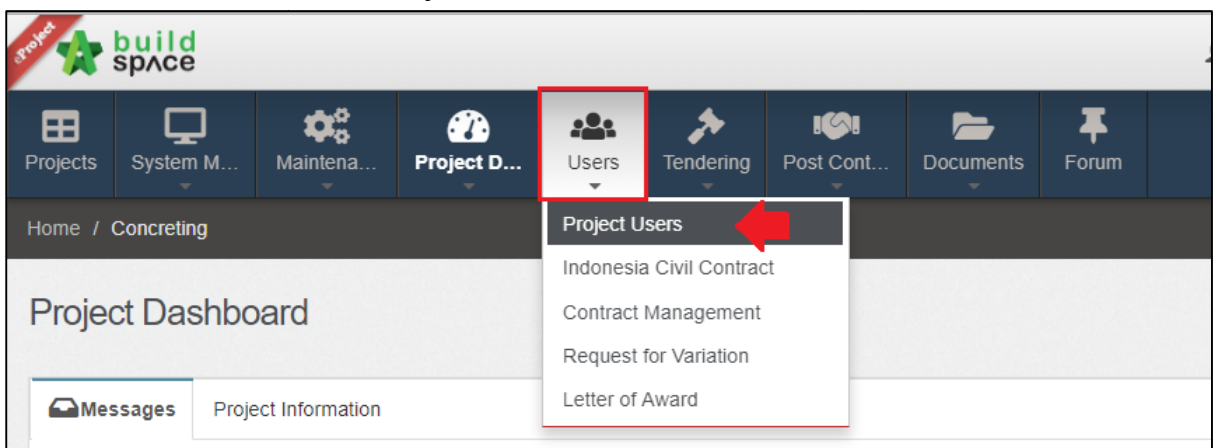
1. Click **“Sub Packages”** to open sub project



2. Click **“Sub Project Title”** or click **“Open Project”**



3. Click **“Users”** and then click **“Project Users”**




4. System **auto carry forward** the assign user from main project. **Untick** which user not involved in the sub project same with **“Import User”** and click **“Save”**

Assign User From Group (Contracts & Commercial) To Project

Viewer/Verifier	Editor	Name	E-Mail
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sky Buildspace	skybuildspace@gmail.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chien Zen	chienzen@pck.com.my
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Muhammad Asyruil	asyrul@pck.com.my
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Manager - Sky3	sky3@buildspace.my

Untick if this person not PIC for this sub project

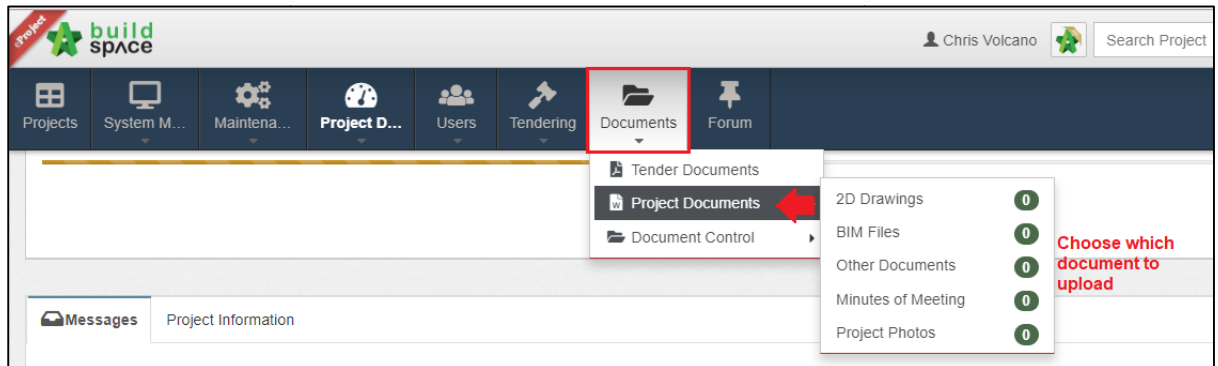
 Imported Users

Viewer/Verifier	Editor	Name	E-Mail
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Mr. Majestic 1	majestic1@buildspace.my
<input type="checkbox"/>	<input type="checkbox"/>	Heng Chin Guan	majestic@buildspace.my

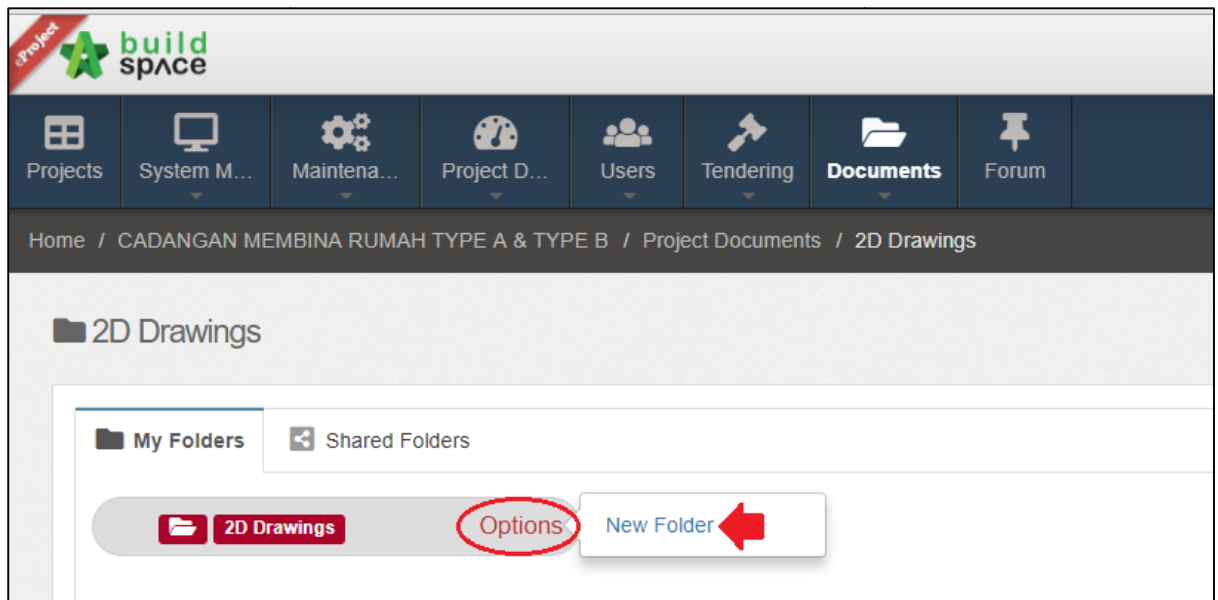


How to upload & share documents/drawings

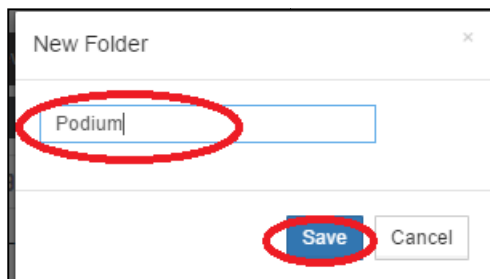
1. Click at **“Document”** and click **“Project Documents”** select any sub menus such as **“2D Drawings”**.



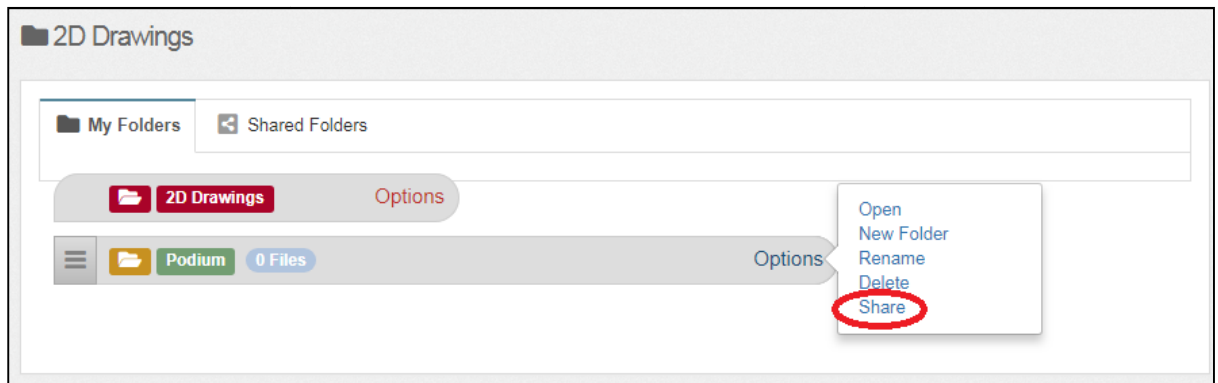
2. Then click **“Options”** and select **“New Folder”** to create a new folder.



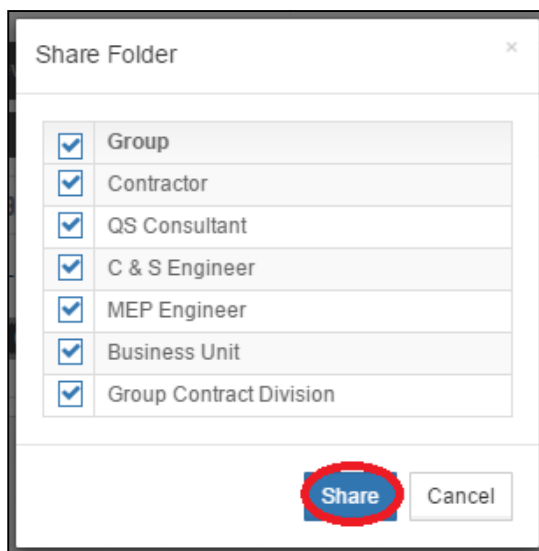
3. Type in new folder name and click **“Save”**.



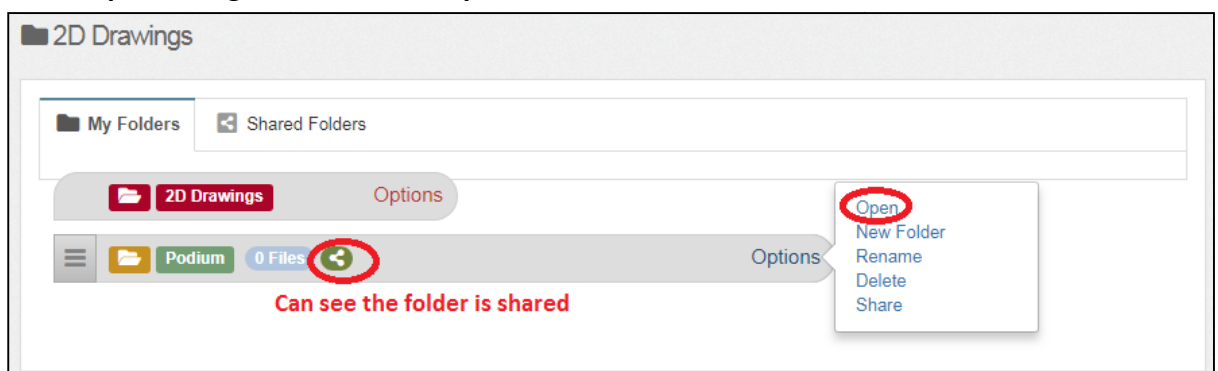
4. Click **“Options”** again to create sub folder if want or click **“Share”** to share to other parties.



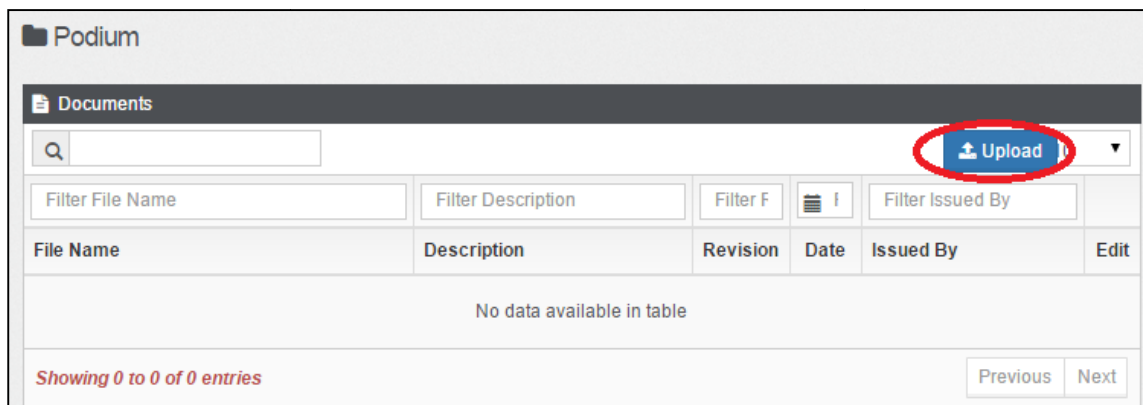
5. Tick on which parties you want to share with and click **“Share”**.



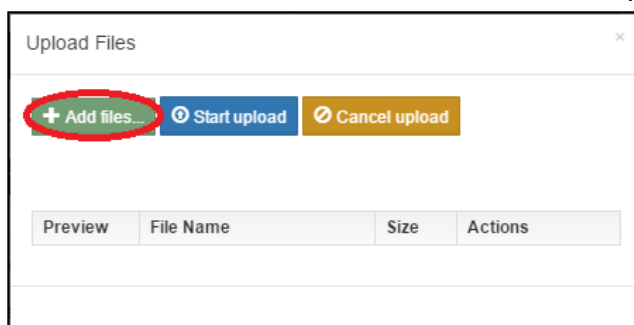
6. Click **“Options”** again and select **“Open”** to access folder.



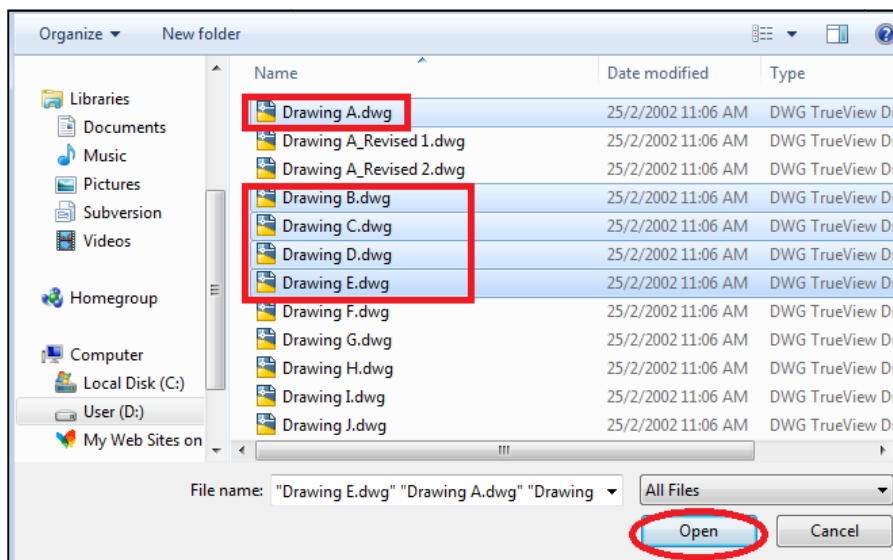
7. Click **“Upload”** to upload files.



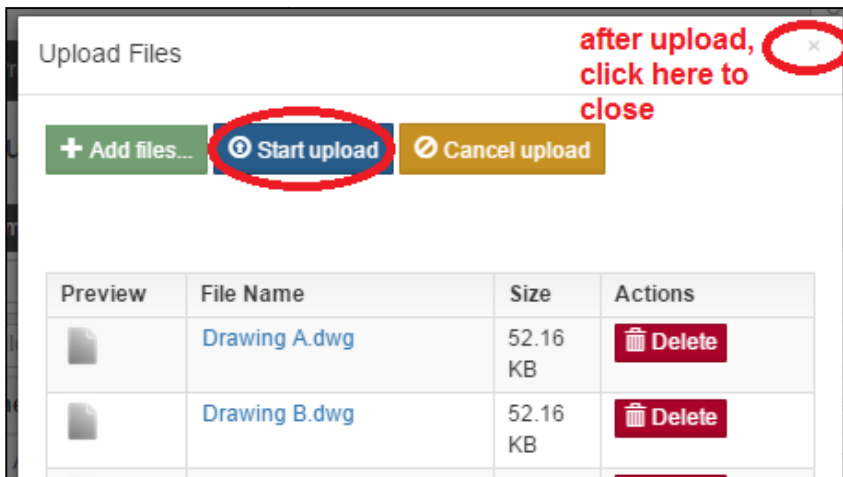
8. Click **“Add Files”** to browse and select files that you want to upload.



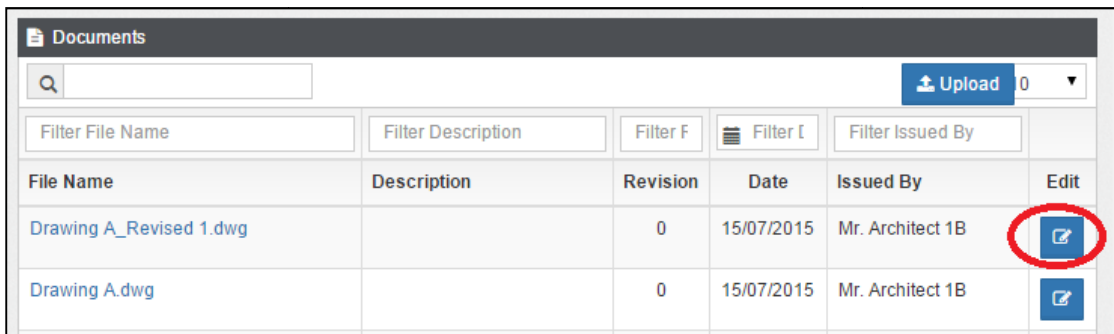
9. Can multi select files and click **“Open”**



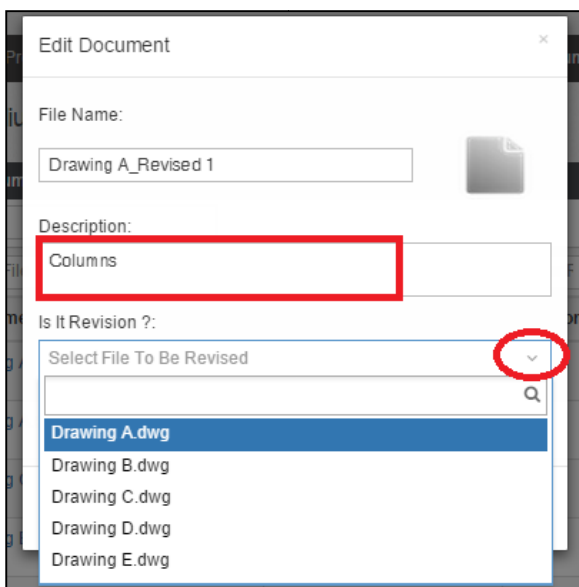
10. Click **“Start upload”** and after finish uploaded, click **“x” sign** to return.



11. Click **“Edit”** to edit the file description or select any revision of file.



12. Type in the file description if you want and **“Select File To Be Revised”** if the file going to supersede previous uploaded file. Then click **“Save”**.



13. You can see the have with **number of revision**.

Documents					
<input type="text"/> Upload 0					
Filter File Name	Filter Description	Filter F	Filter L	Filter Issued By	
File Name	Description	Revision	Date	Issued By	Edit
Drawing A_Revised 1.dwg	Columns	1	15/07/2015	Mr. Architect 1B	
Drawing C.dwg		0	15/07/2015	Mr. Architect 1B	

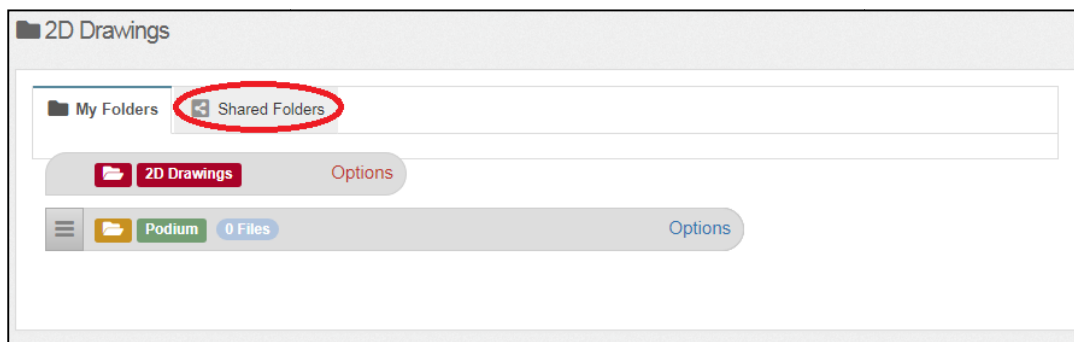
14. **Click on number** of revision to view all revision's files.

File Revisions					
<input type="text"/>					
Filter File Name	Filter Description	Filter F	Filter L	Filter Issued By	
File Name	Description	Revision	Date	Issued By	
Drawing A.dwg		0	15/07/2015	Mr. Architect 1B	
Drawing A_Revised 1.dwg	Columns	1	15/07/2015	Mr. Architect 1B	

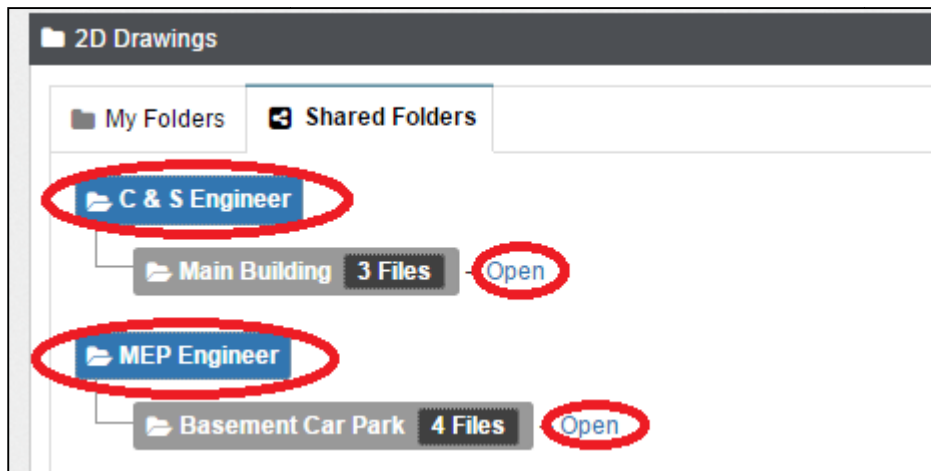
Showing 1 to 2 of 2 entries

Previous **1** Next

15. Go back to "2D Drawings" menu to see shared files from other parties by click on **"Shared Folders"**



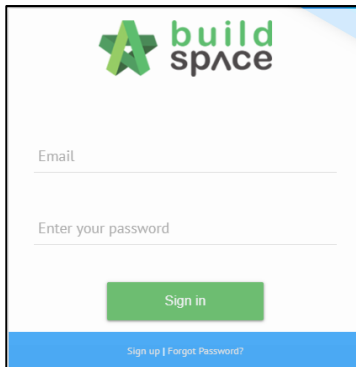
16. Can see other parties' shared files and click open to see & download the files.



Prepare & Respond Request for Information (RFI)

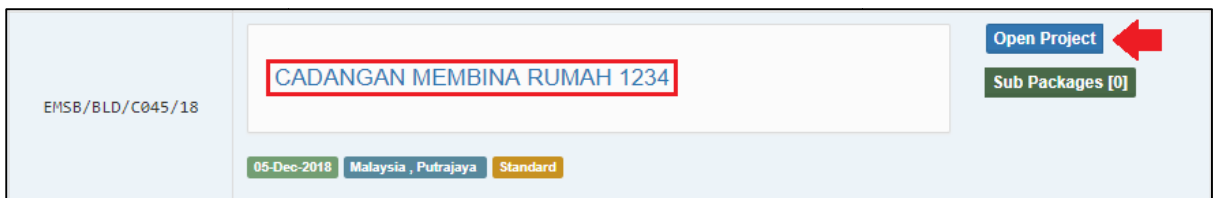
How to issue RFI

1. Login eTender with **Email and Password**



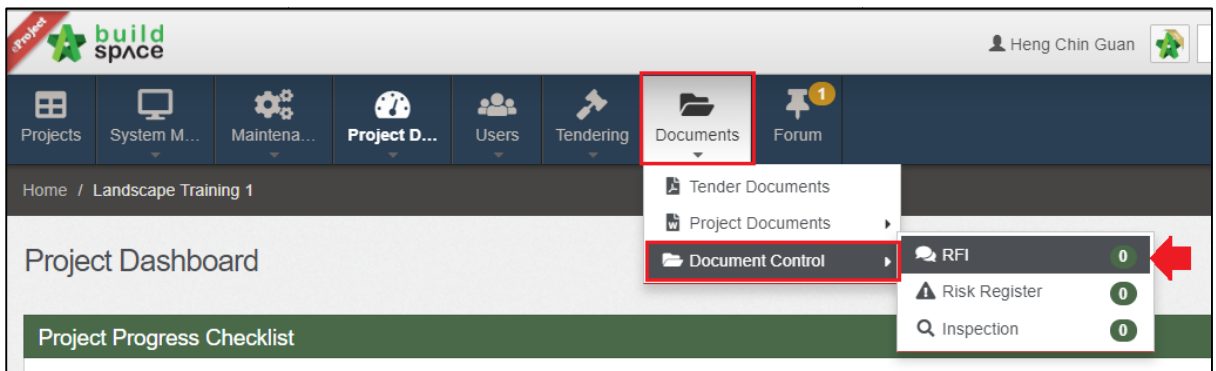
The login page features the BuildSpace logo at the top left. Below it are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom, there is a link for 'Sign up | Forgot Password?'.

2. Click the **project title** or click **open tender**



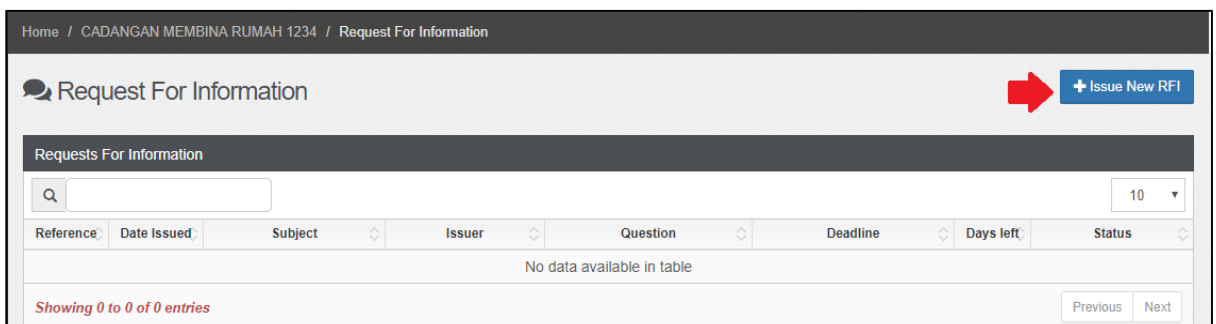
The project details page shows the project ID 'EMS/BLD/C045/18' on the left. The main area contains the project title 'CADANGAN MEMBINA RUMAH 1234' in a red-bordered box. To the right, there are two buttons: 'Open Project' (with a red arrow pointing to it) and 'Sub Packages [0]'. Below the title, there are three tags: '05-Dec-2018', 'Malaysia, Putrajaya', and 'Standard'.

3. Go to **Document Control** and click **RFI**



The dashboard shows a navigation menu with 'Documents' highlighted in a red box. A dropdown menu is open under 'Documents', with 'Document Control' highlighted in a red box. A further dropdown menu is open under 'Document Control', with 'RFI' highlighted in a red box. The 'RFI' item shows a count of '0' with a red arrow pointing to it. Other items in the dropdown include 'Risk Register' (0) and 'Inspection' (0).

4. Click **Issue New RFI** to issue RFI



The 'Request For Information' page has a breadcrumb trail: 'Home / CADANGAN MEMBINA RUMAH 1234 / Request For Information'. At the top right, there is a blue button '+ Issue New RFI' with a red arrow pointing to it. Below the header is a search bar and a dropdown menu set to '10'. A table with columns: Reference, Date Issued, Subject, Issuer, Question, Deadline, Days left, and Status is shown. The table is currently empty, with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries' at the bottom. Navigation buttons 'Previous' and 'Next' are also present.

5. Fill in the information and **select which parties** want to send the RFI

Issue New RFI

Reference : Subject * :

Question * :

Directed To * : **Tick which parties want to respond the RFI**

<input checked="" type="checkbox"/>	Group
<input checked="" type="checkbox"/>	Architect 1 Sdn Bhd
<input checked="" type="checkbox"/>	QS Consultant 1 Sdn Bhd

Reply Deadline * :
Set the deadline to respond

Attachment(s):

6. Upload the file as attachment and can select one or multi verifier for every RFI.

Attachment(s):

Click "Add Files" to upload attachment

Preview	File Name	Size	Actions	Uploaded

Select Verifiers:

Click "-" to remove verifier

Click "+" to add multi verifier

None

None

Mr. Majestic 1

Chien Zen **Choose which person as verifier**

Nor Fatin Izzati Binti Yusop

Muhammad Asyrul

7. Once clicked **Send**, the RFI will automatically recorded in Buildspace system.

RFI has been issued. x

Request For Information

Requests For Information

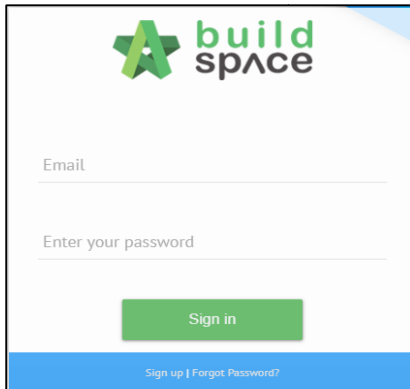
10 ▾

Reference	Date Issued	Subject	Issuer	Question	Deadline	Days left	Status
0001	13/04/2018	Request drawing details for...	Heng Chin Guan	Please upload the drawings here ASAP	20/04/2018	6	Requesting

Showing 1 to 1 of 1 entries Previous **1** Next

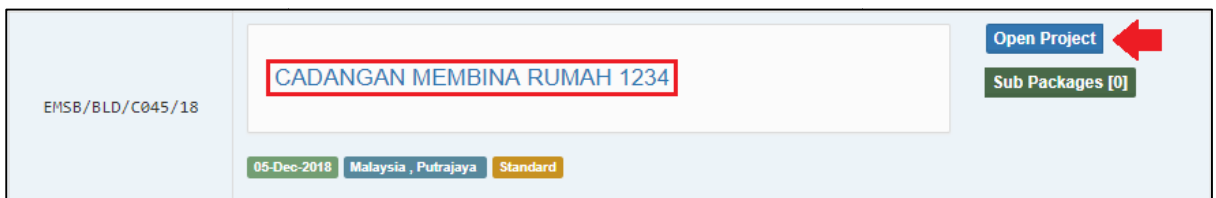
How to respond RFI

1. Login eTender system with **email and passwords**



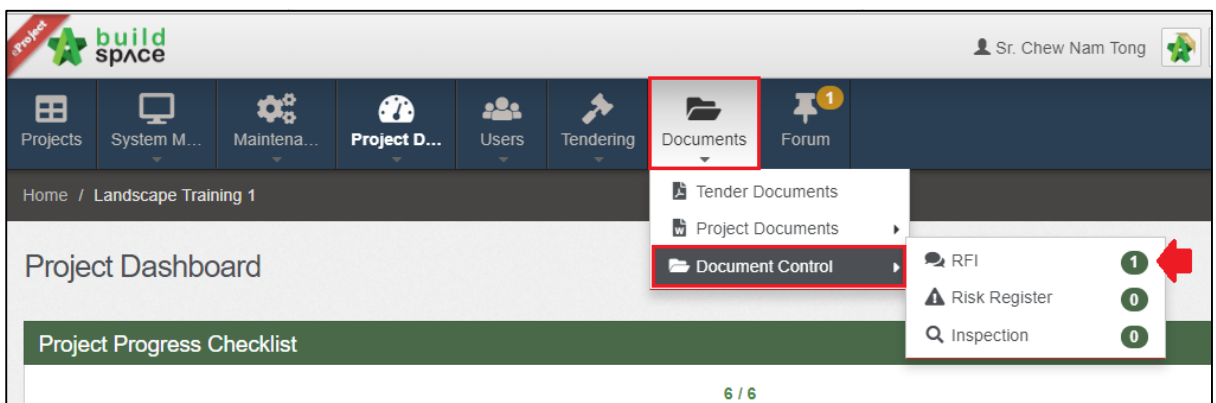
The login page features the 'build space' logo at the top. Below it are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **project title** or click **open project**



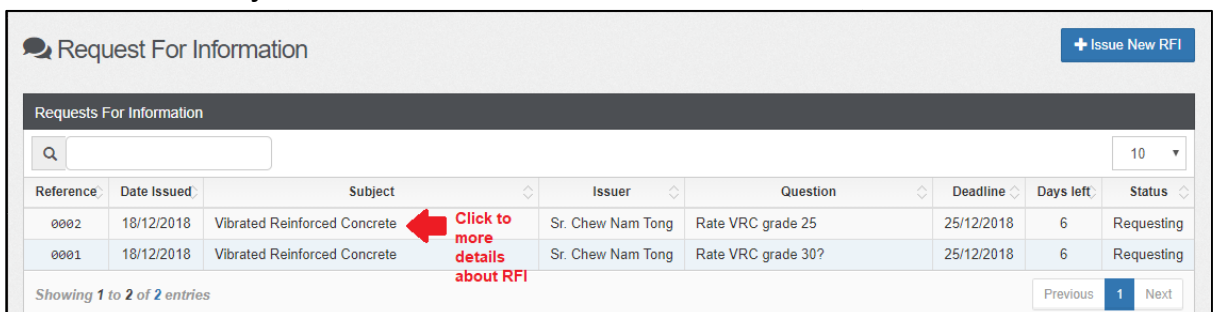
The project details page shows the project title 'CADANGAN MEMBINA RUMAH 1234' highlighted with a red box. To the right, there are buttons for 'Open Project' (with a red arrow pointing to it) and 'Sub Packages [0]'. Below the title, there are tags for '05-Dec-2018', 'Malaysia, Putrajaya', and 'Standard'. The project ID 'EMSBLD/C045/18' is visible on the left.

3. Go to **Document Control** and click **RFI**



The Project Dashboard navigation menu is shown. The 'Documents' menu item is highlighted with a red box. A dropdown menu is open, showing 'Tender Documents', 'Project Documents', and 'Document Control' (highlighted with a red box). From the 'Document Control' dropdown, the 'RFI' option is highlighted with a red arrow. Other options in the dropdown include 'Risk Register' and 'Inspection'.

4. Click at the **RFI Subject** to see more details



The RFI list shows two entries. The first entry is highlighted with a red arrow pointing to the 'Subject' column. A red text box with an arrow points to the subject 'Vibrated Reinforced Concrete' with the text 'Click to more details about RFI'.

Reference	Date Issued	Subject	Issuer	Question	Deadline	Days left	Status
0002	18/12/2018	Vibrated Reinforced Concrete	Sr. Chew Nam Tong	Rate VRC grade 25	25/12/2018	6	Requesting
0001	18/12/2018	Vibrated Reinforced Concrete	Sr. Chew Nam Tong	Rate VRC grade 30?	25/12/2018	6	Requesting

Showing 1 to 2 of 2 entries

5. Responded can view the question before respond and can download the attachment

Requests For Information


Reference :
RFI-0002

Subject :
Vibrated Reinforced Concrete

Requested By :
Sr. Chew Nam Tong
(QS Consultant 1 Sdn Bhd)

Requested At :
18-Dec-2018 12:48 PM

Question :
Rate VRC grade 25

Attachment(s) :
Bussines Work Flow (PRE TENDER STAGE UNTIL POST CONTRACT).docx  **Click to download attachment**

Reply Deadline :
25-Dec-2018 12:00 AM

Ball In Court :
Architect (Architect 1 Sdn Bhd)
Contracts & Commercial (Eco Majestic Sdn Bhd)

6. Can type any comment for the question and can attach the file (If required) and click reply.

Response *:

Type any comments

Attachment(s):

Click "Add files" to upload file as attachment

Preview	File Name	Size	Actions	Uploaded

Cost Impact :
 No Yes

Schedule Impact :
 No Yes

Tick if the RFI give impact for cost & ..

Select Verifiers:

Nor Fatin Izzati Binti Yusop

Click "-" to remove verifier


None
 None
 Mr. Majestic 1
 Chien Zen
 Nor Fatin Izzati Binti Yusop
 Muhammad Asyrul

Click "+" to add multi verifier

Choose which person as verifier

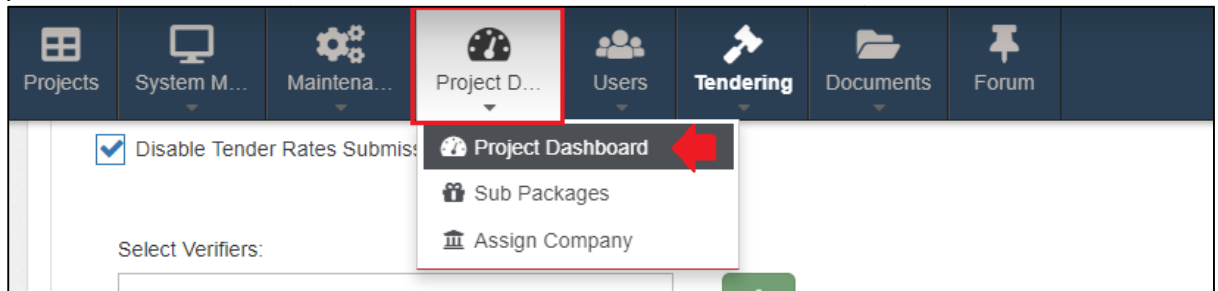
7. Once replied, the system will pop out a message (in green colour) to notify the user that the reply message has been posted.

Message has been posted.

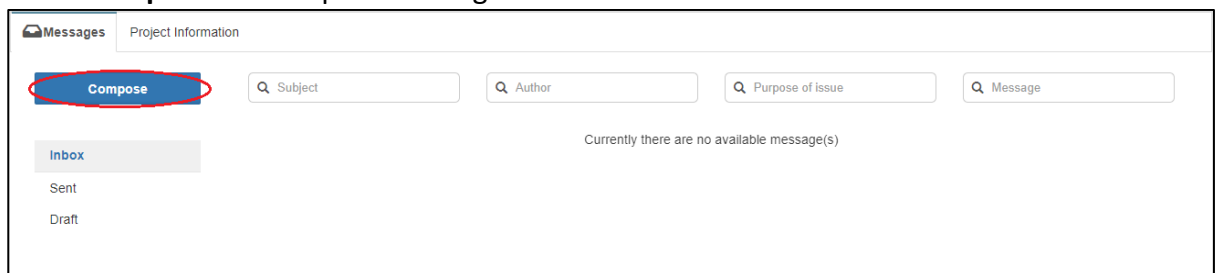
 RFI-0001 Request drawing details for Block A

How to compose message to project team member

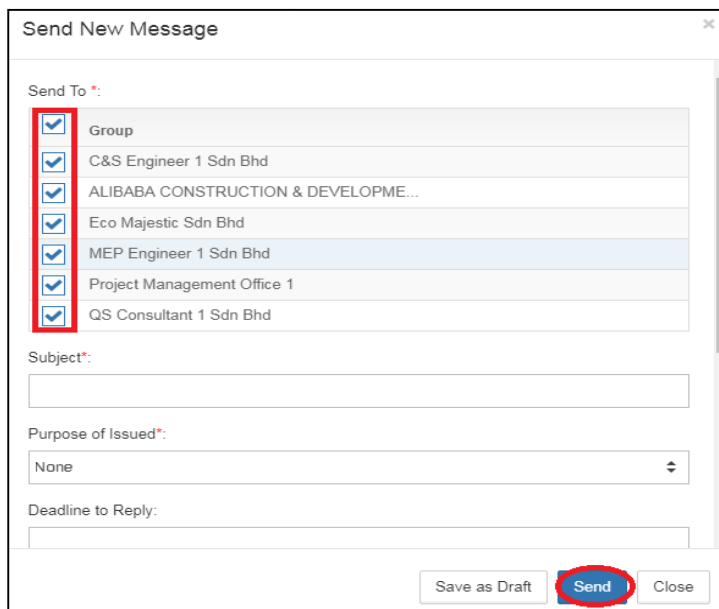
1. Click **“Project D”** and then click **“Project Dashboard”** to compose a message to other parties.



2. Click **“Compose”** to compose message



3. **Tick** who you want to compose message to (you can select more than one) and fill up necessary fields or attachments. Then click **“Send”**.



Send New Message

Send To *:

- Group
- C&S Engineer 1 Sdn Bhd
- ALIBABA CONSTRUCTION & DEVELOPME...
- Eco Majestic Sdn Bhd
- MEP Engineer 1 Sdn Bhd
- Project Management Office 1
- QS Consultant 1 Sdn Bhd

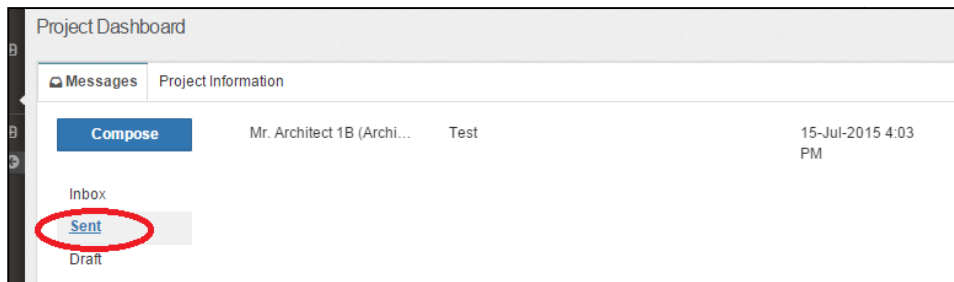
Subject*:

Purpose of Issued*:

Deadline to Reply:

Save as Draft **Send** Close

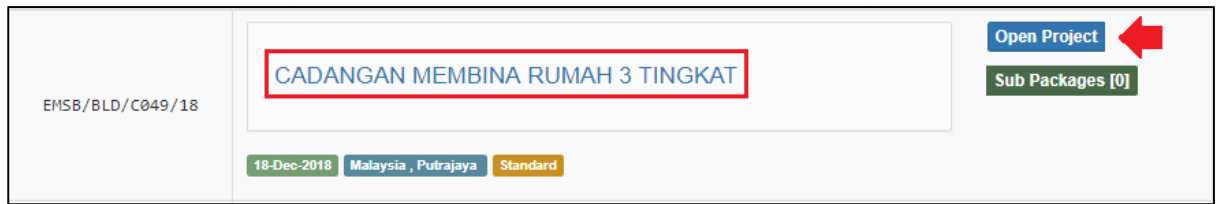
4. The message will keep at your “**Sent**” menu.



5. The receiver will receive the message at their “**Inbox**” and they can open it and reply the message if they want.

How To Access To BQ

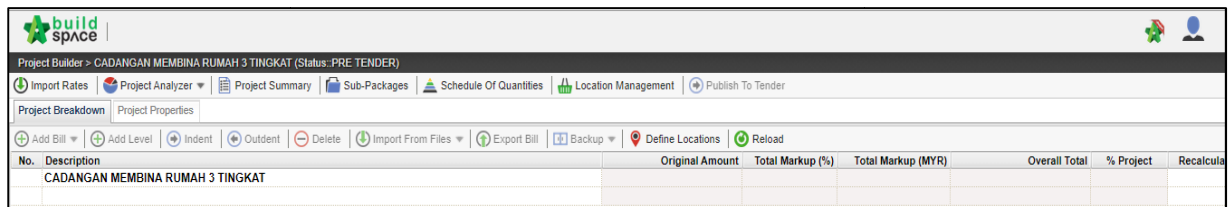
1. Login eTender sytem with “Username and Passwords”, click “Project Title” or click “Open Project”



2. Click **Buildspace Pro** logo to access to BQ

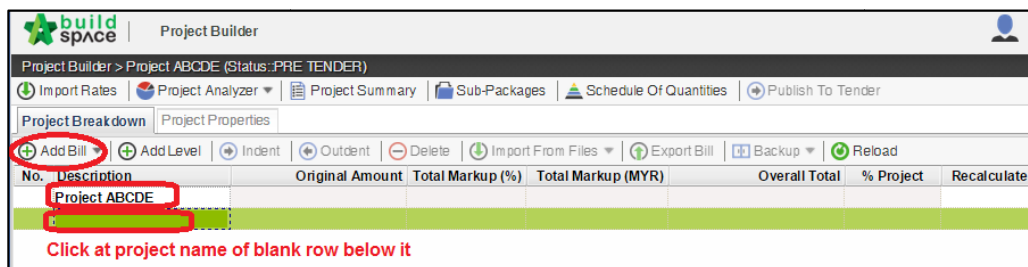


3. Shortcut to “Project Builders” module to prepare the BQ

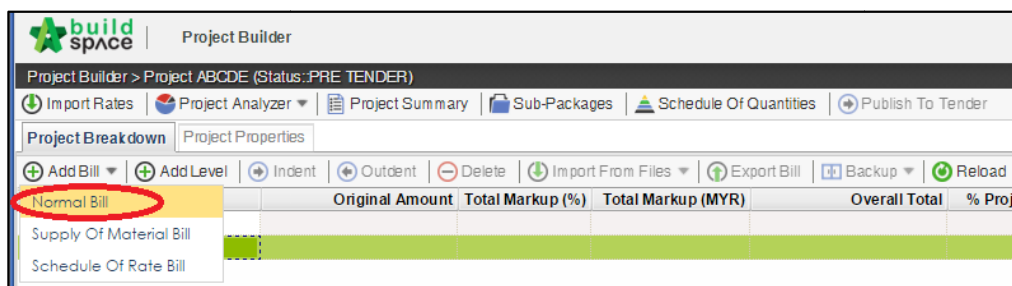


Prepare the BQ (For developer not using eTender system)

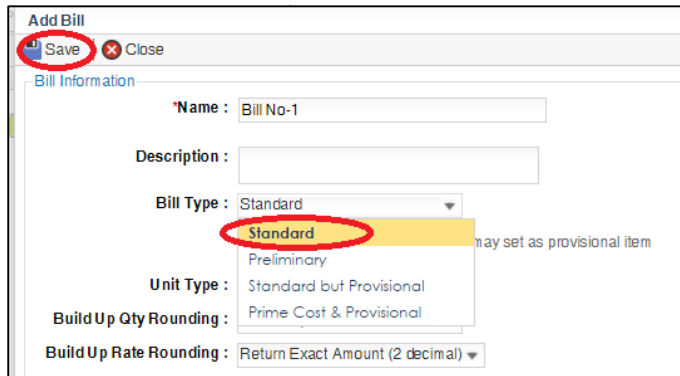
1. Click at project name or blank row below it, and then click at “Add Bill”.



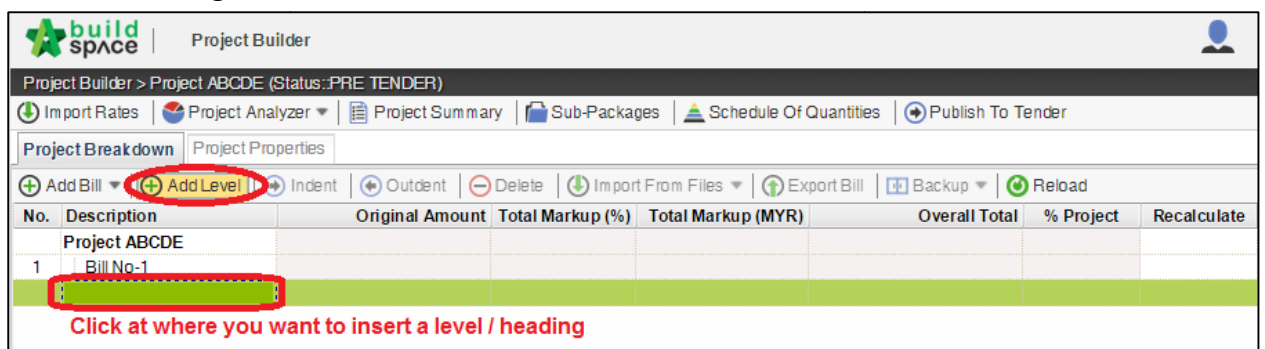
2. Select “Normal Bill”;



- Fill up the bill name and select “Standard” bill type.

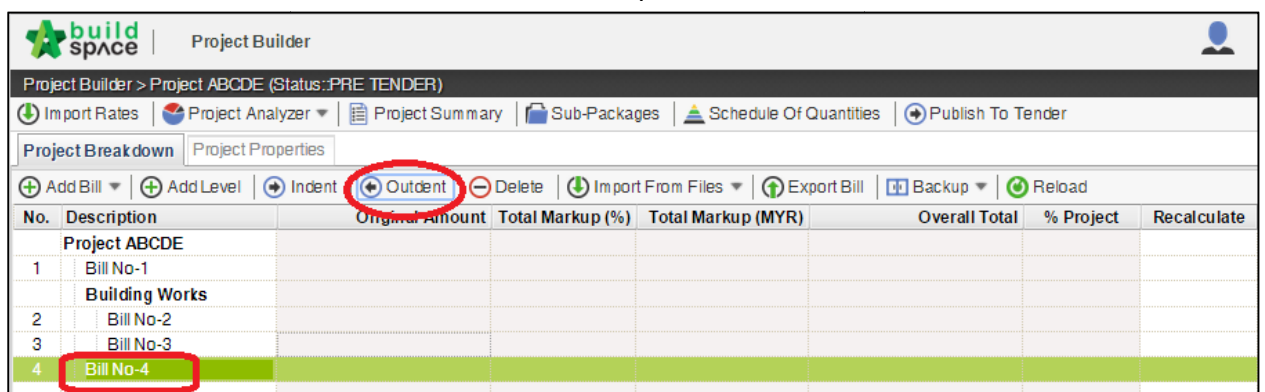


- Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click “Add Level”.



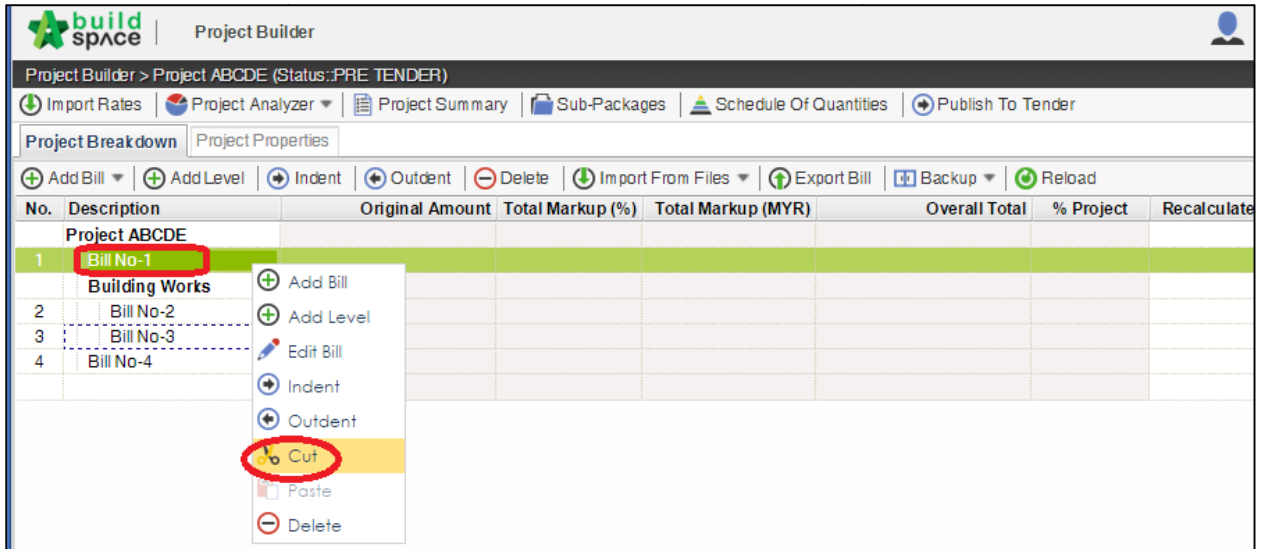
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						
1	Bill No-1						

- Can indent/outdent bill under the “Level” description.



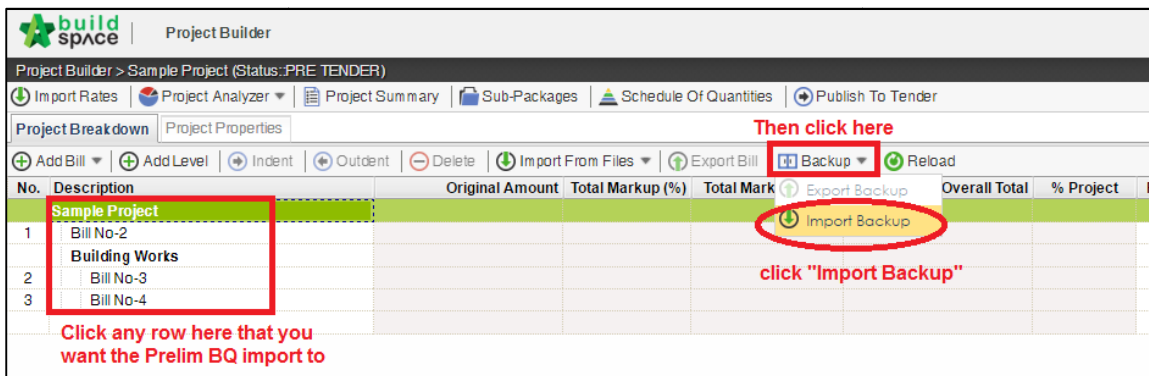
No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						
1	Bill No-1						
	Building Works						
2	Bill No-2						
3	Bill No-3						
4	Bill No-4						

- 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).

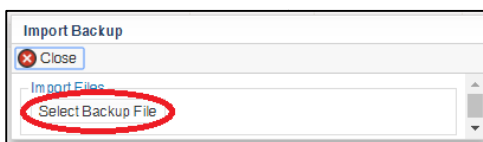


How to Import sample ebq file

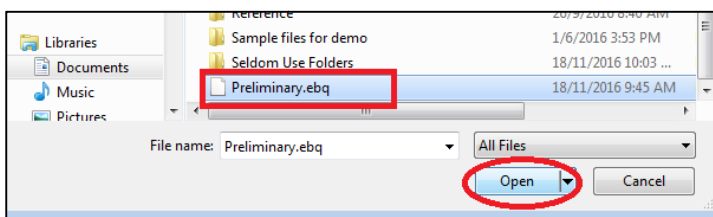
- You can email your Excel BQ to support@pck.com.my and we will help you to convert into BuildSpace BQ (ebq file) and **imports follow the step 2 to 6** at below.
- Click at **project title** and click **“Backup”** icon. Then follow by **“Import Backup”**.



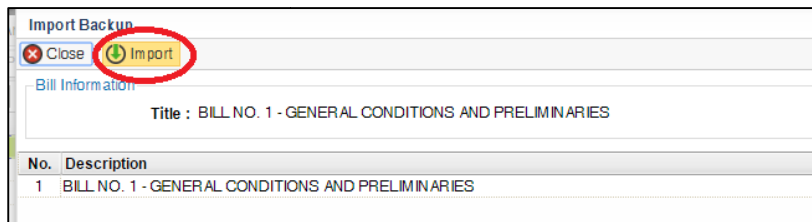
- Click **“Select Backup File”**.



- Select the downloaded **“.ebq”** file and click **“Open”**.



- You will see the preview and click “Import”.



- Then you can see file imported.

Note: You can “Export Backup” to export bill from previous project and “Import Backup” into new project that have similar bill item

How to import BQ from Excel

Note: - You can import all sheets at the same time
- Make sure you had unmerged all cells

- Open Microsoft Excel BQ file. Delete headings and unnecessary descriptions.

	A	B	C	D	E	F	G
4							
5		Item	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
6							
7							
8			Bill No. 3.1				
9			WORK BELOW GROUND FLOOR LEVEL				
10							
11			Excavate oversite, commencing from platform				
12			level				
13							
14		A.	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;
- Have a **blank row** between each item description
 - Unit, Qty & Rate are located at **same row** with item description

	A	B	C	D	E	F	G
1			WORK BELOW GROUND FLOOR LEVEL				
2							
3			Excavate oversite, commencing from platform level				
4							
5							
6		A.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50
7							
8			Excavate, commencing from reduce level.				
9							
10		B.	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188	8.50	1,598.00
11							
12							
13		C.	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554	10.50	5,817.00
14							
15							
16		D.	Maximum depth not exceeding 1.00m deep, for ground beams	m ³	469	8.50	3,986.50
17							
18							
19		E.	Maximum depth not exceeding 1.00m deep, for trenches.	m ³	33	8.50	280.50
20							

- Delete **page total** and description with **“Cont’d”** (because BuildSpace auto generate).

	A	B	C	D	E	F	G
43		L.	Excavated materials	m ³	936	3.00	2,808.00
44							
45			Hardcore, consolidated and blinded to receive concrete				
46							
47							
48		M.	150mm (consolidated thickness), under floor.	m ³	532	9.50	5,054.00
49							
50							
51						To Collection	33,560.00
52			PERPUSTAKAAN				
53			08/1409 - UiTM ARAU, PERLIS				
54				3.1/1			
55							
56			Work Below Ground Floor Level (Cont'd)				
57							
58			Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)				
59							
60							
61							
62							

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

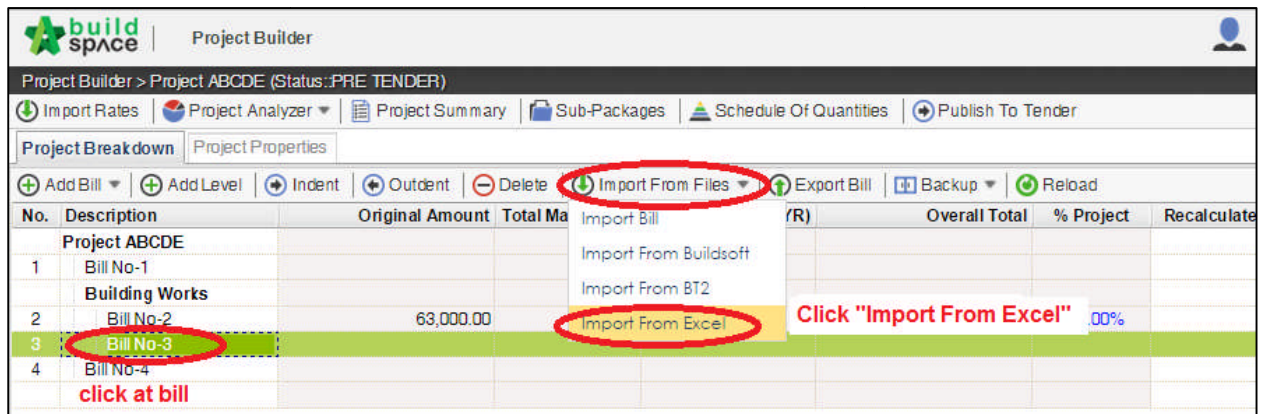
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill No. 3.1 - WORK BELOW GROUND FLOOR LEVEL				
361							
362			To Summary				
363							
364							
365							

- 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".

	A	B	C	D	E	F	G
139							
140		M.	Reference No. B6 (weight 3.73kg per sq. m), in floors	m ²	314	17.68	5,551.52
141							
142							
143		N.	Reference No. A8 (weight 3.95kg per sq. m), in trench bases.	m ²	38	18.80	714.40
144							
145							
146		P.	Reference No. B7 (weight 4.53kg per sq. m), in trench wall	m ²	75	21.50	1,612.50
147							
148							
149							
150							
151							
152							

Make sure all sheets' description, unit, qty & rate are located at same column. For example, if description at this sheet is column "C", then make sure other sheet's description column also located at column "C".

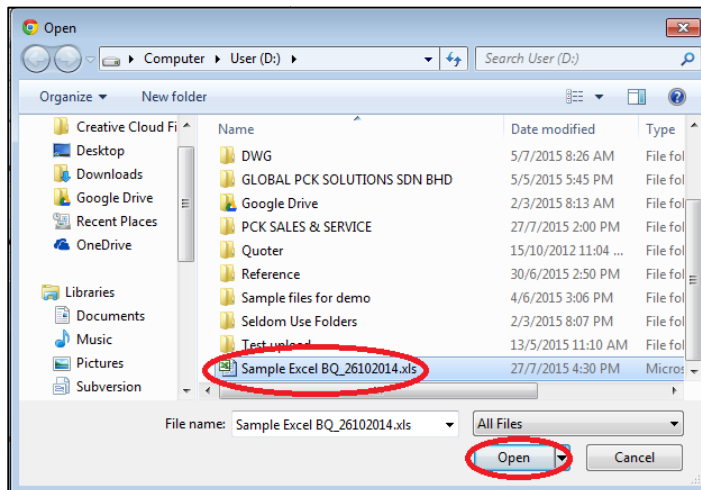
- After that save or save as the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at **“Import From Files”** icon and select **“Import From Excel”**.



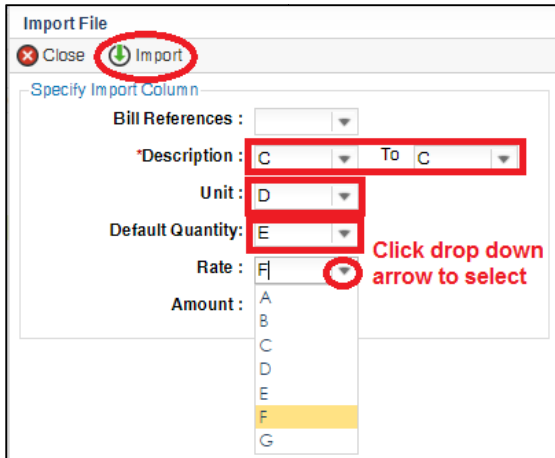
- Click at **“Select File”**.



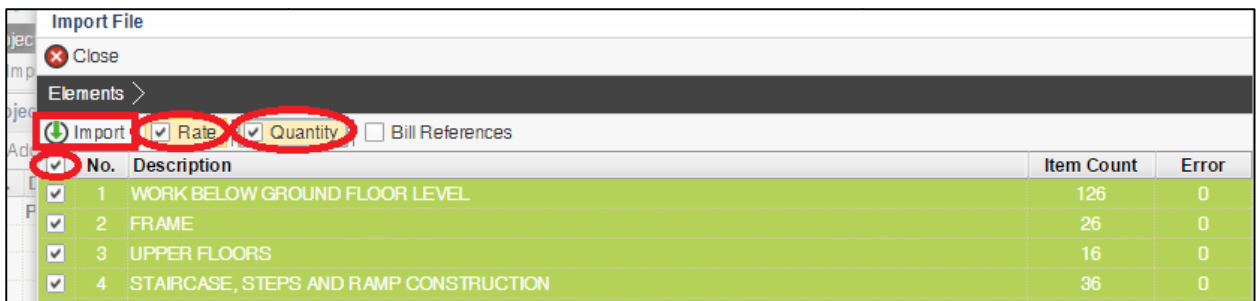
- Select excel file and click at **“Open”**.



- 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 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

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

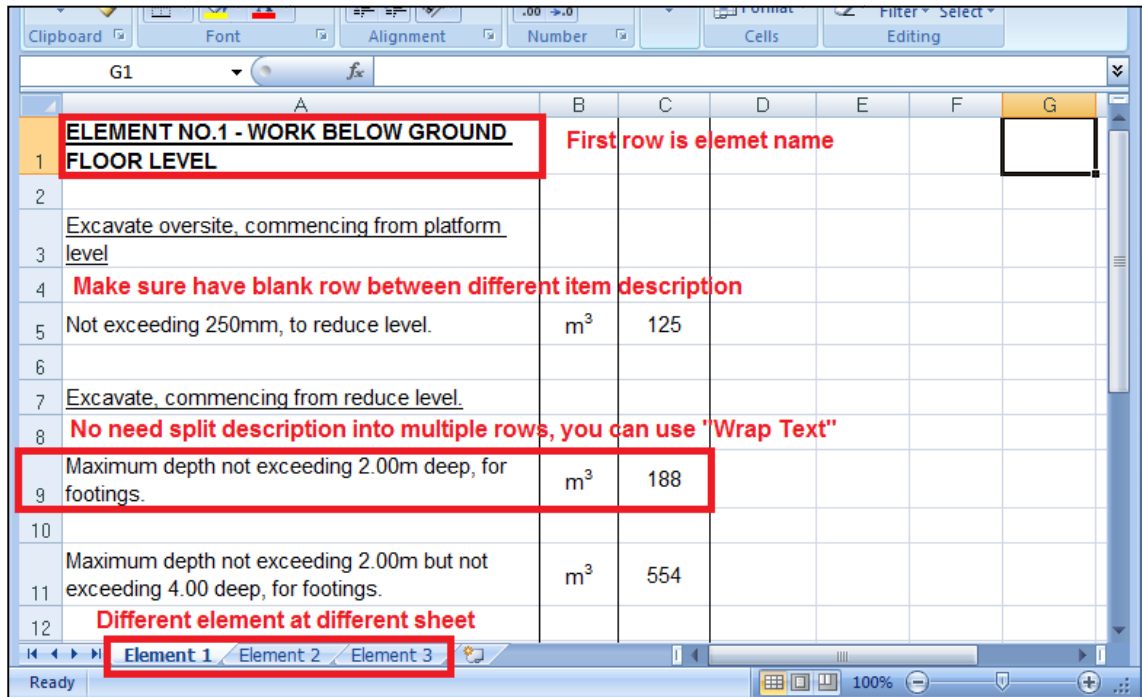
Note: If you want to import from multi columns Excel BQ, please refer to <http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf>

- 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;
 - Bill reference number
 - Page total
 - Collection page
 - Summary page

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

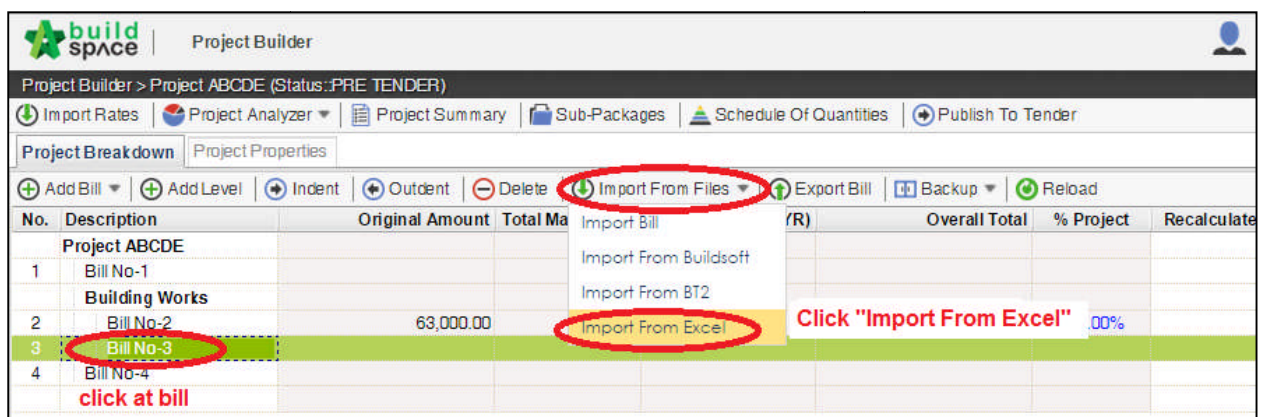
Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

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



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.

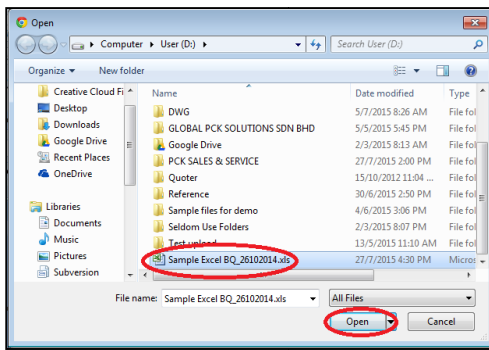
- Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "Import From Files" icon and select "Import From Excel".



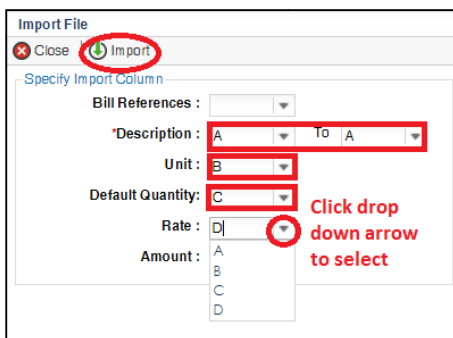
- Click at "Select File".



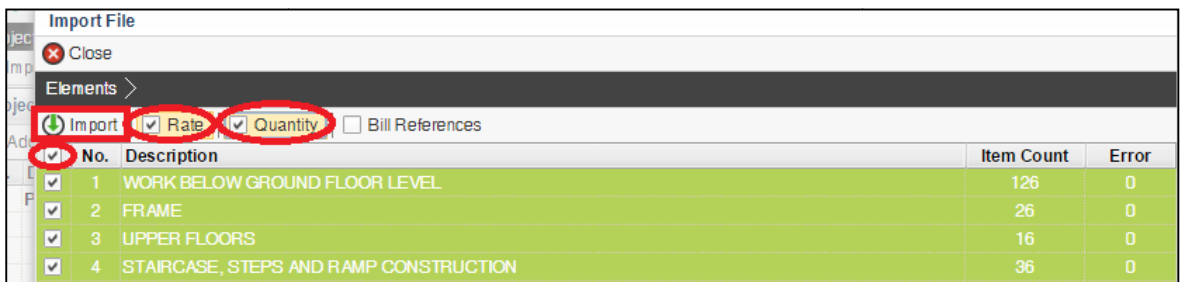
4. Select excel file and click at “Open”.



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



6. 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

7. 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.

Element > STAIRCASE, STEPS AND RAMP CONSTRUCTION >							
<input type="button" value="Add Row"/> <input type="button" value="Indent"/> <input type="button" value="Outdent"/> <input type="button" value="Delete Row"/> <input type="button" value="Import Items From Library"/> <input type="button" value="Import Items From Project"/>							
No	Description	Type	Unit	Include	Qty/Unit Default Total Unit:1	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 HEAD	KG	YES	869.00	3,476.00	4.00
26	Class F1 formwork finish, to,	ITEM					
27	Riser, not exceeding 250mm high.	ITEM-HE	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 ITEM-PC	M	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	M3	YES	1.00	229.00	229.00
32	Extra for ramp, for forming groove lines.	ITEM-LS% ITEM-LSX	M2	YES	6.00	206.10	34.35
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	NOID					

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

- Rate Only item** – change item type to “**ITEM-RO**”
- Note** – change item type to “**NOID**” (**double click at description cell to type/edit description**)
- Lump Sum item** – change item type to “**ITEM-LS**” (unless you already put qty as “1”)
- Provisional SUM or PC SUM item** – change item type to “**ITEM-LSX**” (**Not allow tenderer to price**)
- 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**)

Lump Sum Percentage

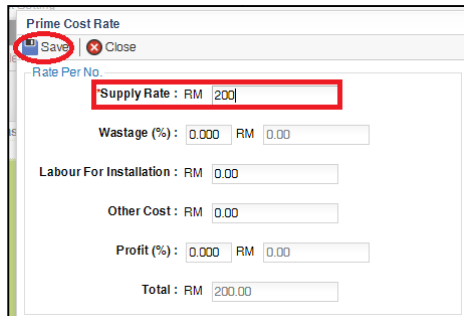
Rate and Percentage

*Amount : RM 1,000,000.00

*Percentage (%) : 0.00

Total : RM 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”*)



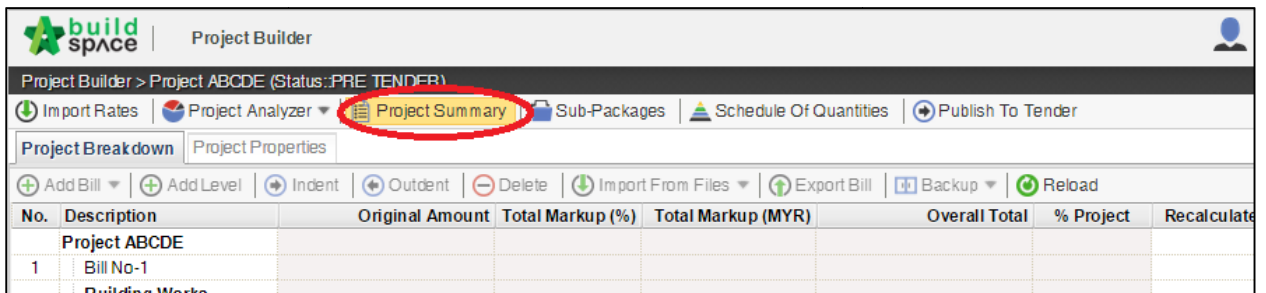
- g) **Allow for any other item** to be keyed in by the tenderer – change item type to “**ITEM-NL**”
- h) **For other item types, please visit**
<http://forum.buildspace.my/viewtopic.php?f=17&t=32>
- i) **Other tutorials** <http://forum.buildspace.my/viewforum.php?f=17>

9. For “**Preliminaries Bill**”, please insert unit as “**LS**” & quantity as “**1**” for the items that you allow tenderer to price like below;

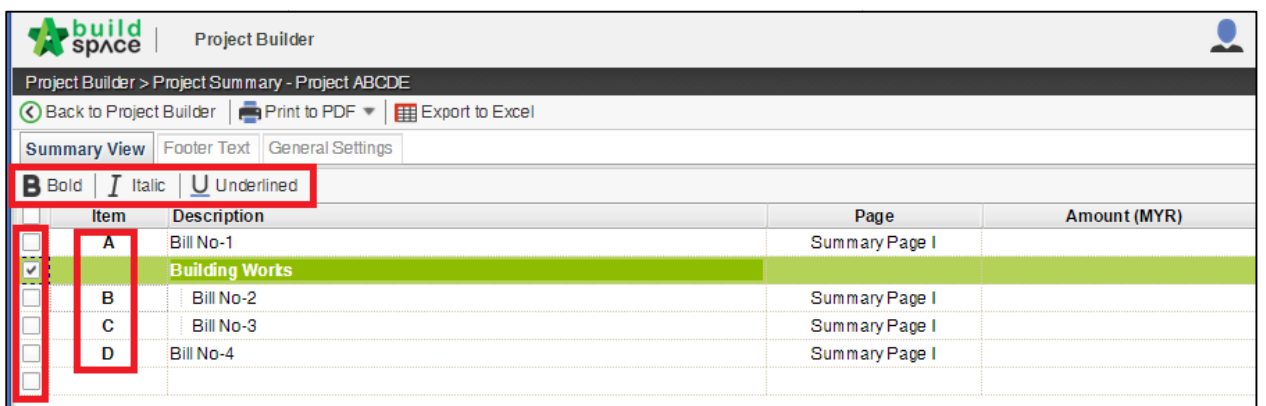
	A	B	C	D
246				
247	Work Included In The Contract			
248				
249	The Contract comprises the construction and completion of the Works and the provisions of all labours, materials, constructional plants, temporary or permanent nature required in and for such construction, completion and maintenance so 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			

How to print project/tender summary

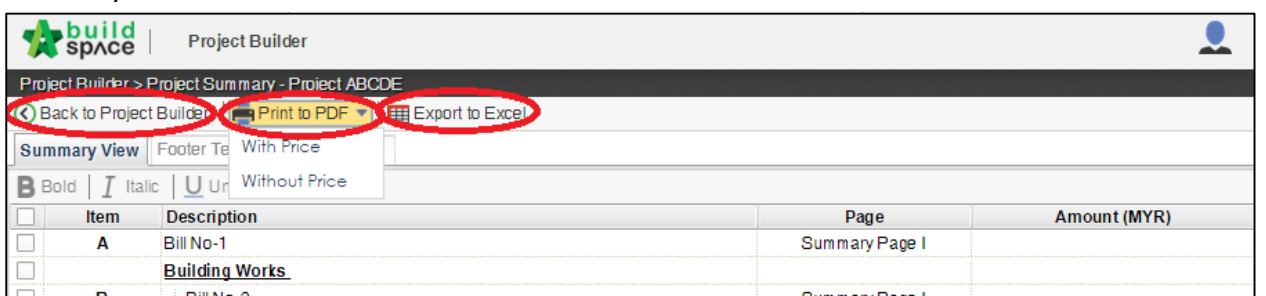
1. Click at “Project Summary”.



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.



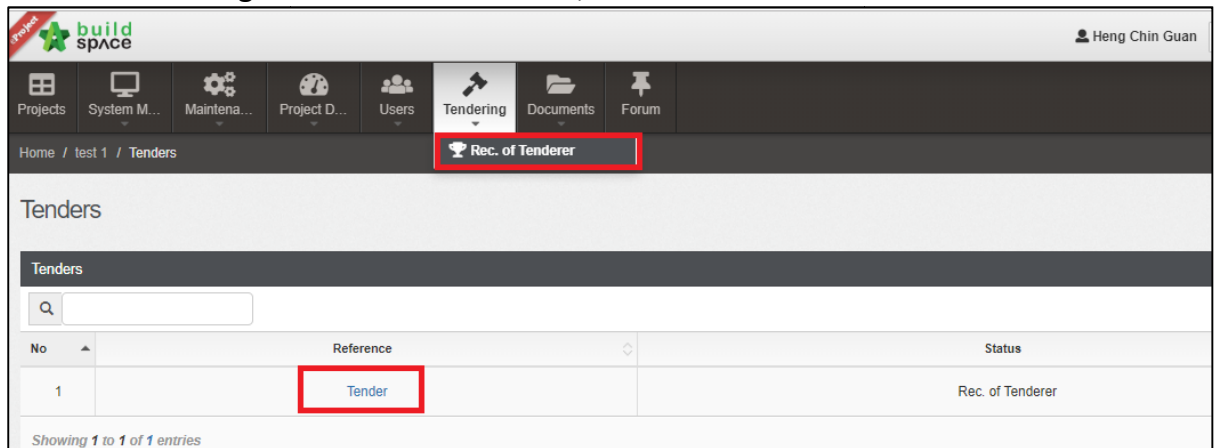
3. Click on “Back to Project Builder” to go back to your project. Click “Print to PDF” to printout your tender summary or click “Export to Excel” to export your tender summary to Microsoft Excel.



Recommendation of Tenderer (only by Editor of Project)

Note: "Editor" of project can do this.

1. Click at "Tendering" and "Rec. of Tenderer", after that click "Tender".

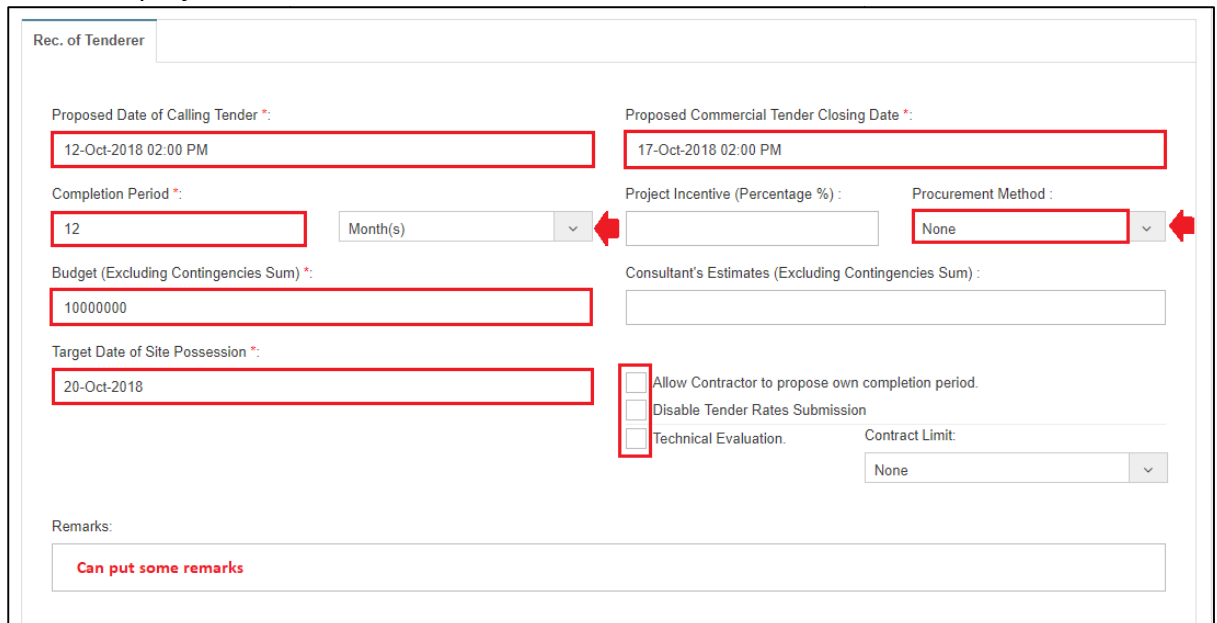


The screenshot shows the BuildSpace web application interface. The user is logged in as Heng Chin Guan. The navigation menu includes Projects, System M..., Maintena..., Project D..., Users, Tendering, Documents, and Forum. The 'Tendering' menu is expanded, and the 'Rec. of Tenderer' option is highlighted with a red box. Below the navigation, the breadcrumb path is 'Home / test 1 / Tenders'. The main content area displays a table of tenders with the following data:

No	Reference	Status
1	Tender	Rec. of Tenderer

The 'Tender' link in the table is also highlighted with a red box. The page indicates 'Showing 1 to 1 of 1 entries'.

2. Insert the project information.



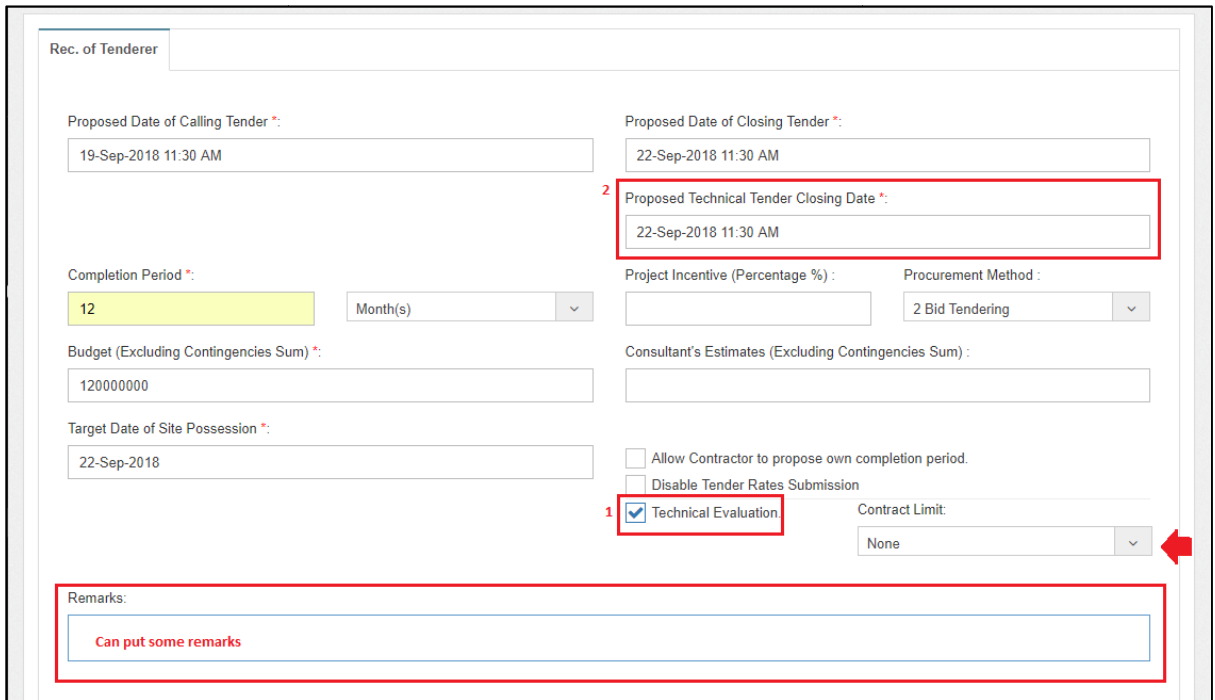
The screenshot shows the 'Rec. of Tenderer' form in the BuildSpace application. The form contains the following fields and options:

- Proposed Date of Calling Tender *: 12-Oct-2018 02:00 PM
- Proposed Commercial Tender Closing Date *: 17-Oct-2018 02:00 PM
- Completion Period *: 12 Month(s)
- Project Incentive (Percentage %): [Empty]
- Procurement Method: None
- Budget (Excluding Contingencies Sum): 10000000
- Consultant's Estimates (Excluding Contingencies Sum): [Empty]
- Target Date of Site Possession *: 20-Oct-2018
- Allow Contractor to propose own completion period:
- Disable Tender Rates Submission:
- Technical Evaluation:
- Contract Limit: None

The 'Remarks' field contains the text: "Can put some remarks".

- For **technical tender closing date**, tick the **technical evaluation** and the system will auto generate a table for **Technical Tender Closing Date**.

Note: Don't forgot do select *contract limit* for technical evaluation submission.



Rec. of Tenderer

Proposed Date of Calling Tender *: 19-Sep-2018 11:30 AM

Proposed Date of Closing Tender *: 22-Sep-2018 11:30 AM

Proposed Technical Tender Closing Date *: 22-Sep-2018 11:30 AM

Completion Period *: 12 Month(s)

Project Incentive (Percentage %):

Procurement Method: 2 Bid Tendering

Budget (Excluding Contingencies Sum) *: 120000000

Consultant's Estimates (Excluding Contingencies Sum):

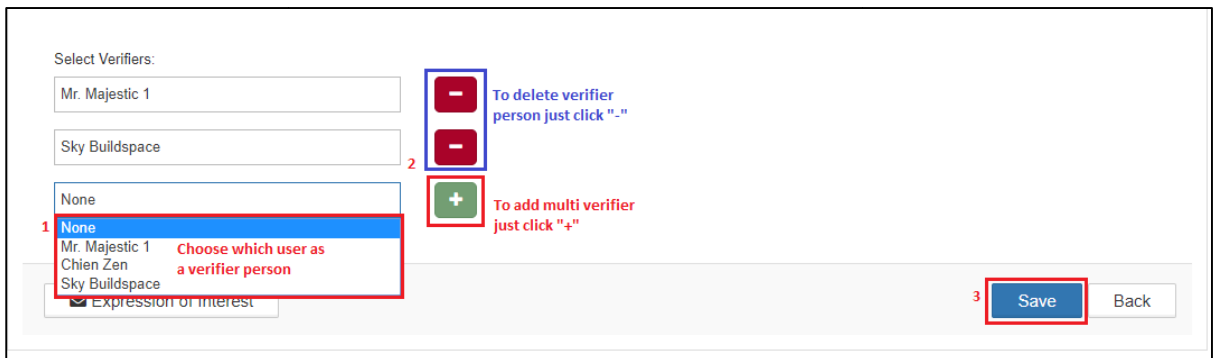
Target Date of Site Possession *: 22-Sep-2018

Allow Contractor to propose own completion period.
 Disable Tender Rates Submission
 Technical Evaluation

Contract Limit: None

Remarks: Can put some remarks

- User can assign verifier/approval person for approval process before submitting the form (*Optional*).



Select Verifiers:

Mr. Majestic 1

Sky Buildspace

None

1 None

Mr. Majestic 1 Choose which user as a verifier person

Chien Zen

Sky Buildspace

Expression of interest

2 To delete verifier person just click "-"

3 To add multi verifier just click "+"

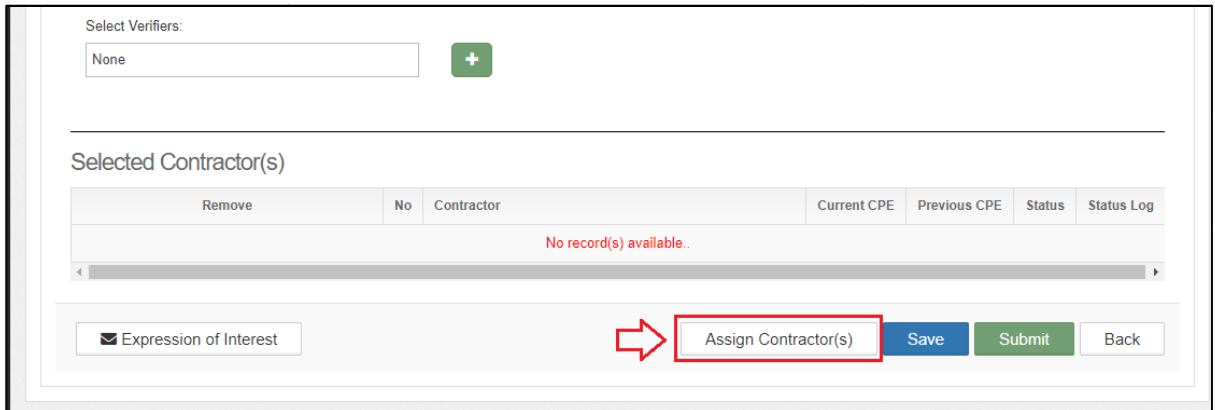
3 Save Back

Note:

- Calling tender date, closing tender date & technical tender closing date:** It can be amended during list of tenderer stage. Consultant (prepare tender document) able to amend calling/closing date when preparing list of tenderer form & calling tender form.
- Remarks:** The remarks at the recommendation of tenderer will carry forward to list of tenderer form and can be amended.
- Completion period:** It can be amended during list of tenderer stage.
- Procurement methods:** It can be amended during list of tenderer stage.
- Budget:** It cannot be amended after recommendation of tenderer is submitted.

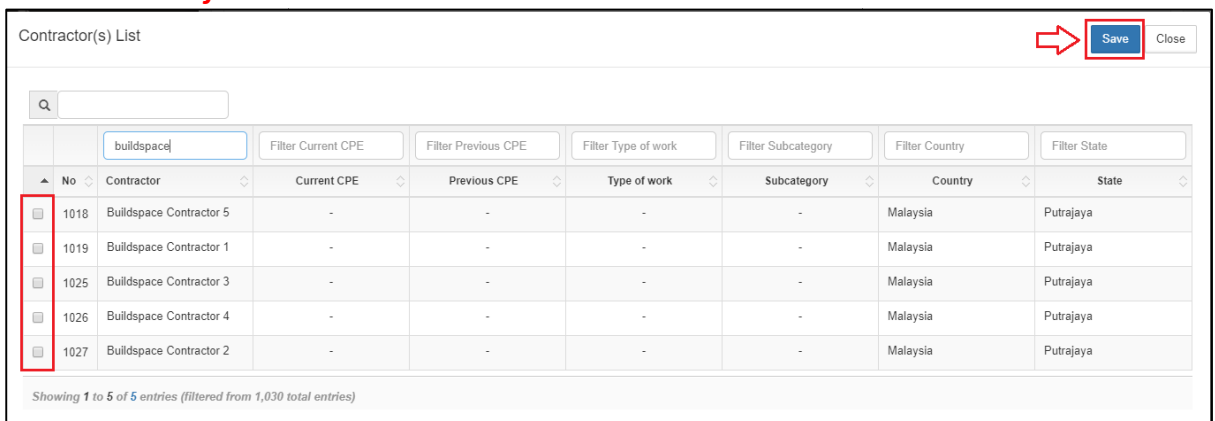
- VI. **Target of site possession:** It cannot be amended after recommendation of tenderer is submitted.
- VII. **Allow contractor to propose own completion period, disable tender rate submission and technical evaluation:** User can tick to select during list of tenderer stage (*Optional*).
- VIII. **Contract Limit:** It can be amended during list of tenderer stage.

5. Click **“Assign Contractor”** to select recommended contractors



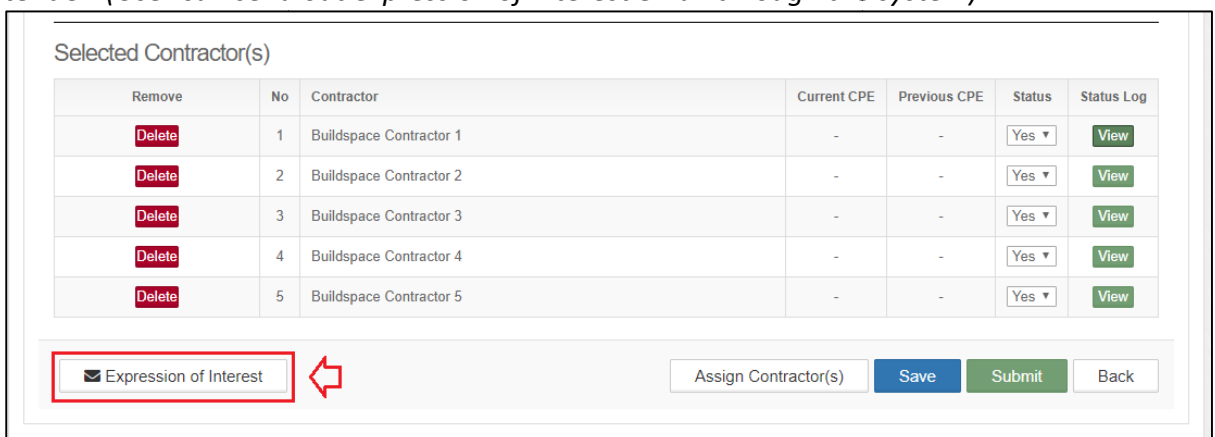
6. Tick to select which contractors, after that click **Save**.

Note: User can filter contractor’s name.



No	Contractor	Current CPE	Previous CPE	Type of work	Subcategory	Country	State
1018	Buildspace Contractor 5	-	-	-	-	Malaysia	Putrajaya
1019	Buildspace Contractor 1	-	-	-	-	Malaysia	Putrajaya
1025	Buildspace Contractor 3	-	-	-	-	Malaysia	Putrajaya
1026	Buildspace Contractor 4	-	-	-	-	Malaysia	Putrajaya
1027	Buildspace Contractor 2	-	-	-	-	Malaysia	Putrajaya

7. Click **“Expression of Interest”** to seek for contractors’ interest to participate the tender. (*User can send out expression of interest email through the system*)

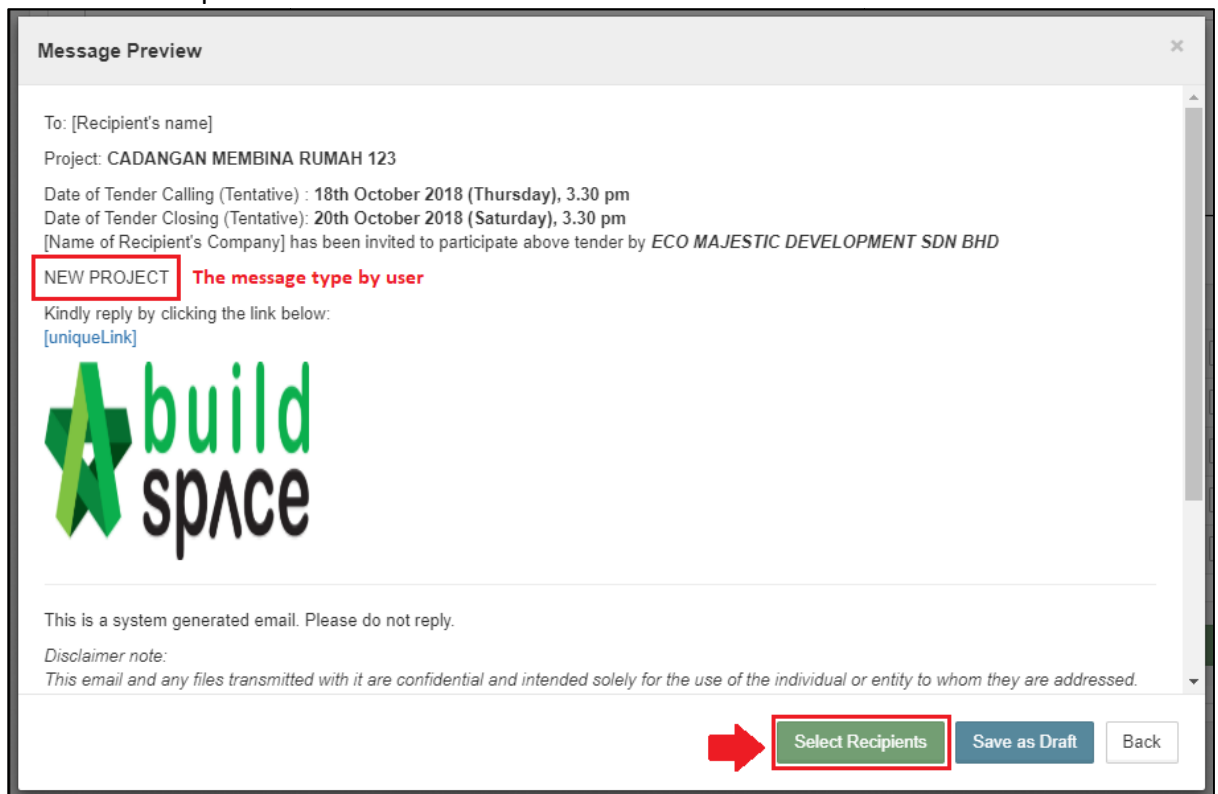


Remove	No	Contractor	Current CPE	Previous CPE	Status	Status Log
Delete	1	Buildspace Contractor 1	-	-	Yes	View
Delete	2	Buildspace Contractor 2	-	-	Yes	View
Delete	3	Buildspace Contractor 3	-	-	Yes	View
Delete	4	Buildspace Contractor 4	-	-	Yes	View
Delete	5	Buildspace Contractor 5	-	-	Yes	View

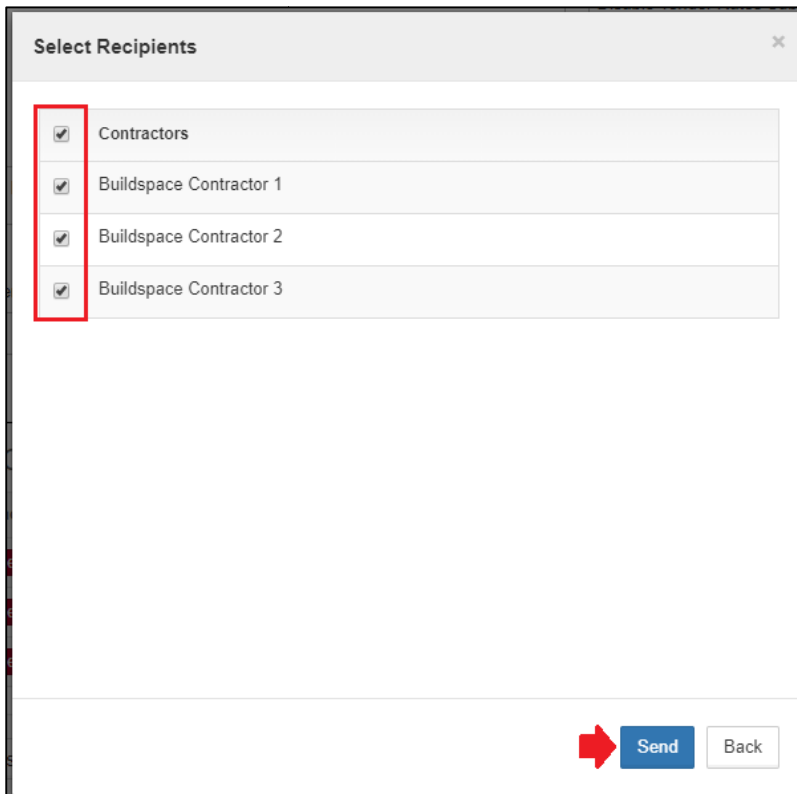
8. After clicking **Expression of Interest** button, user can type any message before sending out to contractors. After that can **save as draft** or click **preview** and send to contractors.



9. After preview the message, click **“Select Recipients”** to select which contractors to send out for expression of interest.

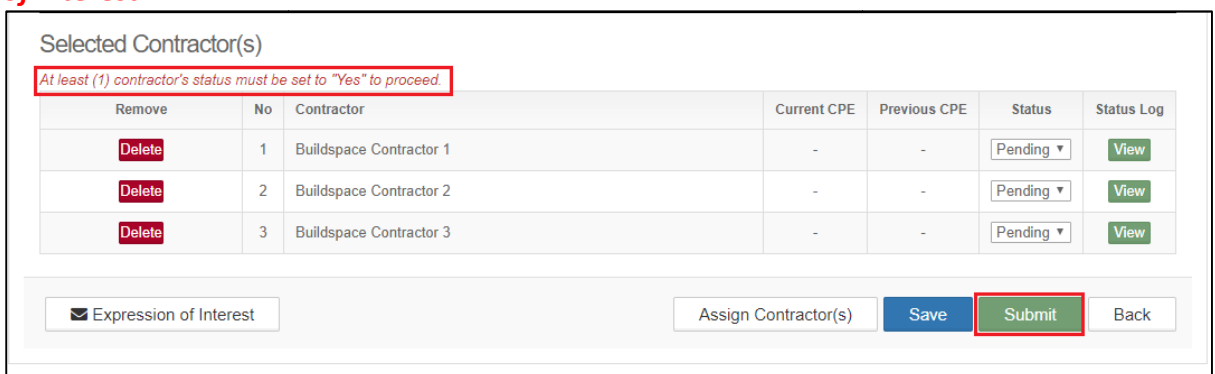


10. By default, the all contractors' name is ticked but the user still can untick (*Optional*) and click **send**.



11. After send **expression of interest** to the contractor, **make sure the contractors had responded the expression of interest first** before C&C submit the recommendation of tenderer form.

Note: C&C should mention the validate period for contractor to reply for expression of interest.



Remove	No	Contractor	Current CPE	Previous CPE	Status	Status Log
Delete	1	Buildspace Contractor 1	-	-	Pending	View
Delete	2	Buildspace Contractor 2	-	-	Pending	View
Delete	3	Buildspace Contractor 3	-	-	Pending	View

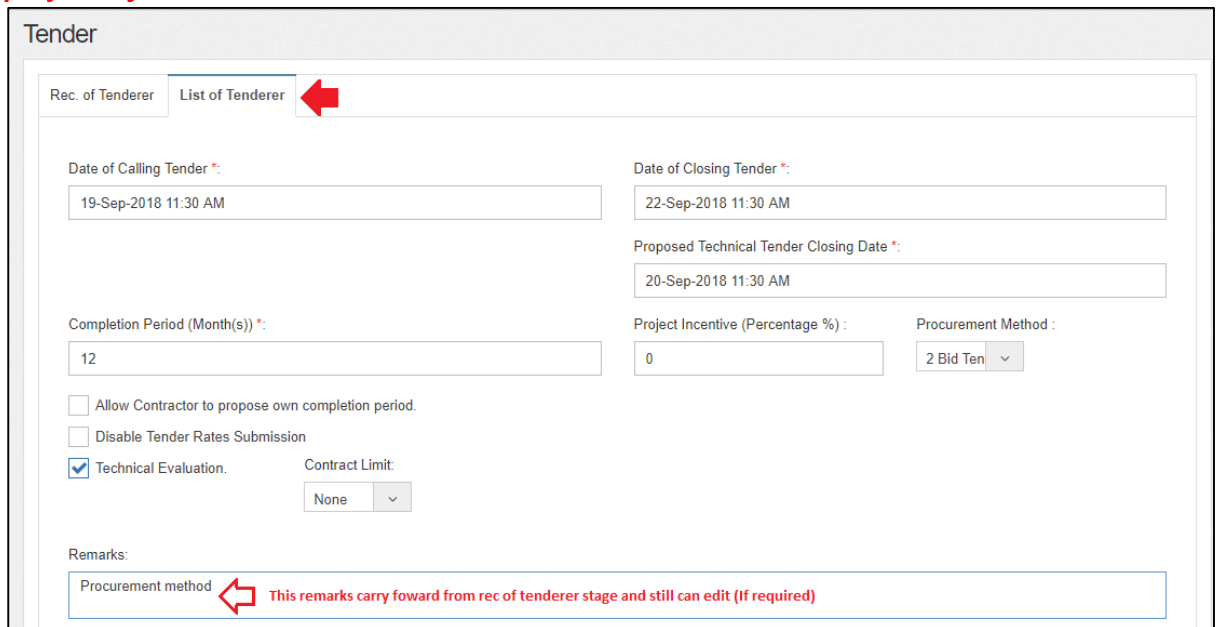
***Make sure at least one contractor responded to the expression of interest as "Yes" before submitting the form, otherwise the form will not be allowed to submit.**

List of Tenderer (only by Editor of Project)

Note: Only "Editor" of project can do this.

- Once Rec. of Tenderer form is submitted and approved, a new tab "List of Tenderers" will be created automatically. Click at "List of Tenderer".

Note: All information is carried forward from rec. of tenderer, but user still can edit project information.



Tender

Rec. of Tenderer | **List of Tenderer** ←

Date of Calling Tender *: 19-Sep-2018 11:30 AM

Date of Closing Tender *: 22-Sep-2018 11:30 AM

Proposed Technical Tender Closing Date *: 20-Sep-2018 11:30 AM

Completion Period (Month(s) *: 12

Project Incentive (Percentage %): 0

Procurement Method: 2 Bid Ten

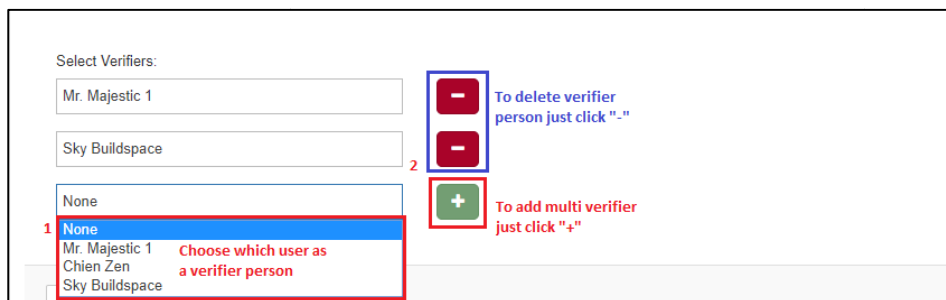
Allow Contractor to propose own completion period.

Disable Tender Rates Submission

Technical Evaluation. Contract Limit: None

Remarks: Procurement method ← This remarks carry forward from rec of tenderer stage and still can edit (If required)

- User can assign verifier/approval person for approval process before submitting the form.



Select Verifiers:

Mr. Majestic 1

Sky Buildspace

None

1 None

Mr. Majestic 1 Choose which user as a verifier person

Chien Zen

Sky Buildspace

2

- To delete verifier person just click "-"

+ To add multi verifier just click "+"

3. User can **delete** contractor that recommended from previous stage (*Rec. of Tenderer*) or **add** new contractor. Besides, user also can **put some remark** for each contractor.

Selected Contractor(s)

Remove	No	Contractor	GCD Remark
<input type="button" value="Delete"/>	1	Buildspace Contractor 1	<input type="text" value="Type any remarks"/>
<input type="button" value="Delete"/>	2	Buildspace Contractor 2	<input type="text"/>
<input type="button" value="Delete"/>	3	Buildspace Contractor 3	<input type="text"/>
<input type="button" value="Delete"/>	4	Buildspace Contractor 4	<input type="text"/>
<input type="button" value="Delete"/>	5	Buildspace Contractor 5	<input type="text"/>

4. Tick to select contractor, then click **Save**.

Contractor(s) List

Q

No	Contractor	Current CPE	Previous CPE	Type of work	Subcategory	Country	State
<input checked="" type="checkbox"/>	1014 ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	A	A	Building	Commercial	Malaysia	Selangor

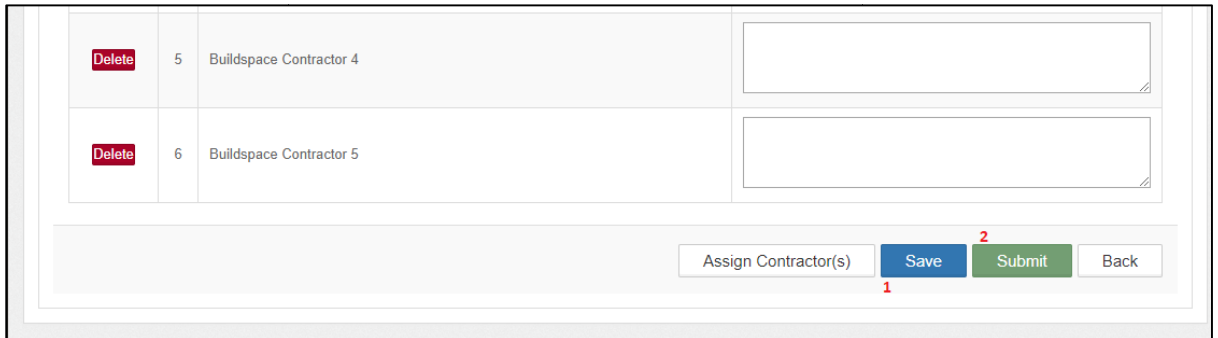
Showing 1 to 1 of 1 entries (filtered from 1,030 total entries)

5. The new added contractor's name will be display in blue colour. If user wants to re-assign deleted contractor, click **Re-enable**.

Selected Contractor(s)

Remove	No	Contractor	GCD Remark
<input type="button" value="Delete"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD <i>Assign a new contractor during list of tenderer</i>	<input type="text"/>
<input type="button" value="Re-enable"/>	2	Buildspace-Contractor-1 <i>Can delete the list of contractor during list of tenderer</i>	<input type="text"/>

6. After finalised the list of tenderer form, click **Submit** to submit the form for approval process.



<input type="button" value="Delete"/>	5	Buildspace Contractor 4	<input type="text"/>
<input type="button" value="Delete"/>	6	Buildspace Contractor 5	<input type="text"/>

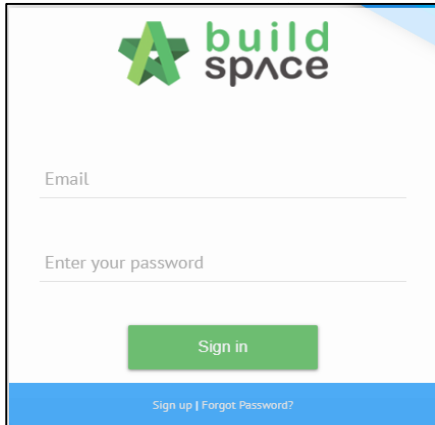
Note: *Consultant who prepared tender document will receive notification after list of tenderer form is submitted.*

How to prepare “Calling Tender” form

Note: Only “Editor” can prepare this form and for “Group Access to Tender Documents” only. Only appear after “List of Tenderer” form had been submitted.

Note: Consultant will be received email notification after C&C submit list of tenderers.

1. Login to eTender system with username and password



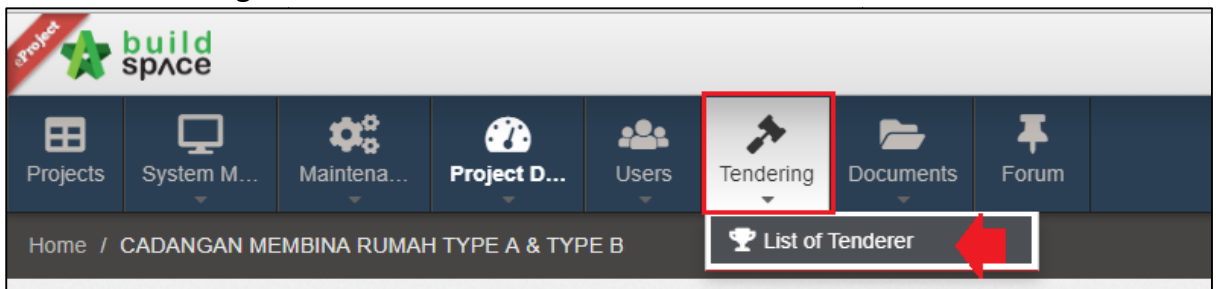
The login page features the Build Space logo at the top. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom, there are links for "Sign up" and "Forgot Password?".

2. Click “Project Title” or click “Open Project”.

No.	Contract Number	Name	Status
1	GDSB/BW/C006/19	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Design

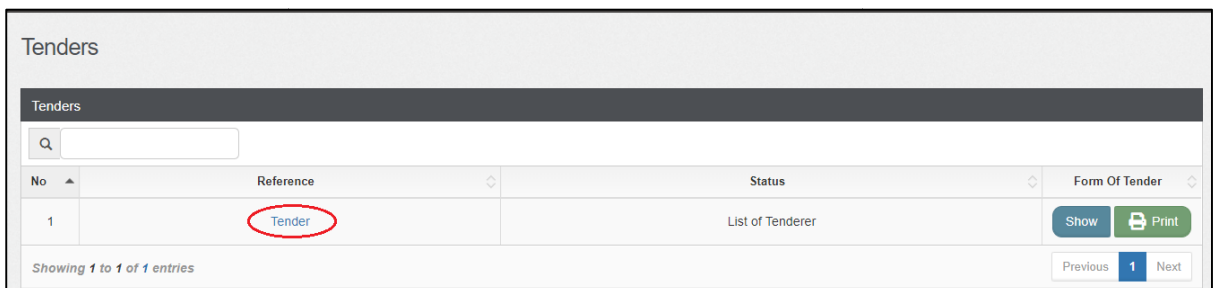
Additional details for the selected project: 19-Feb-2019, Malaysia, Putrajaya, Standard. Buttons for "Open Project" and "Sub Packages [0]" are visible next to the project name.

3. Click at “Tendering” menu and then click at “List Of Tenderer”.



The navigation menu includes: Projects, System M..., Maintena..., Project D..., Users, Tendering, Documents, and Forum. The "Tendering" menu is highlighted with a red box. Below it, the "List of Tenderer" option is also highlighted with a red box.

4. Click “Tender”.

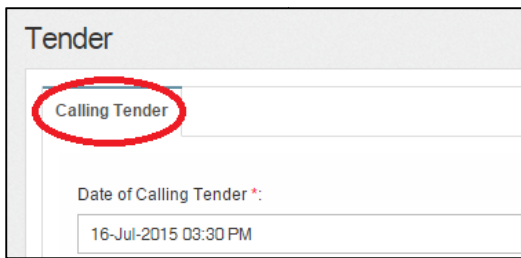


The "Tenders" page shows a search bar and a table with the following data:

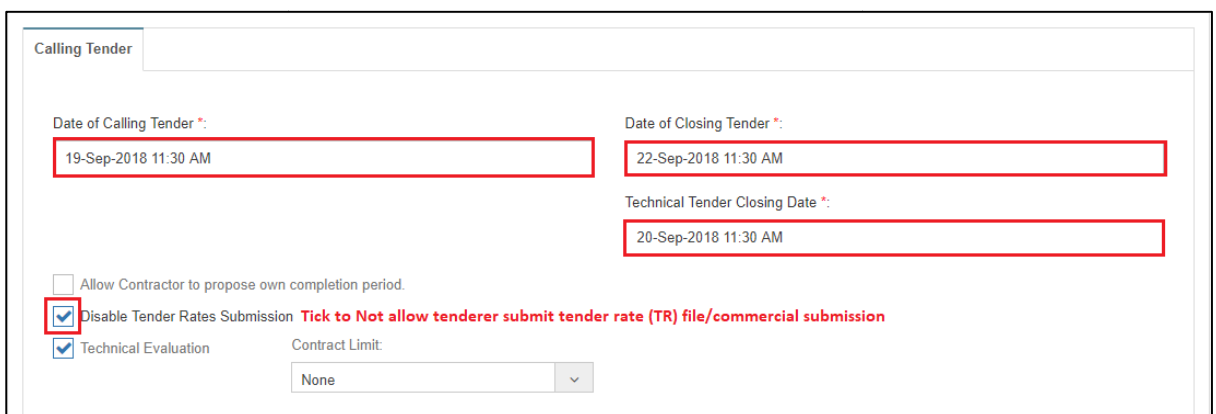
No.	Reference	Status	Form Of Tender
1	Tender	List of Tenderer	Show Print

The word "Tender" in the Reference column is circled in red. The page also shows "Showing 1 to 1 of 1 entries" and navigation buttons for "Previous", "1", and "Next".

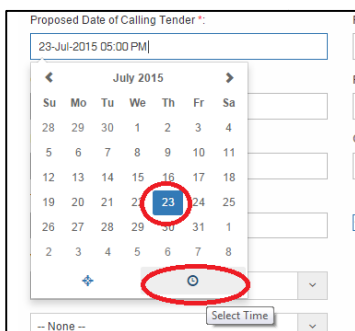
- Click at **“Calling Tender”** tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).



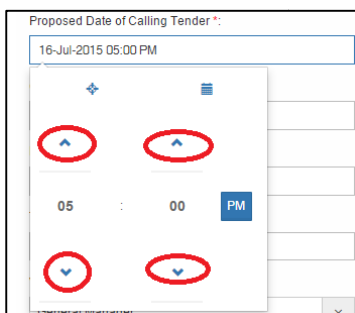
- Consultant can amend the date and time for **“Calling Tender, Closed Tender & Technical tender closing”** and can **tick disable tender rate submission** (If required) only.



Click on that date field and you will see the following screen. Select date and then click at **“Select Time”** icon. It will appear another screen for you to set time.

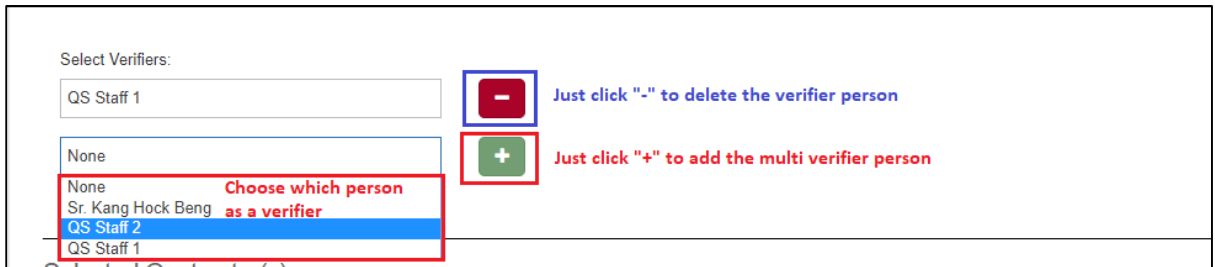


Set the time and click outside the box or other field to continue fill up the form.



- Can select verifier (If required)

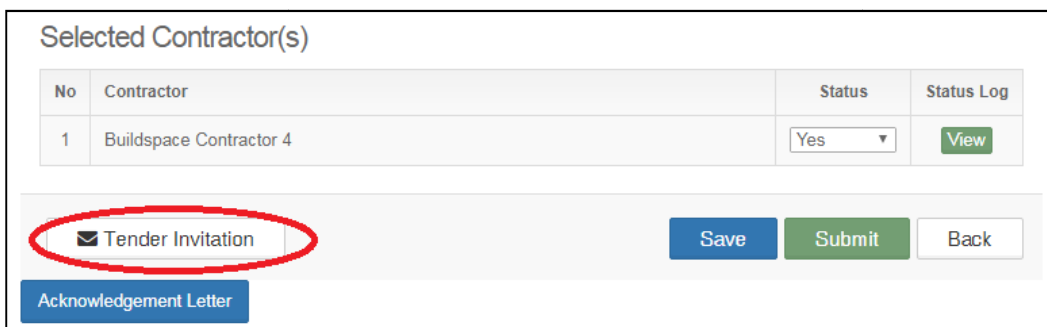
Note: Verifier from your company not from C&C



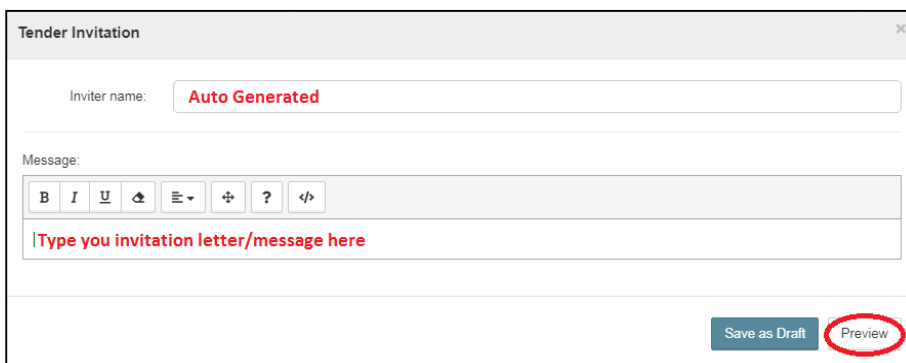
How to prepare Tender Invitation

Note: Consultant must prepare & submit Tender Invitation before submitting Calling Tender Form.

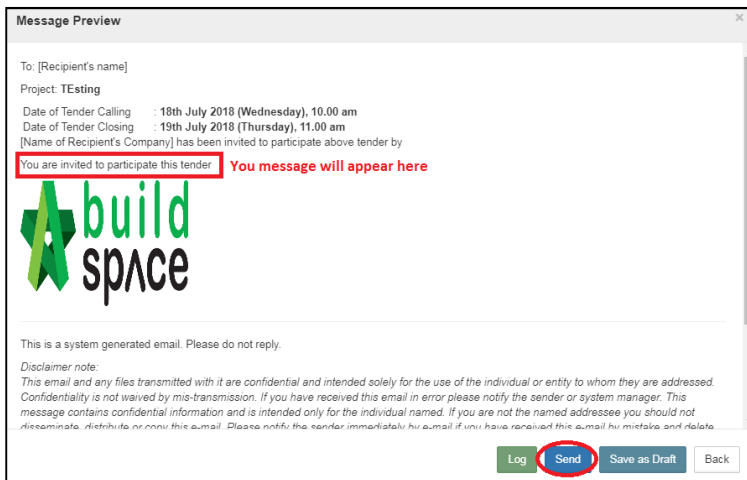
- You can click “Send Tender Invitation” to send out tender invitation to the tenderers.



- You can see the following pop up appear, just type in the message that you want to inform the tenderers and click “Preview” button.



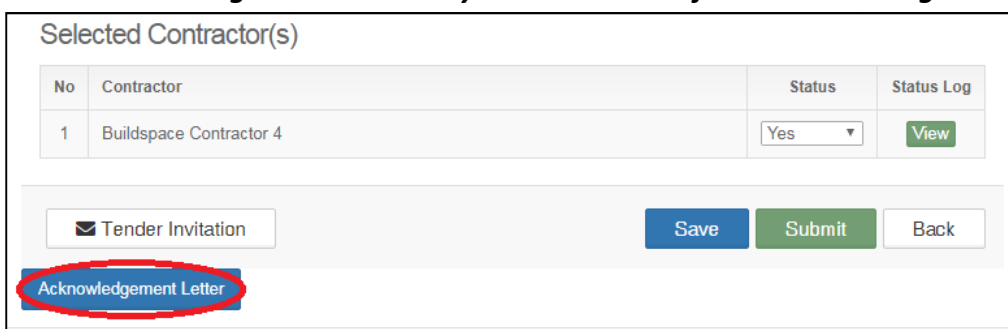
10. You can see the preview of message and click “Send” to send to all individual tenderer.



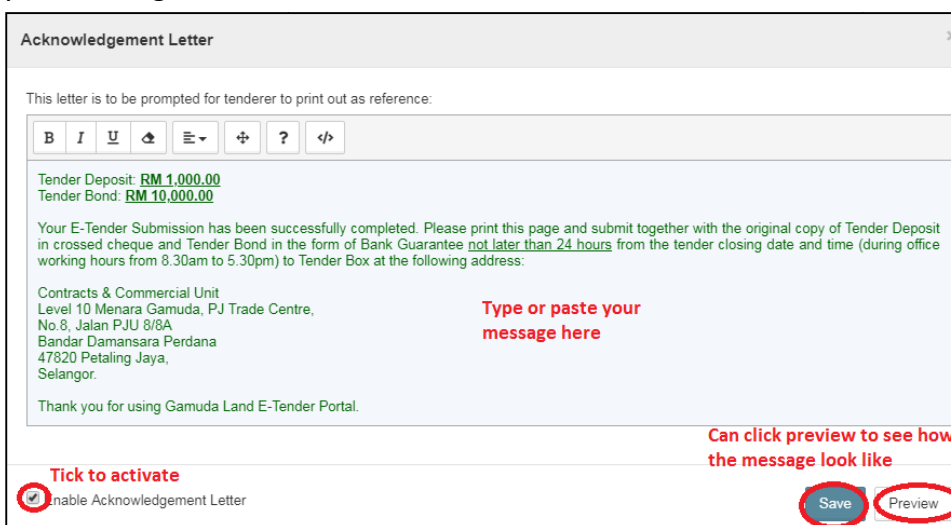
How to prepare Acknowledgment Letter

11. You can activate the “Acknowledgement Letter” for the tenderer to print out after they had submitted their tender. Click at “Acknowledgement Letter” button.

Note: Acknowledgement letter only will be amend after submit calling tender form.



12. Can see the following screen. “Tick” to Enable Acknowledgement Letter. Then type your message and click “Save”.



13. You can “Save” the form or “Submit” form for verifier to verify the form.

Selected Contractor(s)

No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes ▾	View

✉ Tender Invitation

Save

Submit

Back

Acknowledgement Letter

Note: *Once the calling tender form had been submitted, it will automatically send out email notification to the contractors about the tender. **Contractors can be accessed during this calling tender period only.***

How to EXTEND tender

14. If you want to “Extend” the tender date & time. Open “Calling Tender” form, make necessary amendment on the date and select verifier (if required).

Calling Tender

Date of Calling Tender *:

19-Sep-2018 11:30 AM

Date of Closing Tender *:

22-Sep-2018 11:30 AM

Technical Tender Closing Date *:

20-Sep-2018 11:30 AM

Allow Contractor to propose own completion period.

Disable Tender Rates Submission Untick to allow tenderer submit tender rate file (TR)/commercial submission

Technical Evaluation

Contract Limit: None ▾

15. Then click “Extend”.

Selected Contractor(s)

No	Contractor	Status	Status Log
1	3M SYNERGY SDN. BHD.	OK	View
2	GLOBAL PCK CONSTRUCTION SDN BHD	OK	View
3	PCK CONSTRUCTION SDN BHD	OK	View

Extend

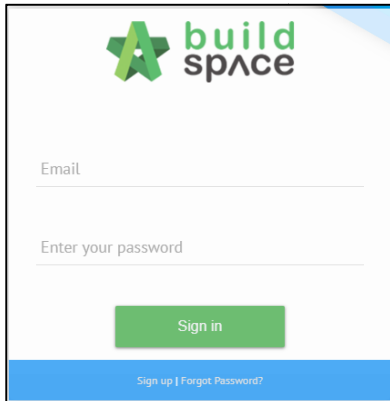
Back

Note: *It automatic notify contractor through email and system*

Forum

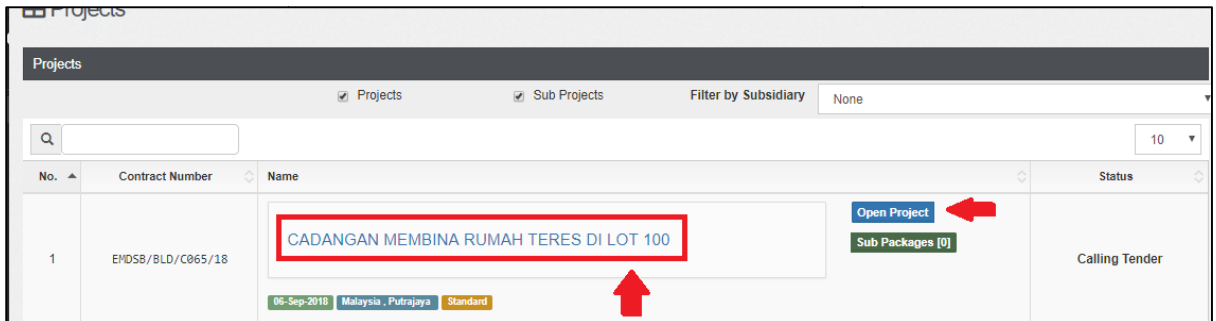
How to reply message from tenderer

1. Login eTender system with **username and password**



The image shows the login page of the BuildSpace eTender system. It features the BuildSpace logo at the top left. Below the logo are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom of the form, there is a link that says "Sign up | Forgot Password?".

2. Click **“Project Title”** or click **“Open Project”**

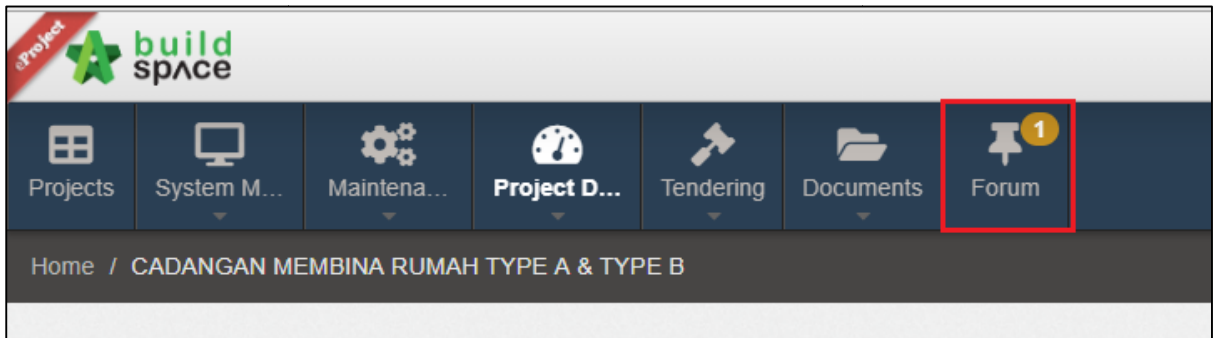


The image shows a screenshot of the "Projects" section in the eTender system. The table has columns for "No.", "Contract Number", "Name", and "Status". The first row contains the following data:

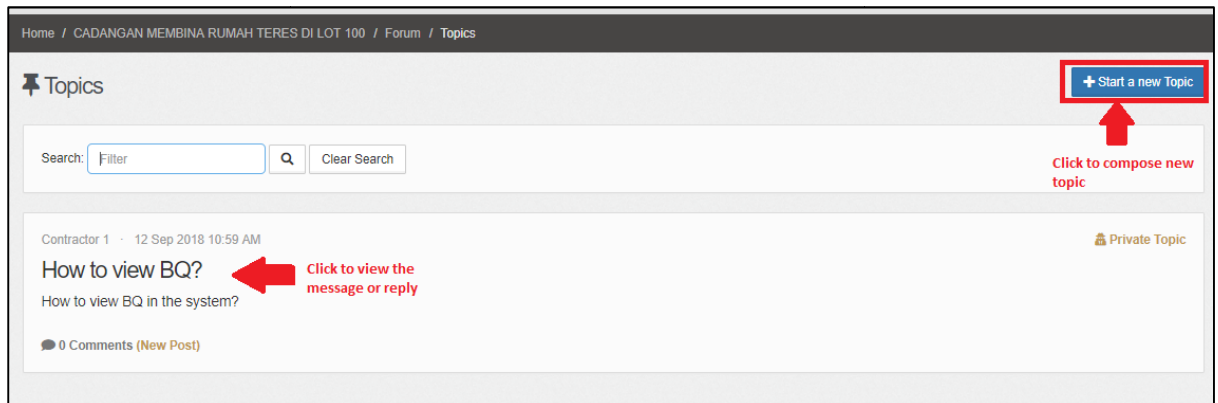
No.	Contract Number	Name	Status
1	EMDS8/BLD/C065/18	CADANGAN MEMBINA RUMAH TERES DI LOT 100	Calling Tender

Red arrows point to the "Name" cell and the "Open Project" button. The "Open Project" button is located to the right of the "Name" cell. Below the "Name" cell, there are tags for "06-Sep-2018", "Malaysia, Putrajaya", and "Standard".

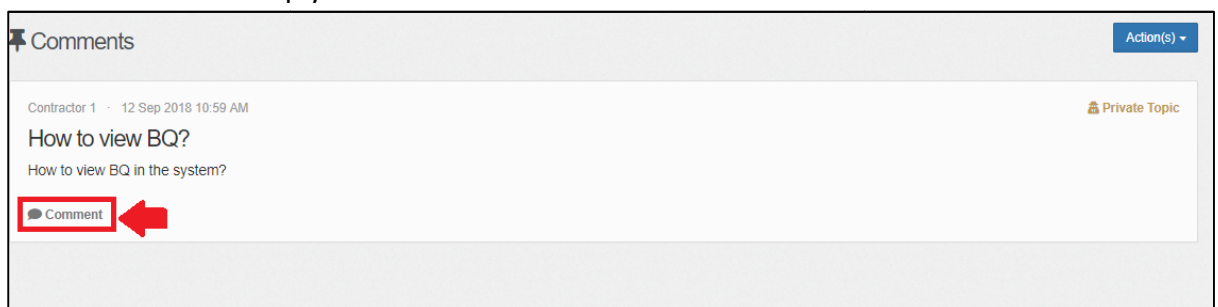
3. Click at **Forum** to reply the message and can see the notification



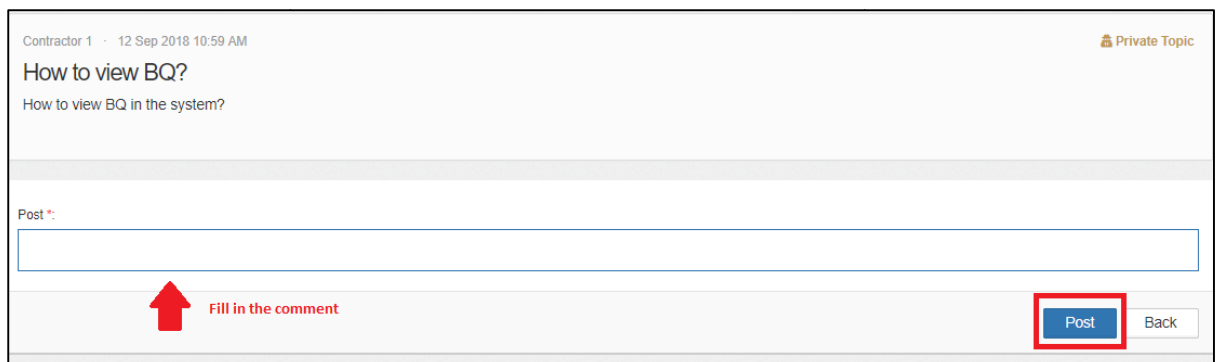
- To view the message and reply, click at the **Topic**.



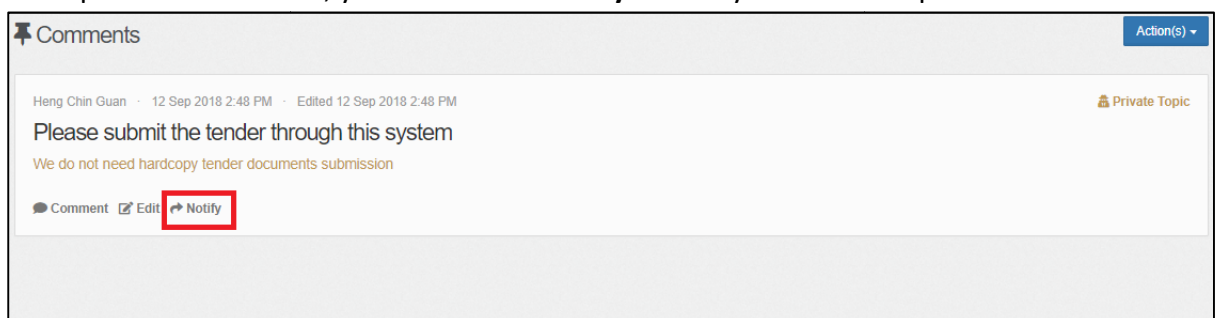
- Click **Comments** to reply.




- Fill in the comment, then click **Post**.




- Once posted a comment, you can click at **Notify** to notify the relevant parties.



8. You can tick to select the party you want to send to. After that, click **Send**.

Send Notifications 

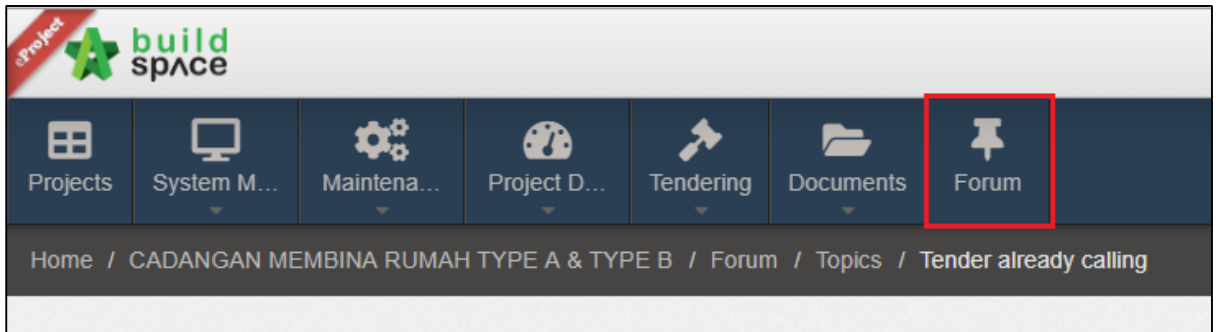
No. ▲	Name	Email	Company	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
3	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	<input type="checkbox"/>



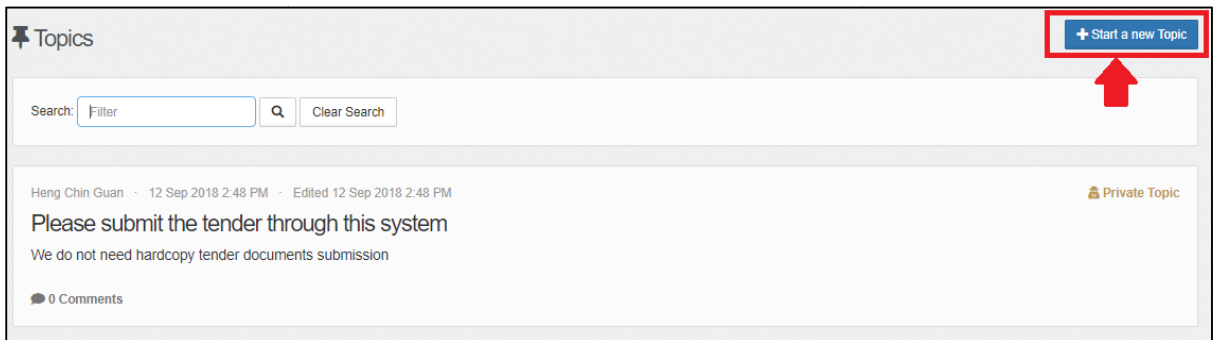
9. Then the selected parties will receive an email notification.

How to compose message to tenderer

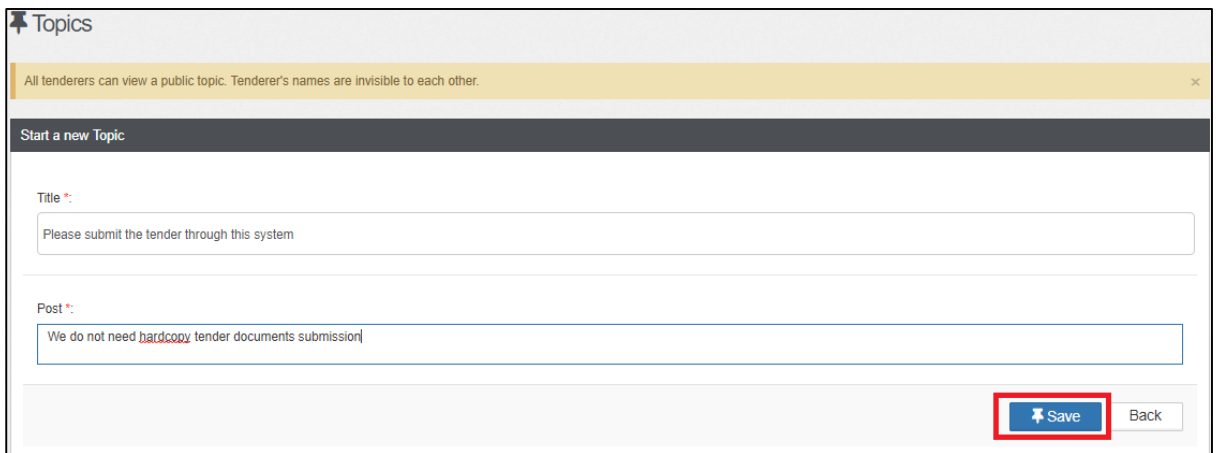
1. Click **Forum**



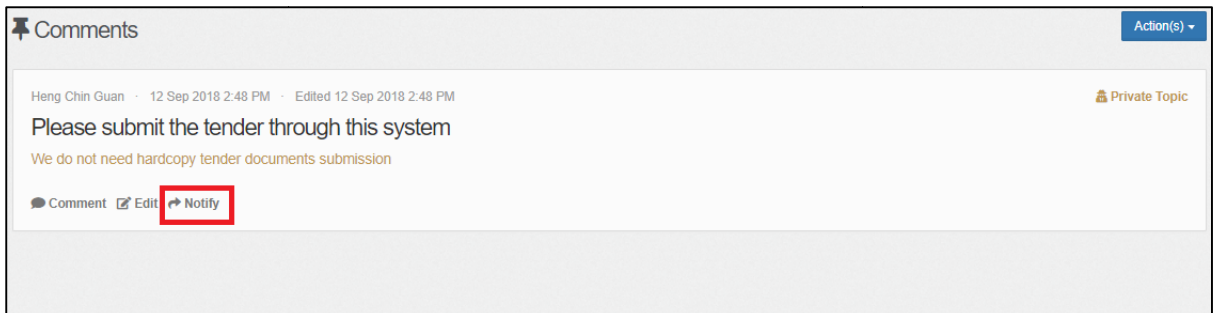
2. Click at **+Start a new Topic** to create new topic.




3. Fill in the Title & Post. After that, click **Save**.




4. Once created the topic, you can click at **Notify** to notify the relevant parties.



5. You can tick to select the party you want to send to. After that, click **Send**.


Send Notifications 

No. ▲	Name	Email	Company	Send to
1	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
2	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
3	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>
5	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
6	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
7	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>
8	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>
9	Contractor 1	buildspacecontractor1@gmail.com	Buildspace Contractor 1	<input type="checkbox"/>




6. Then the selected parties will receive an email notification.

7. if the contractor replied, you can click into the Topic/ Comments.

Contractor 1 · 07 Sep 2018 3:24 PM 

Cant view the BQ

Where can I view the BQ ?

  Can view how many comments




8. Once opened, you will be able to see the comment and the sender name.


Comments

Contractor 1 · 07 Sep 2018 3:24 PM


Cant view the BQ


Where can I view the BQ ?

 Comment  Edit  Notify


 Heng Chin Guan · 07 Sep 2018 3:25 PM

Please study the tenderer guide

 Comment

 Heng Chin Guan · 07 Sep 2018 3:26 PM

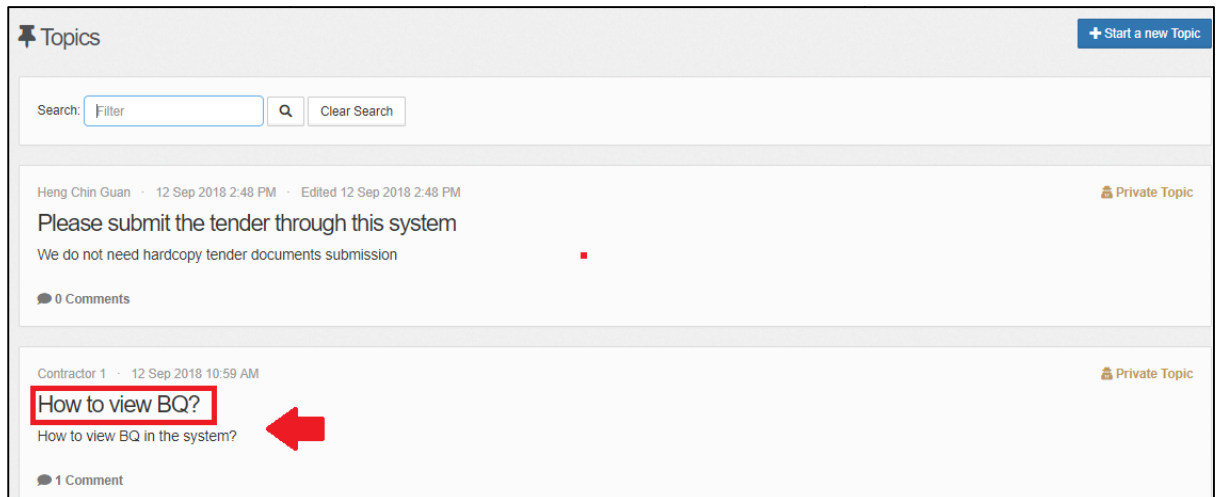
You can download it from the system

 Comment

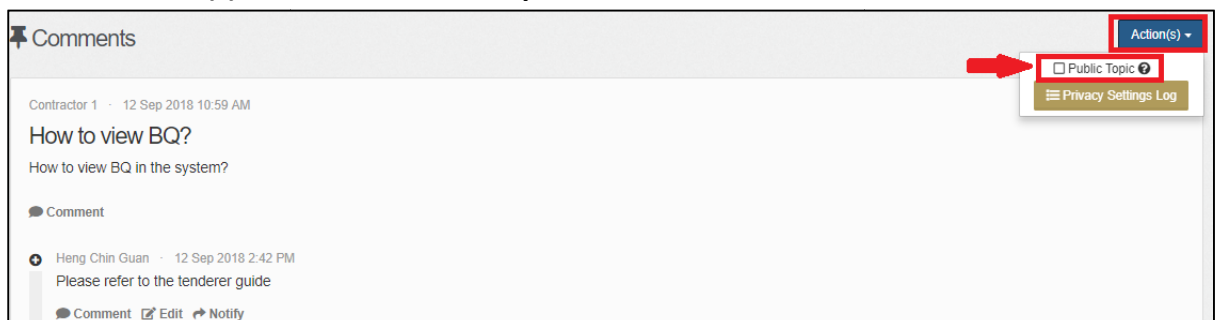
How to set a Topic to public

Note: If one tenderer is asking a common question which other tenderer would ask the same question, you can set the topic to public that can allow all the tenderer to view the topic. (*But tenderers will not display their company name*)

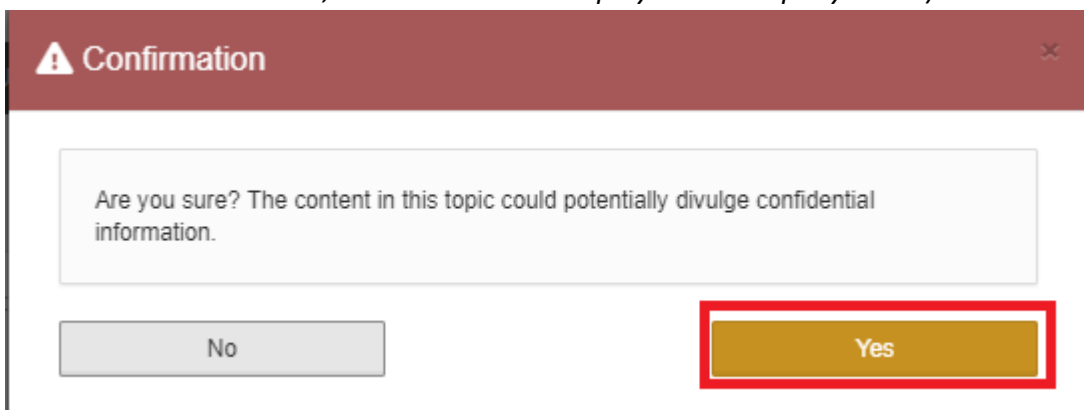
1. To set the topic to public, go to “Forum”, then select a topic that you want to open for public. (*For example, I want to set “How to view BQ” topic to public*)



2. Click at “Action(s)”, then tick “Public Topic”.



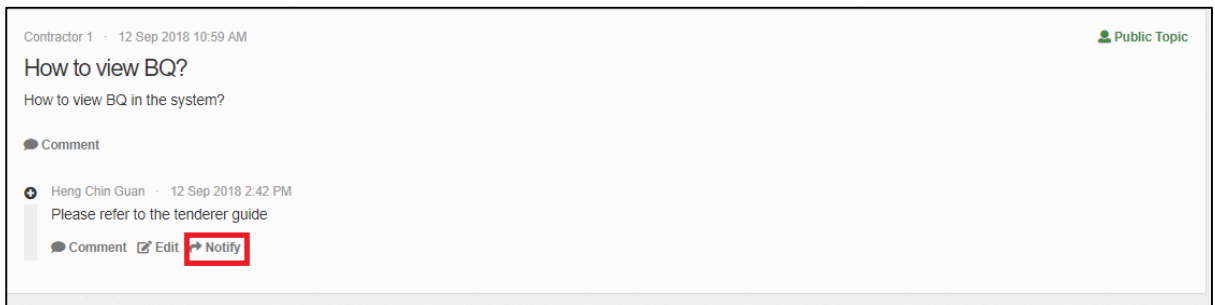
3. Once ticked, click **Yes** to proceed. (*Note: Once clicked Yes, the topic will be display to other tenderer. However, tenderer will not display their company name*)



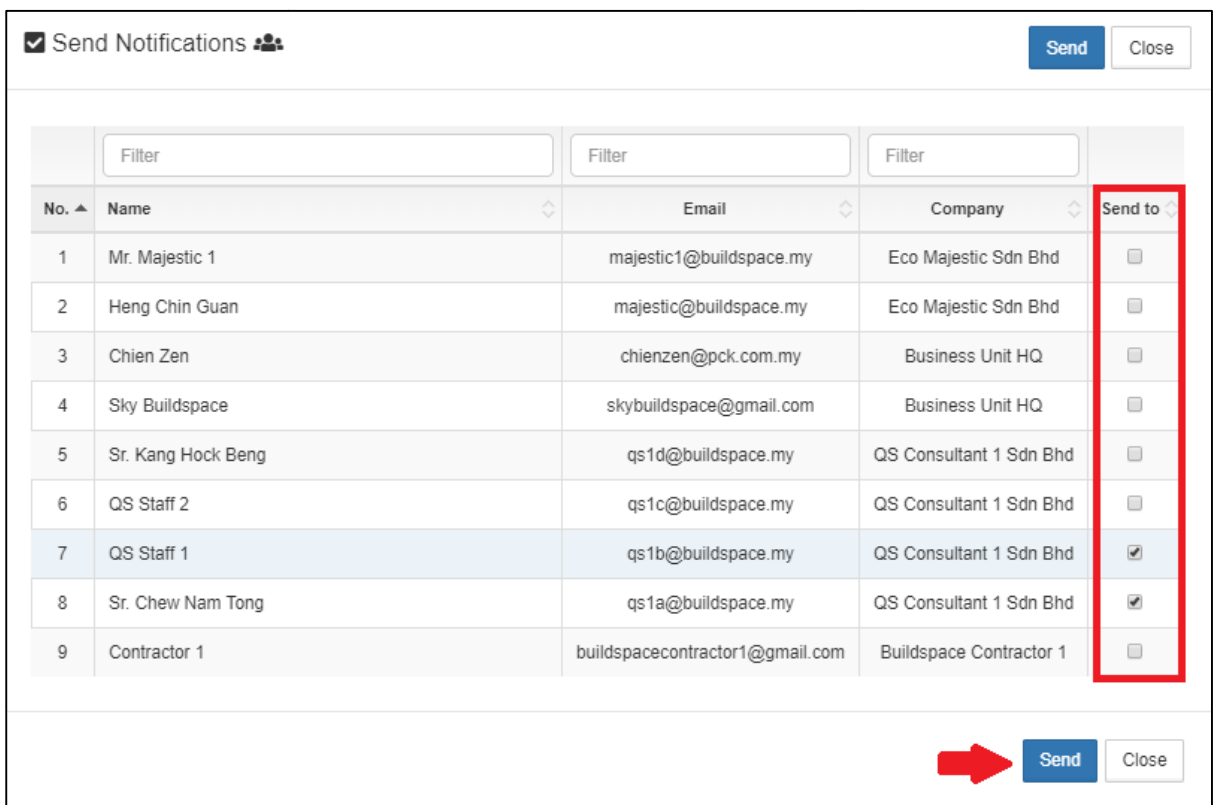
- Now the topic will set to Public.



- Once created the topic, you can click at “Notify” to notify the relevant parties.



- You can tick to select the party you want to send to. After that, click “Send”.

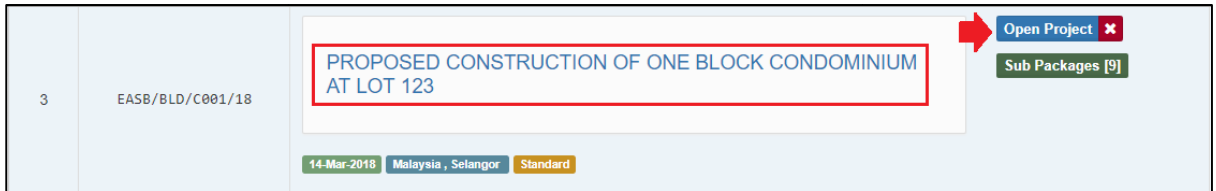


- Then the selected parties will receive an email notification.

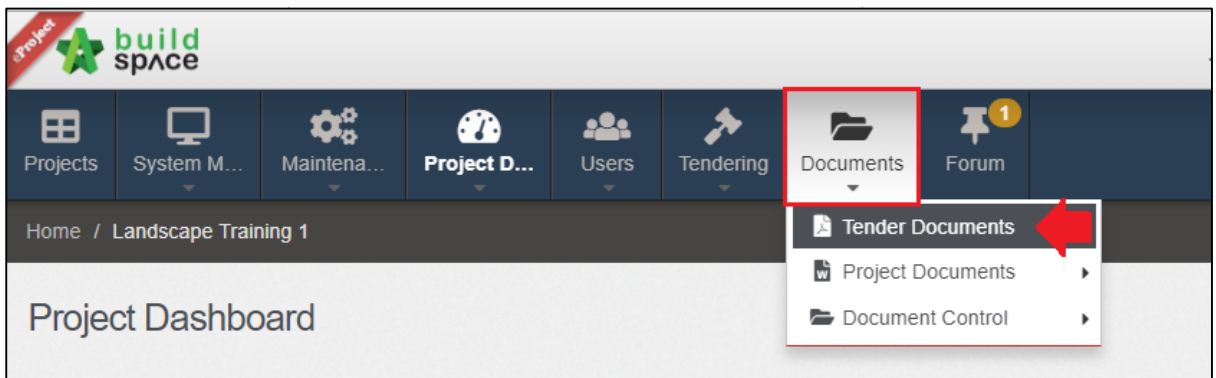
Log For Tender Document

Note: The purpose log for tender document is to record all the downloaded activities from contractor during calling tender.

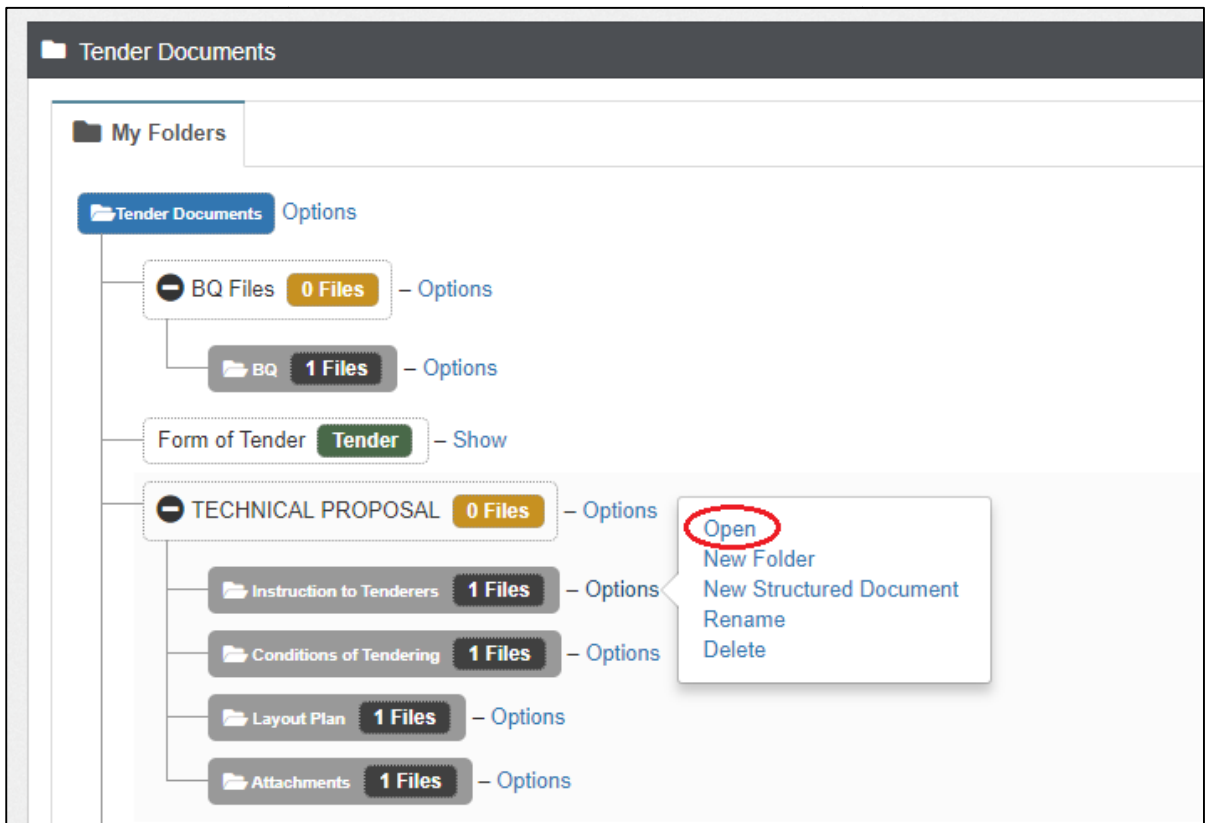
1. Click "Project Title" or click "Open Project"



2. Click "Tender Document".



3. Click "Option" and then click "Open"






- Click the **log icon** to check the all contractor downloaded activities.

Instruction to Tenderers

Documents

🔍 Upload

File Name	Description	Revis	Date	Issued By			
File Name	Description	Revision	Date	Issued By	Log	Edit	Delete
Backup-Fencing_Prelim.ebq		0	23/10/2018	Heng Chin Guan			

Showing 1 to 1 of 1 entries

Previous 1 Next

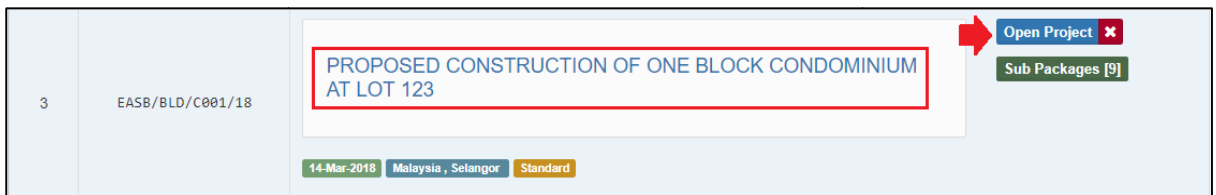
- Can see the **company's name, user's name and the latest downloaded.**

Download Logs ✕

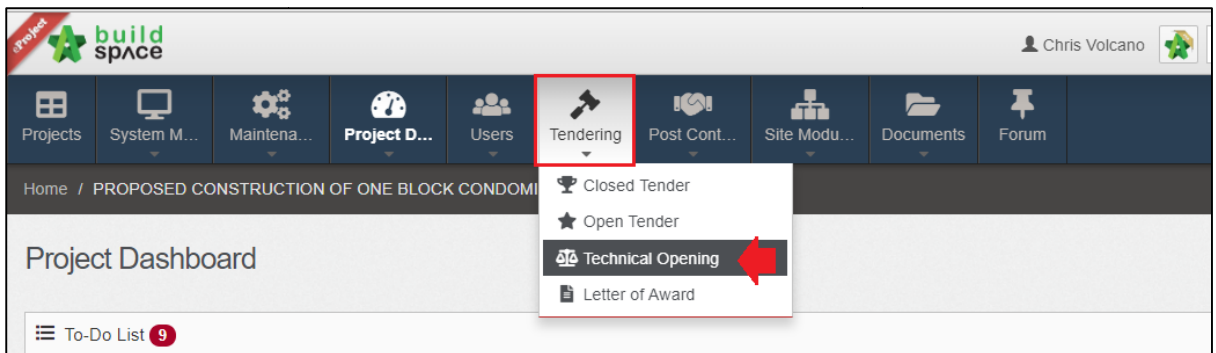
Company	User	Last Downloaded
Buildspace Contractor 2	Contractor 2	23th October 2018 (Tuesday), 5.31 pm
Buildspace Contractor 1	Contractor 1	23th October 2018 (Tuesday), 4.52 pm
Buildspace Contractor 3	Contractor 3	23th October 2018 (Tuesday), 5.26 pm

How To Open Technical Evaluation Report

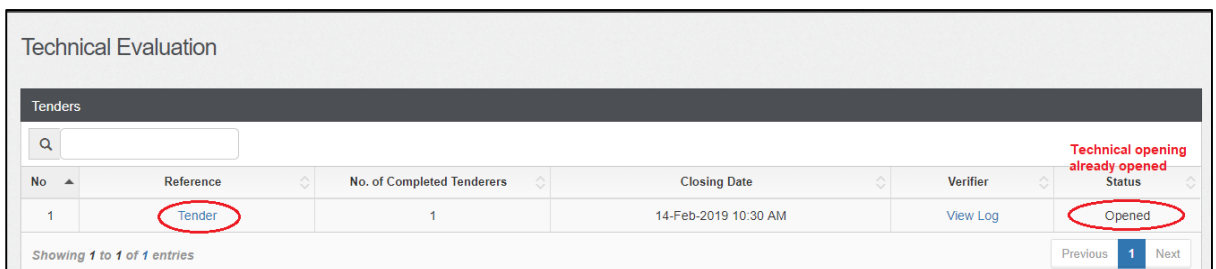
1. Click **“Project Title”** or **“Open Project”**



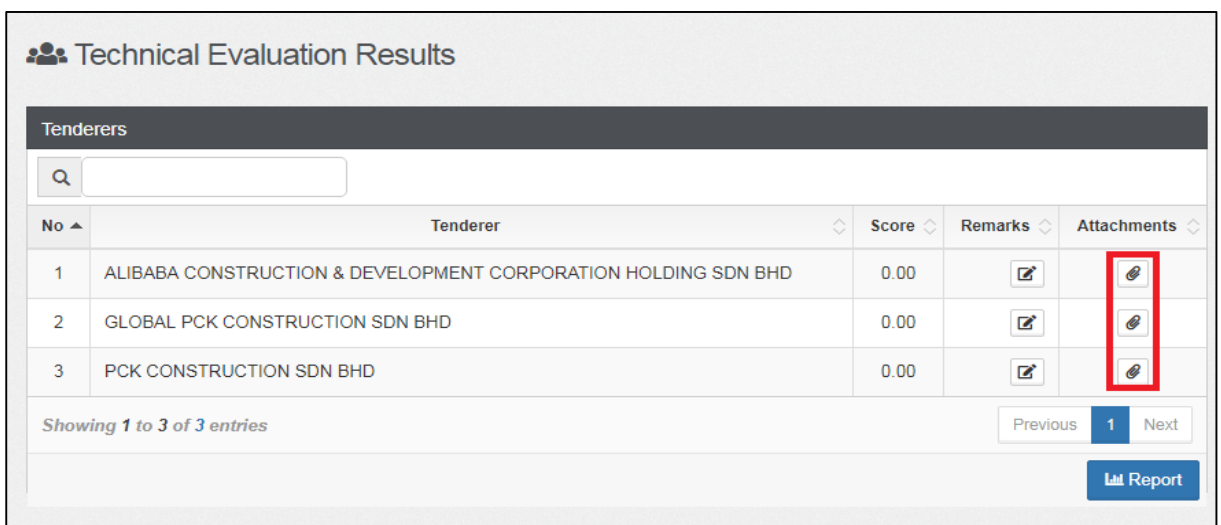
2. Once technical evaluation is opened, click at **“Tendering”** menu and then click at **“Tender”** to view.



3. Click **“Tender”**



4. Click at **“Attachments”** icon to view all attached documents by tenderer.



- Click the **“Files Name”** to download. (Group Access to Tender Documents also can access)

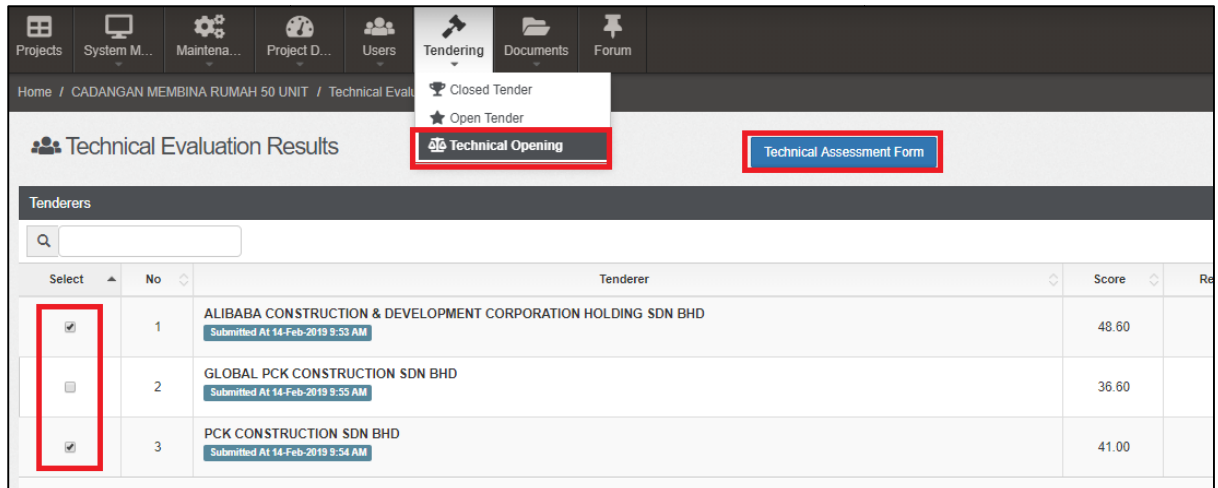
Attachments

ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD

No ▲	Item	Mandatory ◇	Uploaded File
1	Base Outline Tender Programme		Backup-BILL_NO.....ebq
2	Organisation Chart	✓	Backup-BILL_NO.....ebq
3	Site Logistic Layout Plan		Backup-BILL_NO.....ebq
4	Storm Water Management Plan		Backup-BILL_NO.....ebq
5	House Keeping Plan		Backup-BILL_NO.....ebq
6	Quality Management System		Backup-BILL_NO.....ebq
7	Supervisory Site Staff		Backup-BILL_NO.....ebq
8	List of Sub-Contractors and Suppliers		Backup-BILL_NO.....ebq
9	Sub-Contractor's Particulars		Backup-BILL_NO.....ebq

Technical Assessment Form

7. **Open a project.** Click at **“Technical Opening”** to see the tenderer list.
 - a) **Tick** to choose which tenderers are shortlisted.
 - b) Can see the **“Technical Assessment Form”** button will be enabling. Then click on it.



Home / CADANGAN MEMBINA RUMAH 50 UNIT / Technical Eval...

Technical Evaluation Results

Tenderers

Select	No	Tenderer	Score	Re
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD Submitted At 14-Feb-2019 9:53 AM	48.60	
<input type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD Submitted At 14-Feb-2019 9:55 AM	36.60	
<input checked="" type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD Submitted At 14-Feb-2019 9:54 AM	41.00	

8. After clicking **“Technical Assessment Form”**, fill in **“Targeted Date of Award”**

Technical Assessment Confirmation Form

Project : CADANGAN MEMBINA RUMAH 50 UNIT

Targeted Date of Award :

I hereby confirm that the following tenderers have been evaluated thoroughly in technical aspect and the result of the evaluation is as follows: -

A) **PASS** - Qualified tenderers whom have fully complied with the tender requirements and specifications technically.


No.	Company Name	Remarks	Score
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD		48.60
2	PCK CONSTRUCTION SDN BHD		41.00

B) **FAIL** - Disqualified tenderers whom have not fully complied with the tender requirements and specifications technically.
(Further justifications are needed if the disqualification is not inline with Consultant's Recommendation)

No.	Company Name	Remarks	Score
1	GLOBAL PCK CONSTRUCTION SDN BHD		36.60

9. Click to select **verifiers**, then click **“Submit”** button for approval.

Select Verifiers:

 Click to select verifier

10. The verifier will receive email notification and “To Do List” will show the pending task for “Technical Assessment” approval like below, then click at “View” button to view for more details.

Project Dashboard Action(s)

To-Do List -

Tendering 1

Reviews: 1

No.	Module	Days Pending	View	Project
1	Technical Assessment	0	View	CADANGAN MEMBINA RUMAH 50 UNIT

5. After verified technical assessment form, click **Approve / Reject**.

Verification requested by **Chris Volcano** at 14-Feb-2019 10:11 AM

Assigned Verifiers:

Sequence Number	Name	Status	Verified At	Remarks
1	Chien Zen	? Unverified	-	

[Approve](#) [Reject](#) [Back](#)

6. Once approved and after open for commercial tender, at the list of tenderer view, you only can view the shortlisted tenderer’s tender amount. Then click at “Print” button to printout tender opening form with shortlisted tenderer only.

Projects Maintenance Project D... Users Tendering Documents Forum

Tenderer Rate Listing

Filter Contractor Name

Closed Tender
 Open Tender
 Technical Opening

No	Name	Earnest Money	Remarks	Tender Alternative A		Tender Alternative B	
				Amount (RM)	Month(s)	Amount (RM)	Month(s)
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD <small>Submitted At 14-Feb-2019 9:53 AM</small>	<input type="checkbox"/>		2,835,000.00	12	-	-
2	GLOBAL PCK CONSTRUCTION SDN BHD <small>Submitted At 14-Feb-2019 9:54 AM</small>	<input type="checkbox"/>		-	12	-	-
3	PCK CONSTRUCTION SDN BHD <small>Submitted At 14-Feb-2019 9:53 AM</small>	<input type="checkbox"/>		3,118,500.00	12	-	-

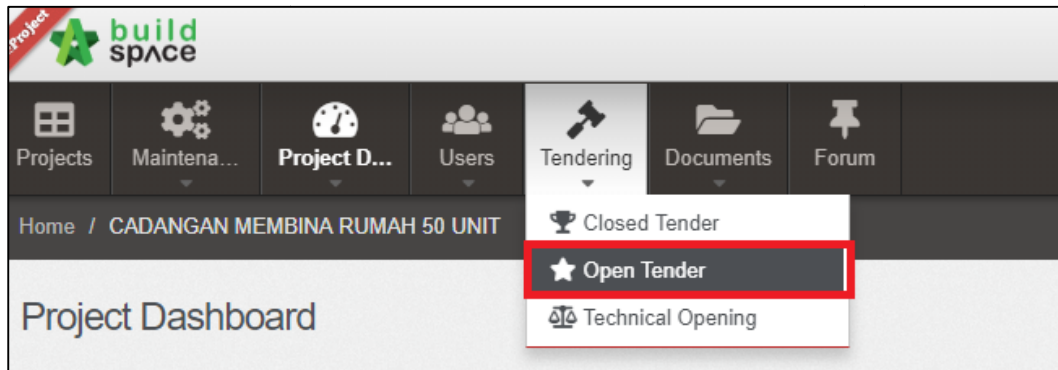
Showing 1 to 3 of 3 entries

[Print](#) [Toggle Additional Information](#)

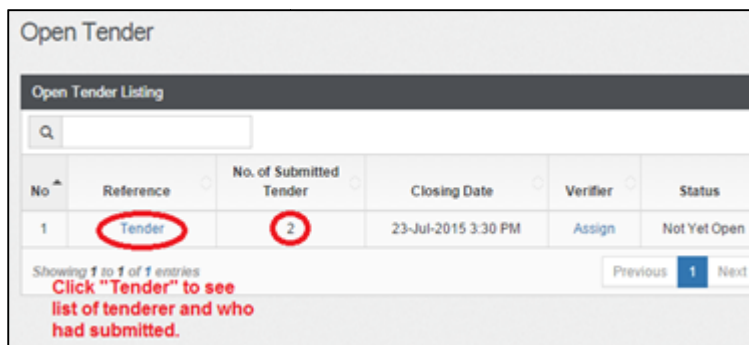
Commercial Opening (Only by Editor of Project)

Note: Please make sure the tender had been closed.

1. Login to eTender system and open a project. Click at “Tendering” and “Open Tender” module.



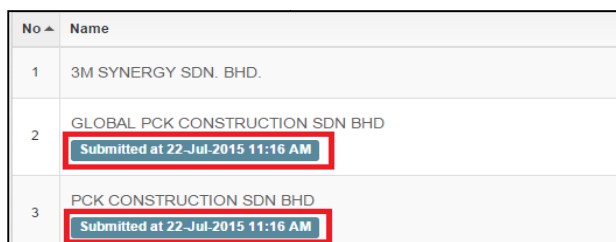
2. Then click at “Tender”.



The screenshot shows the 'Open Tender Listing' table. The 'Tender' link in the Reference column and the number '2' in the No. of Submitted Tender column are circled in red. A red text box at the bottom of the table reads: 'Click "Tender" to see list of tenderer and who had submitted.'

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender	2	23-Jul-2015 3:30 PM	Assign	Not Yet Open

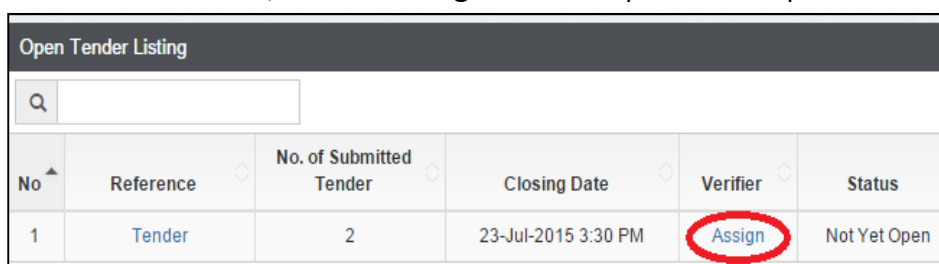
3. Can see the list of tenderer and date & time they submitted tender but can't see their submitted tender rates.



The screenshot shows a list of tenderers. The submission times for the second and third entries are highlighted with red boxes.

No	Name
1	3M SYNERGY SDN. BHD.
2	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 22-Jul-2015 11:16 AM
3	PCK CONSTRUCTION SDN BHD Submitted at 22-Jul-2015 11:16 AM

4. When tender closed, click on “Assign” to select persons to open tender.



The screenshot shows the 'Open Tender Listing' table. The 'Assign' link in the Verifier column is circled in red.

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender	2	23-Jul-2015 3:30 PM	Assign	Not Yet Open

5. Select persons to verify the “Open Tender” by ticking the check box and click “Submit” to send email notification to the selected persons to verify.

MEP Engineer 1 Sdn Bhd

Selected Verifier(s)	Name	E-Mail
<input checked="" type="checkbox"/>	Mr. MEP 1A	mep1a@buildspace.my

QS Consultant 1 Sdn Bhd

Selected Verifier(s)	Name	E-Mail
<input checked="" type="checkbox"/>	QS Staff	qs1a@buildspace.my
<input checked="" type="checkbox"/>	QS Staff 1	qs1b@buildspace.my
<input type="checkbox"/>	QS Staff 2	qs1c@buildspace.my
<input type="checkbox"/>	QS General Manager	qs1d@buildspace.my

Note: All selected persons must approve, and then the tender only can be viewed.

How to see total no of participated projects by tenderer

Note: Only can see after tender opened.

1. Click at “Action(s)” and select “Tenderer’s Report”. Click “Enable Contractor Rates Display” to allow seeing tenderer’s rates comparison at BQ system.

Home / CADANGAN MEMBINA RUMAH 50 UNIT / Open Tender Closed Tender

Open Tender Action(s) ▾

Tenderers' Report
 Enable Contractor Rates Display

Contractor Rates Display Log

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender	3	14-Feb-2019 9:00 AM	View Log	Opened

How to import tenderer's rates for comparison

Note: Only can do this after tender opened.

1. Click at **"Tender"**.

Open Tender

Open Tender Listing

Search:

No	Reference	No. of Submitted Tender	Closing Date
1	Tender	3	14-Feb-2019 9:00 AM

Showing 1 to 1 of 1 entries

2. Click at **"Action(s)"** and select **"Sync to BuildSpace"**.

Home / CADANGAN MEMBINA RUMAH 50 UNIT / Open Tender / Tender

Tenderer Rates Closed at 14-Feb-2019 9:00 AM

Award Recommendation Action(s)

Tenderer Rate Listing

Search:

Filter Contractor Name:

No	Name	Earnest Money	Remarks	Tender Alternative A	Tender Alternative B
				Amount (RM) Month(s)	Amount (RM) Month(s)

+ Tender Resubmission

Sync to BuildSpace

Post Contract

Tender Validity Period (Not Specified)

How to insert "Tender Validity Period"

1. At **"Open Tender"** module, click at **"Action(s)"**, then follow by **"Tender Validity Period"** button.

Home / CADANGAN MEMBINA RUMAH 50 UNIT / Open Tender / Tender

Tenderer Rates Closed at 14-Feb-2019 9:00 AM

Award Recommendation Action(s)

Tenderer Rate Listing

Search:

Filter Contractor Name:

No	Name	Earnest Money	Remarks	Tender Alternative A	Tender Alternative B
				Amount (RM) Month(s)	Amount (RM) Month(s)

+ Tender Resubmission

Sync to BuildSpace

Post Contract

Tender Validity Period (Not Specified)

2. Key in durations and click **"Save"**.

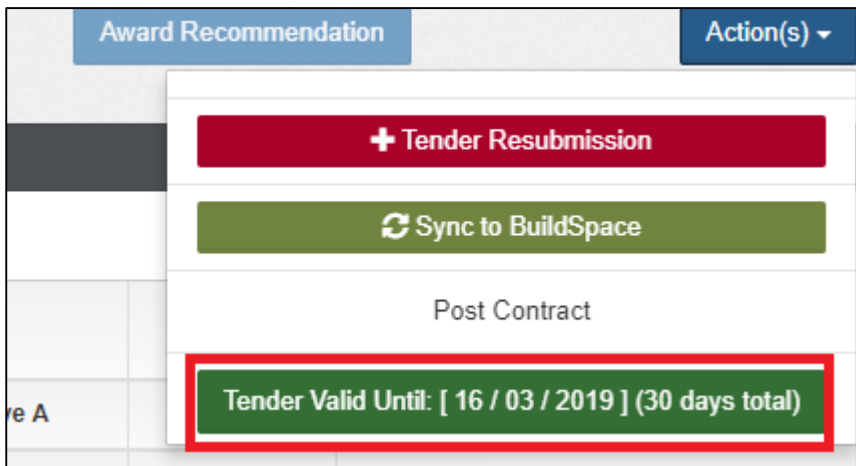
Tender Validity Period

150 Days

Valid until: [22 / 04 / 2016]

Save

- Can see the following screen and you can edit by clicking at the button again.



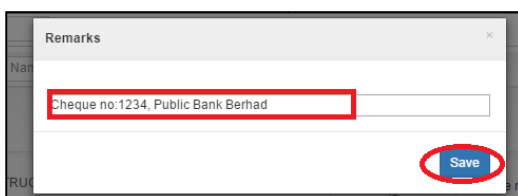
How to insert "Remarks"

Note: Only can insert after tender opened.

- At "Open Tender" module, tick the "Earnest Money" check box if the tenderer submitted their earnest money. Click at "Remarks" cell to edit/insert remark.

No	Name	Earnest Money	Remarks
1	ALIBABA CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:08 PM	<input checked="" type="checkbox"/>	Cheque no:1234, Public Bank Berhad, Valid unit 12
2	Chew Global PCK Development	<input type="checkbox"/>	click the cell to edit/insert remark
3	Chew PCK Development Sdn Bhd	<input type="checkbox"/>	
4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, Public Bank Berhad, Valid unit 12
5	PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, Public Bank Berhad, Valid unit 12

- When click at "Remarks" cell, you can see the following screen and click "Save" once finish editing.



How to print “Open Tender Form”

Note: Only can print after tender opened.

1. Click at “**Print**” button at the bottom of screen to **print out open tender form** and click at “**Toggle Additional Information**” to see the **attachments** from the tenderers.

4	GLOBAL PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, P Valid until 12
5	PCK CONSTRUCTION SDN BHD Submitted at 24-Nov-2015 5:09 PM	<input checked="" type="checkbox"/>	Cheque no:1234, P Valid until 12

Showing 1 to 5 of 5 entries

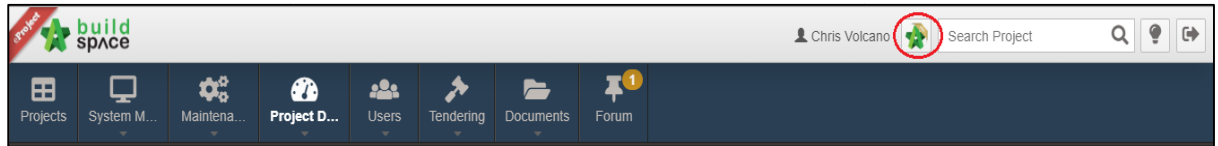
Previous 1 Next

*The printout will auto sort according **lowest to highest** tender amount (based on “Tender Alternative A”)

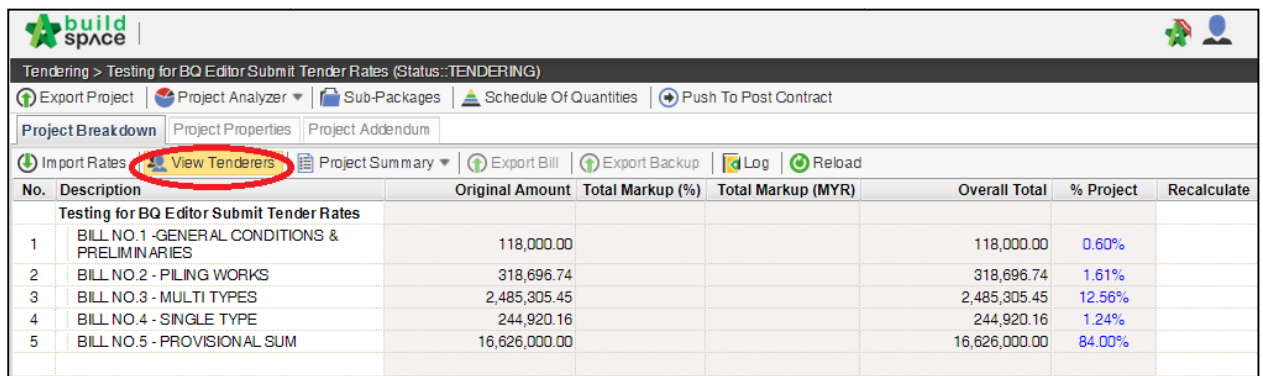
How to Print Tender Comparison Reports Once Tender is Opened

Note: Consultant only can print tender comparison report after client completed tender opening process.

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



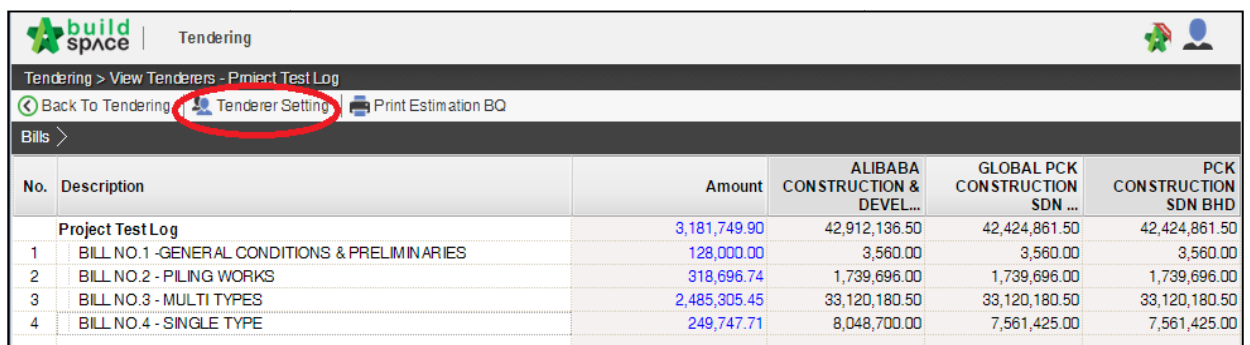
2. Click at “View Tenderer” to view all tenderer’s price comparison.



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

Note: Sometimes the client might hid “View Tenderers” because of the tendering process. If the “View Tenderers” button is hidden, please notify the client to unhide the button.

3. Then you can see the following screen and click at “Tenderer Setting” button.



No.	Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
Project Test Log					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	3,181,749.90	42,912,136.50	42,424,861.50	42,424,861.50
2	BILL NO.2 - PILING WORKS	128,000.00	3,560.00	3,560.00	3,560.00
3	BILL NO.3 - MULTI TYPES	318,696.74	1,739,696.00	1,739,696.00	1,739,696.00
4	BILL NO.4 - SINGLE TYPE	2,485,305.45	33,120,180.50	33,120,180.50	33,120,180.50
5	BILL NO.5 - SINGLE TYPE	249,747.71	8,048,700.00	7,561,425.00	7,561,425.00

- Select the tenderer that you want to see their revisions price and click at “Log” button.

Assign Contractors :: Project Test Log

Close Add New Contractor

Select Contractor

*Contractor:

Save

Remove Import Contractor's Rate Export Contractor's Rate **Log** Refresh Print Contractor's Rate Sort

Click here

Show	No.	Name	Original Total	Adjusted Total	Action
			Diff: 0.00		
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	42,912,136.50		Select
<input checked="" type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input checked="" type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD	42,424,861.50		Select
<input type="checkbox"/>	4				

- You can see **number of revisions** and you can **select** which revision you want to compare to.

Tenderer Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI...

Close Original Bill **Addendum 1** Addendum 2 **Select revision that you want to compare** **Current revision**

Bills >

No.	Description	Current Amount	Addendum 1
1	CADANGAN MEMBINA DAN MENYIAPKAN 68 UNIT RUMAH KEDIAMAN YANG MENGANDUNGI RUMAH BANDAR 3 TINGKAT BANGUNAN PENCAWANG ELEKTRIK DI ATAS LOT ASAL LOT 2170,2171,2172,2173,2174 DAN 2175	22,483,777.00	22,013,252.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	1,460.00	2,450.00
3	BILL NO.2 - PILING WORKS	322,580.00	322,580.00
4	Building Works		
5	BILL NO.3 - MULTI TYPES	4,689,772.00	4,310,072.00
6	BILL NO.4 - SINGLE TYPE	1,009,965.00	918,150.00
7	BILL NO.5 - PROVISIONAL SUM	16,460,000.00	16,460,000.00
8			

Red colour means got changes

- You can see “**RED COLOUR**” amount means got **differences** or **changes** of the price. **Double click** until item level to see the different prices.

Tenderer Log :: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATI...

Close Original Bill Addendum 1 Addendum 2

Bills > BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES > BILL NO. 1 -GENERAL CONDITIONS & PRELIMINARIES >

Bill Ref	Description	Unit	Rate	Grand Total	Rate Addendum 1	Grand Total Addendum 1
	GENERAL					
	The Contractor shall insert in this summary of tender, the amount for individual items and sub-items as indicated. Details of individual items are as per "Section 1.0 - General Conditions and Preliminaries" of "Appendix A - Specifications".					
	Where the Contractor does not price an item or inserts a dash against any item in the Summary of Tender, the value thereof will be deemed to be included in the rates contained elsewhere in the Summary of Tender (s).					
	PROJECT PARTICULARS					
1/1 A	1.1.1 Definitions	LS	10.00	10.00	1,000.00	1,000.00
1/1 B	1.1.2 Scope of Works	LS	10.00	10.00	10.00	10.00
1/1 C	1.1.3 Location of Site	LS	10.00	10.00	10.00	10.00

Can see the different

7. To print report, click at **BuildSpace logo**.

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

8. Then click at **“Reports”** menu.

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Testing for BQ Editor Submit Tender Rates							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%	
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%	
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%	

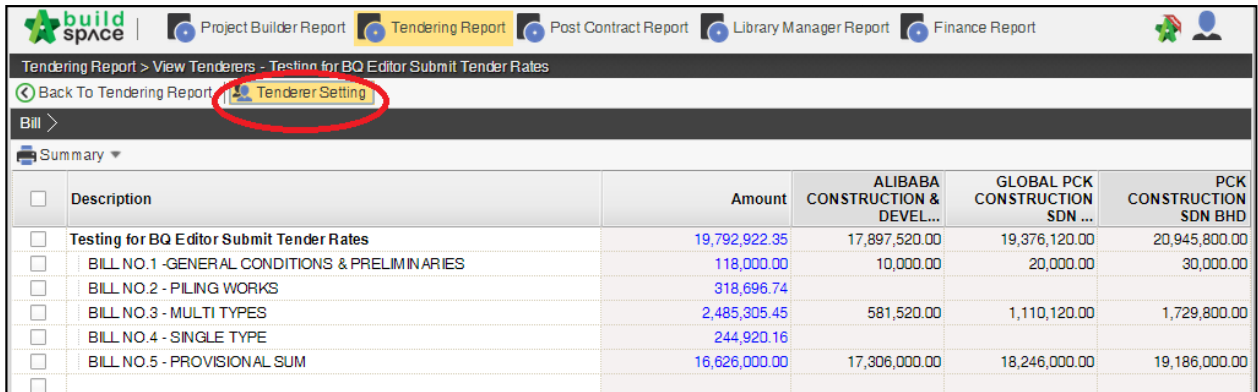
9. Double click to open the project that you want to print tender comparison reports.

Title	Reference	Country	State	Status	Created At
1 TEST 2	PDSB/BLD/C1340/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:45
2 TEST 1	PDSB/BLD/C1339/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:27
3 Teesting For Sync	PDSB/BLD/C1338/18	Malaysia	Putrajaya	Tendering	24/07/2018 14:04
4 Test One more time	PDSB/BLD/C1336/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:47
5 Testing for BQ Editor Submit Tender Rates	PDSB/BLD/C1335/18	Malaysia	Putrajaya	Tendering	24/07/2018 13:05
6 Testing for printing element	EASB/BLD/C008/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:58
7 Testing	EASB/BLD/C007/18	Malaysia	Putrajaya	Tendering	23/07/2018 09:19
8 Testing for New modules	PDSB/BLD/C1334/18	Malaysia	Putrajaya	Tendering	22/07/2018 14:47
9 Testing for New BQ Editor	PDSB/BLD/C1331/18	Malaysia	Putrajaya	Tendering	22/07/2018 09:00
10 Barbedning	EASB/BLD/C006/18	Malaysia	Selangor	Post Contract	08/05/2018 15:04

10. Click at **“View Tenderer”**.

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
Testing for BQ Editor Submit Tender Rates						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00			118,000.00	0.60%
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.61%
3	BILL NO.3 - MULTI TYPES	2,485,305.45			2,485,305.45	12.56%
4	BILL NO.4 - SINGLE TYPE	244,920.16			244,920.16	1.24%
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	84.00%

11. Click at “Tenderer Setting” to select the tenderers that you want to print.



Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates

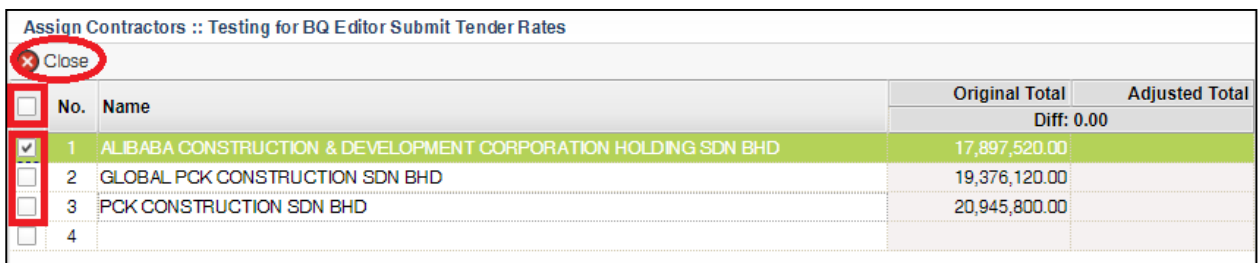
Back To Tendering Report | **Tenderer Setting**

Bill >

Summary ▾

<input type="checkbox"/>	Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input type="checkbox"/>	Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
<input type="checkbox"/>	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
<input type="checkbox"/>	BILL NO.2 - PILING WORKS	318,696.74			
<input type="checkbox"/>	BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
<input type="checkbox"/>	BILL NO.4 - SINGLE TYPE	244,920.16			
<input type="checkbox"/>	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

12. “Tick” the checkbox to choose the tenderers or can tick at top checkbox to select all. Then click “Close”.



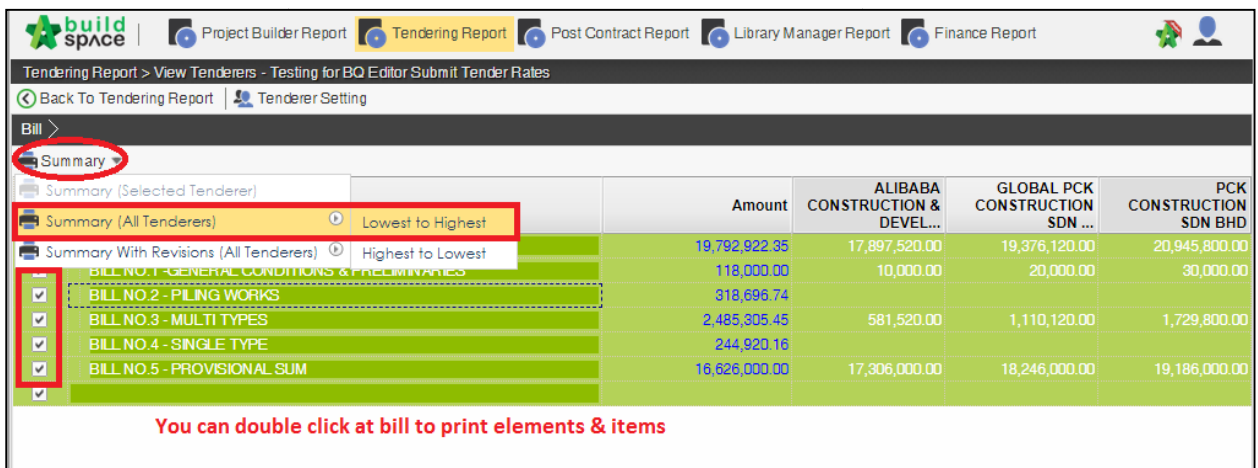
Assign Contractors :: Testing for BQ Editor Submit Tender Rates

Close

<input type="checkbox"/>	No.	Name	Original Total	Adjusted Total
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	17,897,520.00	
<input type="checkbox"/>	2	GLOBAL PCK CONSTRUCTION SDN BHD	19,376,120.00	
<input type="checkbox"/>	3	PCK CONSTRUCTION SDN BHD	20,945,800.00	
<input type="checkbox"/>	4			

Diff: 0.00

13. Now you can tick at checkbox to select which bills you want to print or you can double click at bill to go to element & item level to print out the tender comparison report.



Tendering Report > View Tenderers - Testing for BQ Editor Submit Tender Rates

Back To Tendering Report | Tenderer Setting

Bill >

Summary ▾

Summary (Selected Tenderer)

Summary (All Tenderers) ▾ Lowest to Highest

Summary With Revisions (All Tenderers) ▾ Highest to Lowest

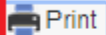

<input type="checkbox"/>	Description	Amount	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input type="checkbox"/>	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
<input checked="" type="checkbox"/>	BILL NO.2 - PILING WORKS	318,696.74			
<input checked="" type="checkbox"/>	BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
<input checked="" type="checkbox"/>	BILL NO.4 - SINGLE TYPE	244,920.16			
<input checked="" type="checkbox"/>	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00

You can double click at bill to print elements & items

14. After you select the report format like “Lowest to Highest”, it will come out the following preview and click “Print”;

Summary (All Tenderers) (Lowest to Highest)					
No	Description	Estimate	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
1	Testing for BQ Editor Submit Tender Rates	19,792,922.35	17,897,520.00	19,376,120.00	20,945,800.00
2	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	118,000.00	10,000.00	20,000.00	30,000.00
3	BILL NO.2 - PILING WORKS	318,696.74			
4	BILL NO.3 - MULTI TYPES	2,485,305.45	581,520.00	1,110,120.00	1,729,800.00
5	BILL NO.4 - SINGLE TYPE	244,920.16			
6	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	17,306,000.00	18,246,000.00	19,186,000.00
7					

15. Click “Print” to print or click “Export To Excel”.

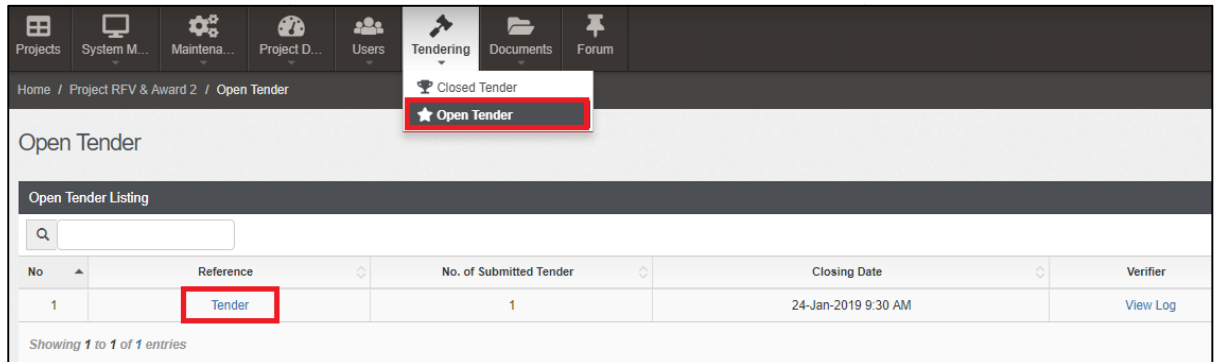
Summary (All Tenderers) (Lowest to Highest)	
 Print	 Export To Excel
<input type="text" value="Summary (All Tenderers) (Lowest to Highest)"/>	
*Description Type: <input checked="" type="radio"/> Full Description <input type="radio"/> One Line Description	
*Price Display Format: <input checked="" type="radio"/> 1,000.00 <input type="radio"/> 1,000.00	
*Print Without Cents: <input type="checkbox"/>	

16. If you double click a bill and go to elements level, you can tick all elements and select print “Item Rate & Total”.

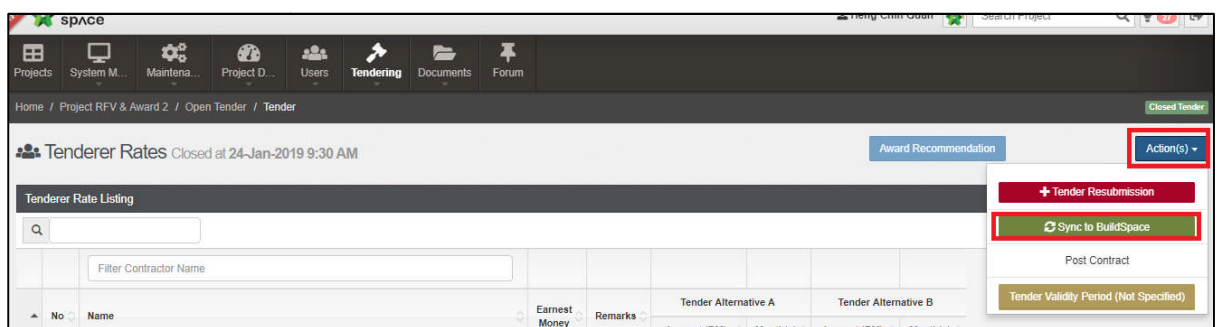
Summary (All Tenderers) (Lowest to Highest)					
No	Description	Grand Total	ALIBABA CONSTRUCTION & DEVEL...	GLOBAL PCK CONSTRUCTION SDN ...	PCK CONSTRUCTION SDN BHD
<input checked="" type="checkbox"/>	1	Bill No. B.1/2 - PRECAST REINFORCED CONCRETE PILING - DEWAN	174,029.96		
<input checked="" type="checkbox"/>	2	Bill No. B.1/6 - PRECAST REINFORCED CONCRETE PILING - PUSAT KOMUNITI	144,666.78		
<input checked="" type="checkbox"/>	3				

How to Activate Tender Re-Submission After Tender Interview for Revise Submission

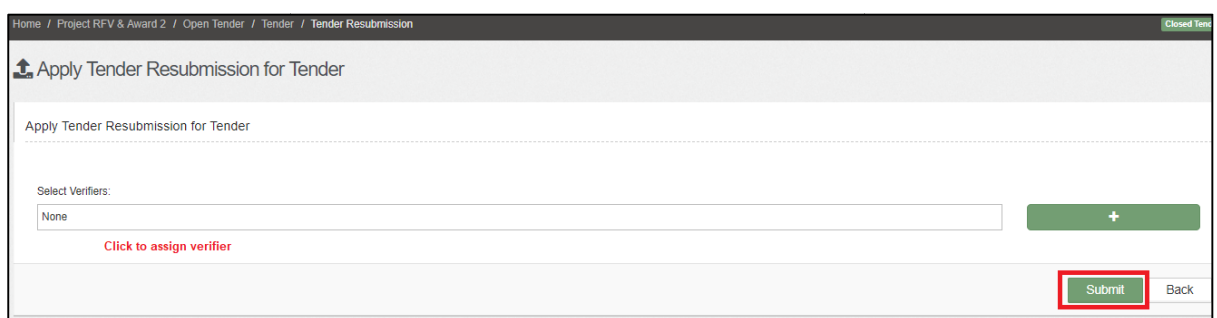
1. Login to eTender system and open a project. Click at **“Open Tender”** menu and then click at **“Tender”**.



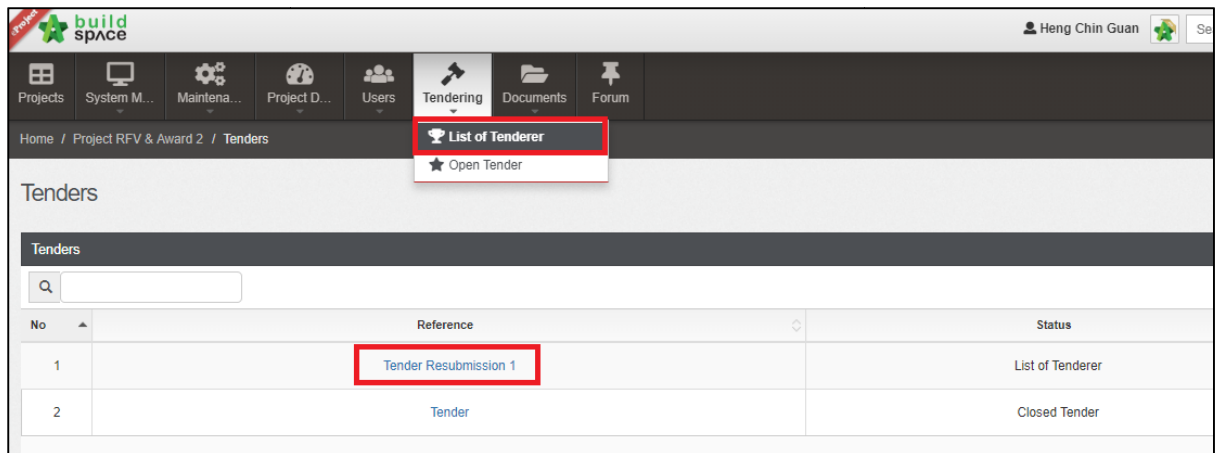
2. Click at **“Action(s)”**, click at **“Sync to BuildSpace”** to import all tenderers’ rates into BQ first (if tenderers had submitted their rates) then only click at **“Tender Addendum”**.



3. After click at **“Tender Addendum”**, user will see the following screen. Click **“Submit”** to activate Tender Addendum or Re-Submission.



- Then the project status will change to “List of Tenderer” and a new “Tender Resubmission 1” will be auto generated. Click at “Tender Resubmission 1”.



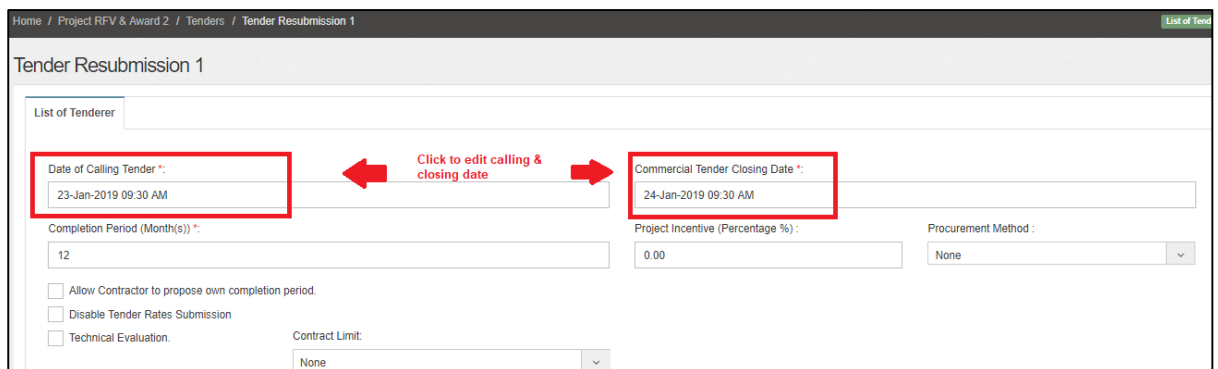
Home / Project RFV & Award 2 / Tenders

List of Tenderer
★ Open Tender

Tenders

No	Reference	Status
1	Tender Resubmission 1	List of Tenderer
2	Tender	Closed Tender

- Under List of Tenderer form, user **set new tender calling & closing date**.



Home / Project RFV & Award 2 / Tenders / Tender Resubmission 1

Tender Resubmission 1

List of Tenderer

Date of Calling Tender *: 23-Jan-2019 09:30 AM

Commercial Tender Closing Date *: 24-Jan-2019 09:30 AM

Completion Period (Month(s) *: 12

Project Incentive (Percentage %): 0.00

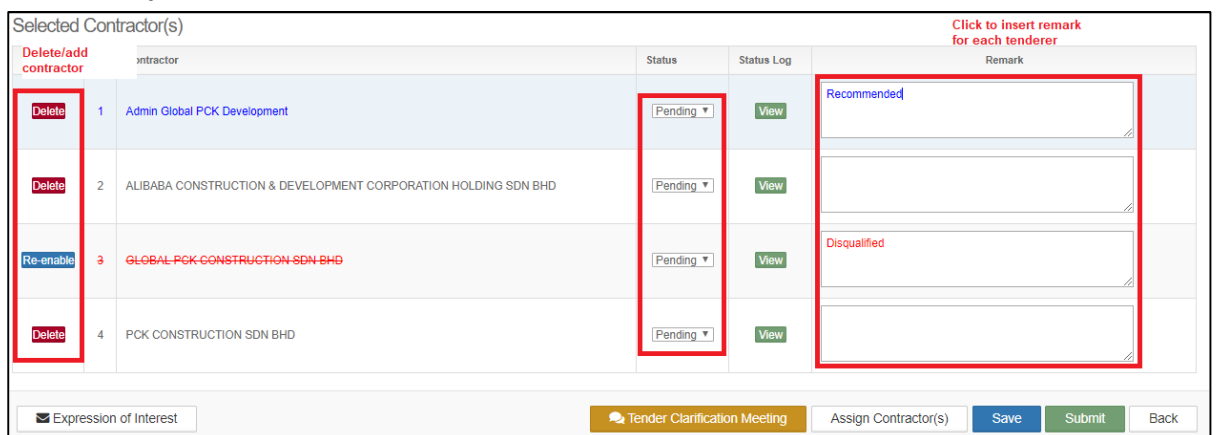
Procurement Method: None

Allow Contractor to propose own completion period.
 Disable Tender Rates Submission
 Technical Evaluation.

Contract Limit: None

← Click to edit calling & closing date →

- And **delete/add** new contractor into this tender



Selected Contractor(s)

Delete/add contractor	Contractor	Status	Status Log	Remark
Delete	1 Admin Global PCK Development	Pending	View	Recommended
Delete	2 ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Pending	View	
Re-enable	3 GLOBAL PCK CONSTRUCTION SDN BHD	Pending	View	Disqualified
Delete	4 PCK CONSTRUCTION SDN BHD	Pending	View	

Click to insert remark for each tenderer

7. After finalised List of Tenderer form, user can assign verifier for approval process.

Remarks:

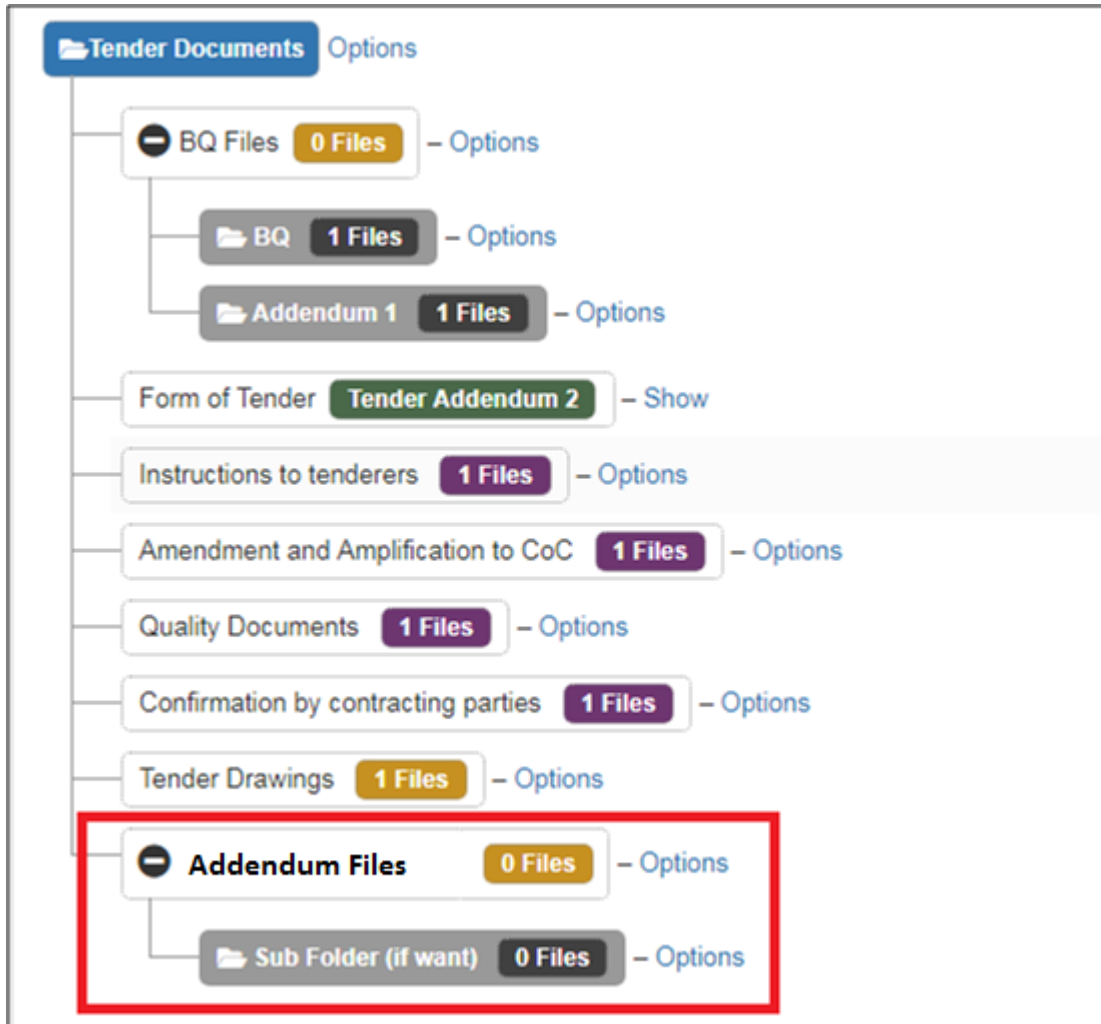
Select Verifiers:

Active Tender Addendum

How to issue addendum tender documents

1. Create a new folder called “Addendum 1, 2 or 3 and so on.....” and upload all revised tender documents into it. You can create **sub folder** if you want like below.

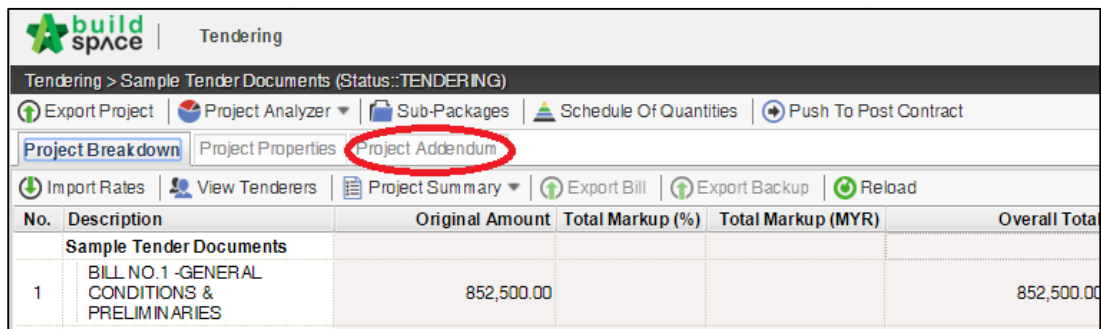
Note: Purpose consultant create new folder for addendum tender document for easier tenderer download the document.



Note: Tenderer will be received email notification at email and system when consultant upload document for tender document during calling tender.

How to issue / add addendum item at BQ

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

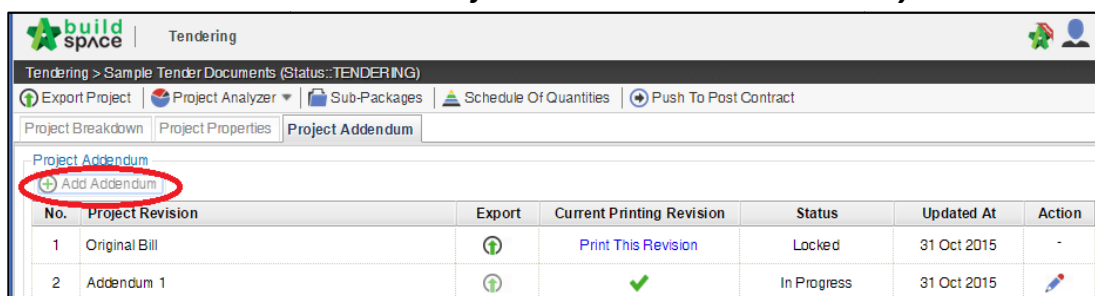


The screenshot shows the 'Tendering' module interface. The 'Project Addendum' tab is highlighted with a red circle. The main table displays the following data:

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.

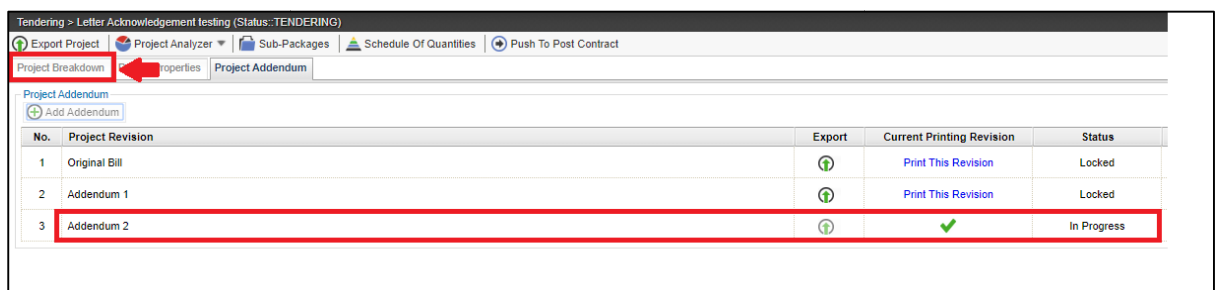
Note: New addendum will be add after the latest addendum already locked.



The screenshot shows the 'Project Addendum' tab. The 'Add Addendum' button is highlighted with a red circle. The table below shows the current addendums:

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	

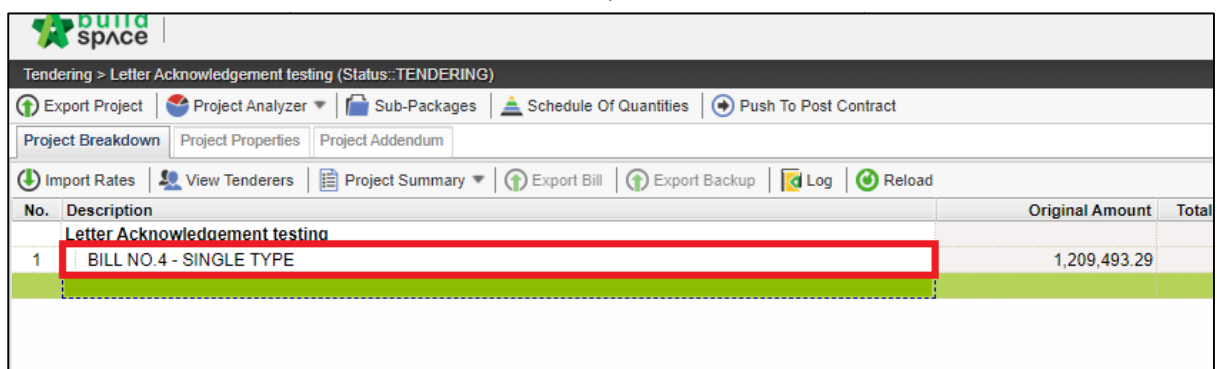
3. Then the system will generate a new revision for addendum. To edit BQ, click at **Project Breakdown** and go to bill level.



The screenshot shows the 'Project Addendum' tab. The 'Add Addendum' button is highlighted with a red circle. The table below shows the current addendums:

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

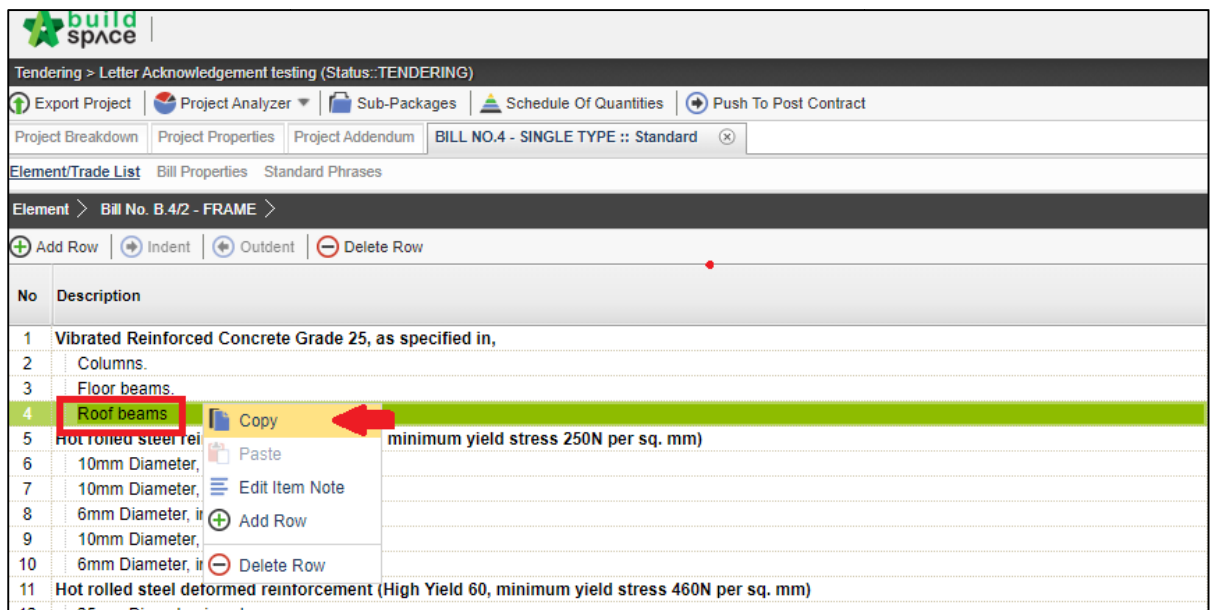
4. Double Click to select the bill and access to Bill/Item level.



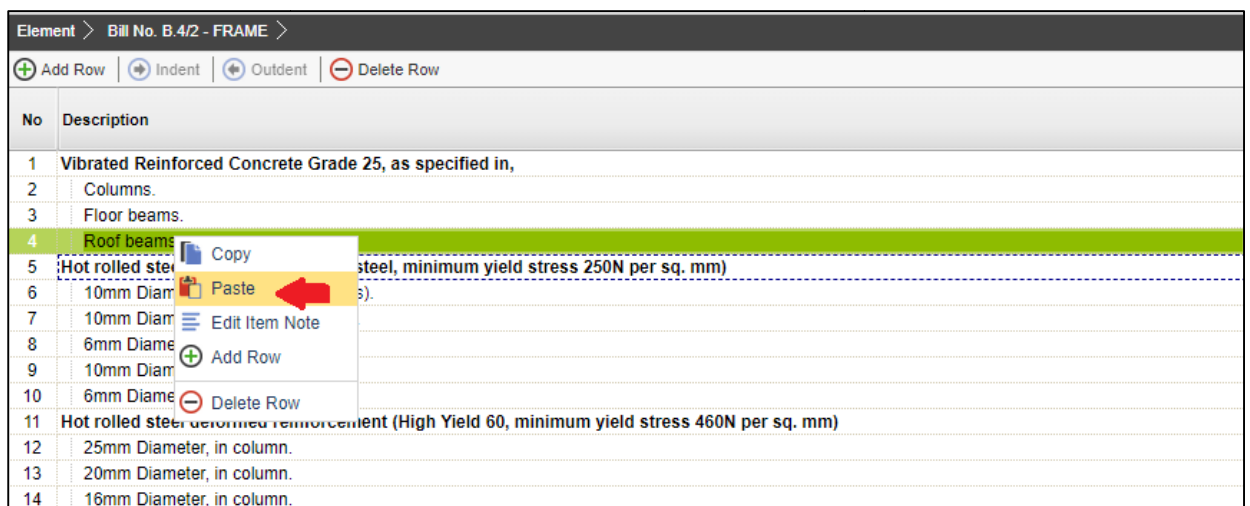
The screenshot shows the 'Project Breakdown' tab. The row for 'BILL NO.4 - SINGLE TYPE' is highlighted with a red box. The table below shows the bill details:

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

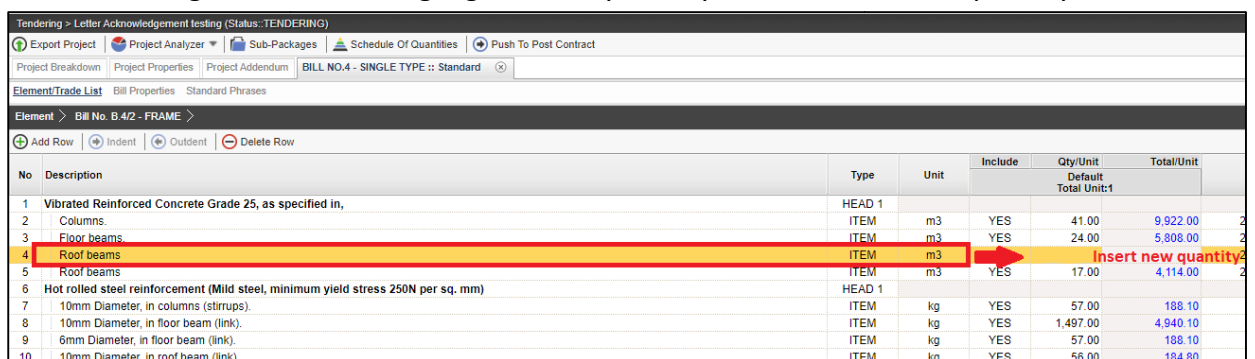
- While in Item level, **right click** the item that you want to amend, then click **Copy**.



- Then right click the same item again and click **Paste**.



- A new item is generated with highlighted and you may able to insert new quantity.



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		
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

- Right click at the original item, then click **Delete**. (However, the original item will still remain in item level but in "Strikethrough" text.)

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.

Element/Trade List | Bill Properties | Standard Phrases

Element > Bill No. B.4/2 - FRAME >

+ Add Row | Outdent | Delete Row

Click to at new roll for new 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).

- Once finish editing for addendum, click at **Project Addendum** and then click **Edit** (The pen logo) to lock it.

build space | Tendering

Tendering > Sample Tender Documents (Status:TENDERING)

Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | **Project Addendum**

Project Addendum

+ Add Addendum

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	✎

- Select "**Locked**" and click "**Save**".

build space | Tendering

Tendering > Sample Tender Documents (Status:TENDERING)

Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

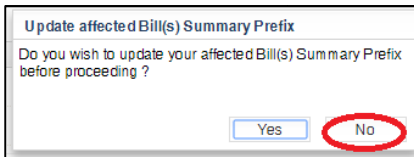
Project Breakdown | Project Properties | **Project Addendum**

Project Addendum

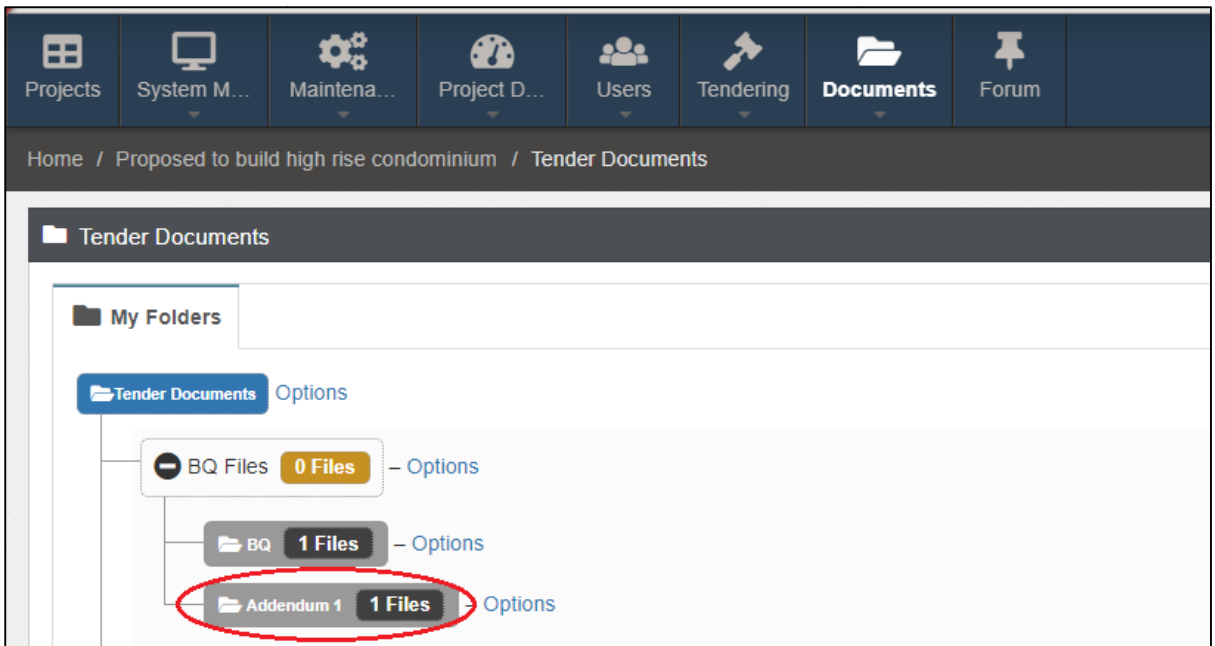
+ Add Addendum

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	📁

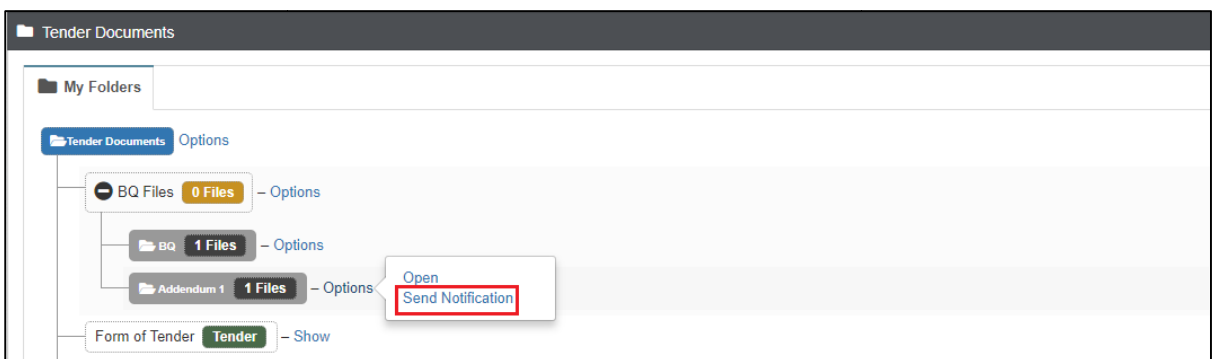
12. The following message will pop up, click “No” if you had edited the summary page.



13. Then the addendum file will **auto appear** at the “Tender Documents”.



14. Consultant can click **send notification** to notify tenderer when **have addendum at BQ** during calling tender or after push BQ to tender stage.

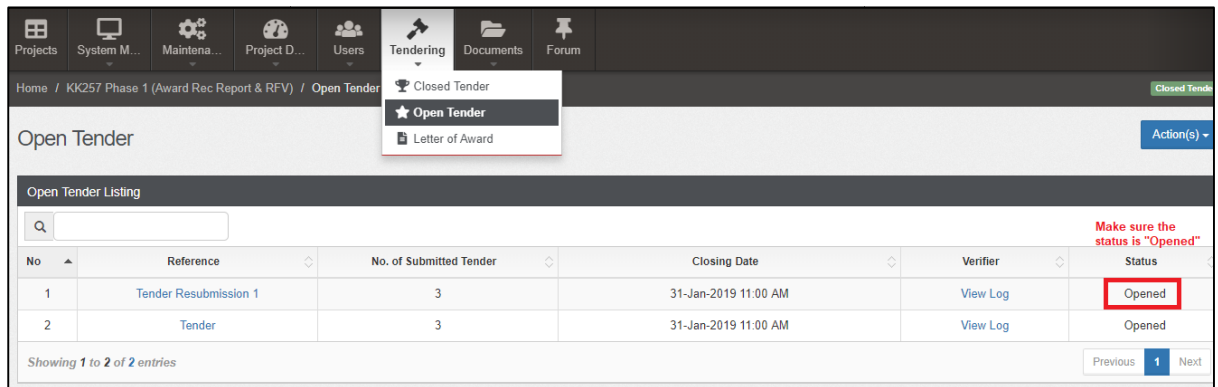


Note: The function of “Project Addendum” also used for capture different version of rates submission by the tenderer. Means if the client required tenderer to re-submit their price, you need to create addendum as well even though there’s no changes on BQ, in order to capture the different version of rates submission by tenderer.

Award Recommendation Report

Note: Make sure the tender is "Opened"

1. Click **"Open Tender"** and click **"Tender"**



Home / KK257 Phase 1 (Award Rec Report & RFV) / Open Tender

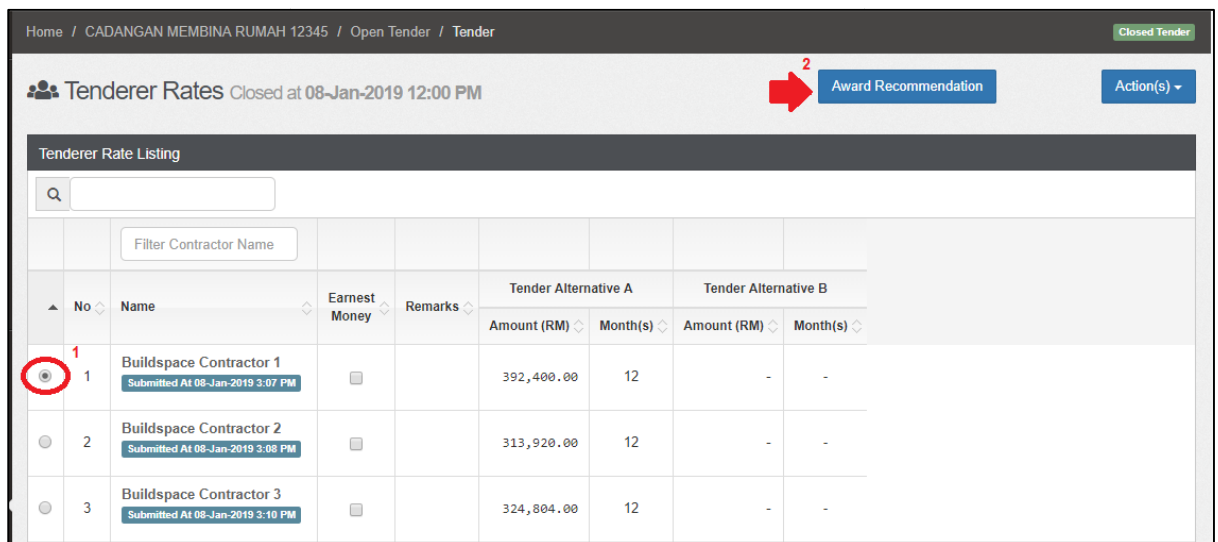
Open Tender

Open Tender Listing

No	Reference	No. of Submitted Tender	Closing Date	Verifier	Status
1	Tender Resubmission 1	3	31-Jan-2019 11:00 AM	View Log	Opened
2	Tender	3	31-Jan-2019 11:00 AM	View Log	Opened

Showing 1 to 2 of 2 entries

2. Tick which tenderer is selected and click **"Award Recommendation"**



Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender

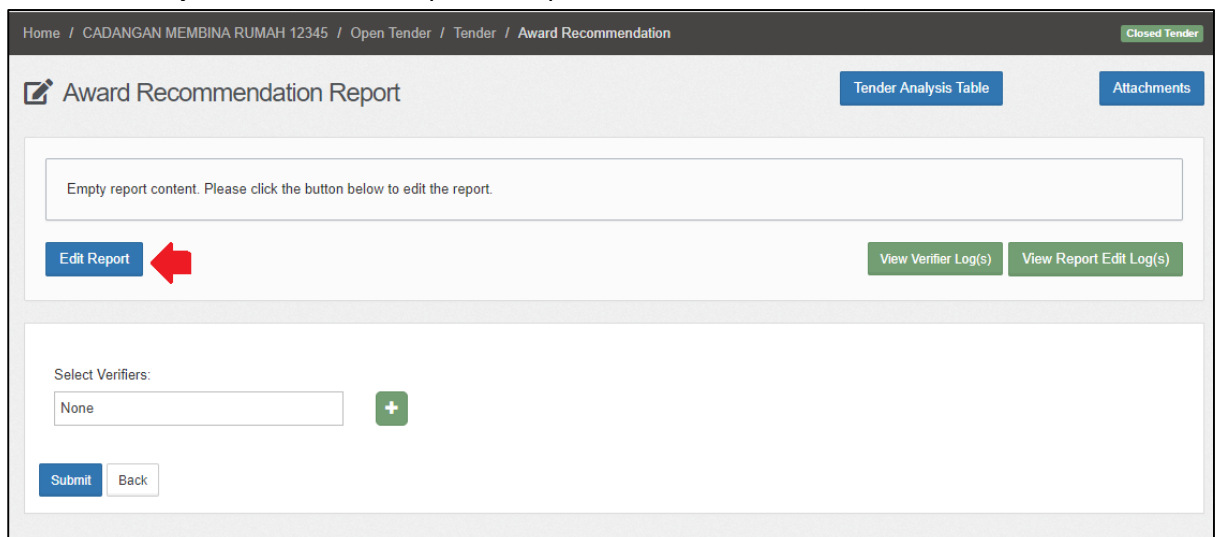
Tenderer Rates Closed at 08-Jan-2019 12:00 PM

Award Recommendation

Tenderer Rate Listing

No	Name	Earnest Money	Remarks	Tender Alternative A		Tender Alternative B	
				Amount (RM)	Month(s)	Amount (RM)	Month(s)
1	Buildspace Contractor 1 Submitted At 08-Jan-2019 3:07 PM			392,400.00	12	-	-
2	Buildspace Contractor 2 Submitted At 08-Jan-2019 3:08 PM			313,920.00	12	-	-
3	Buildspace Contractor 3 Submitted At 08-Jan-2019 3:10 PM			324,804.00	12	-	-

3. Click **"Edit Report"** to edit the report and pre-set the table



Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation

Award Recommendation Report

Empty report content. Please click the button below to edit the report.

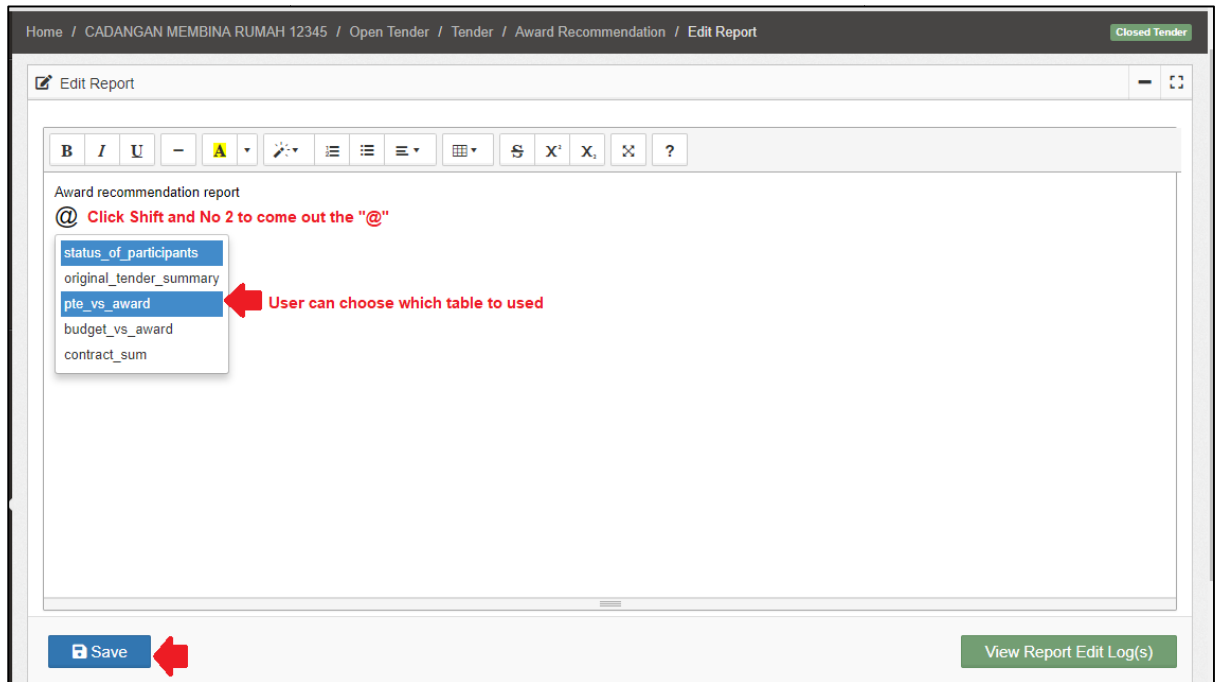
Edit Report

Select Verifiers:

None

Submit Back

- User can directly type the content for the report. To set table, type @ and then system will list down which table to insert. After that, click "Save"



Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Edit Report Closed Tender

Edit Report

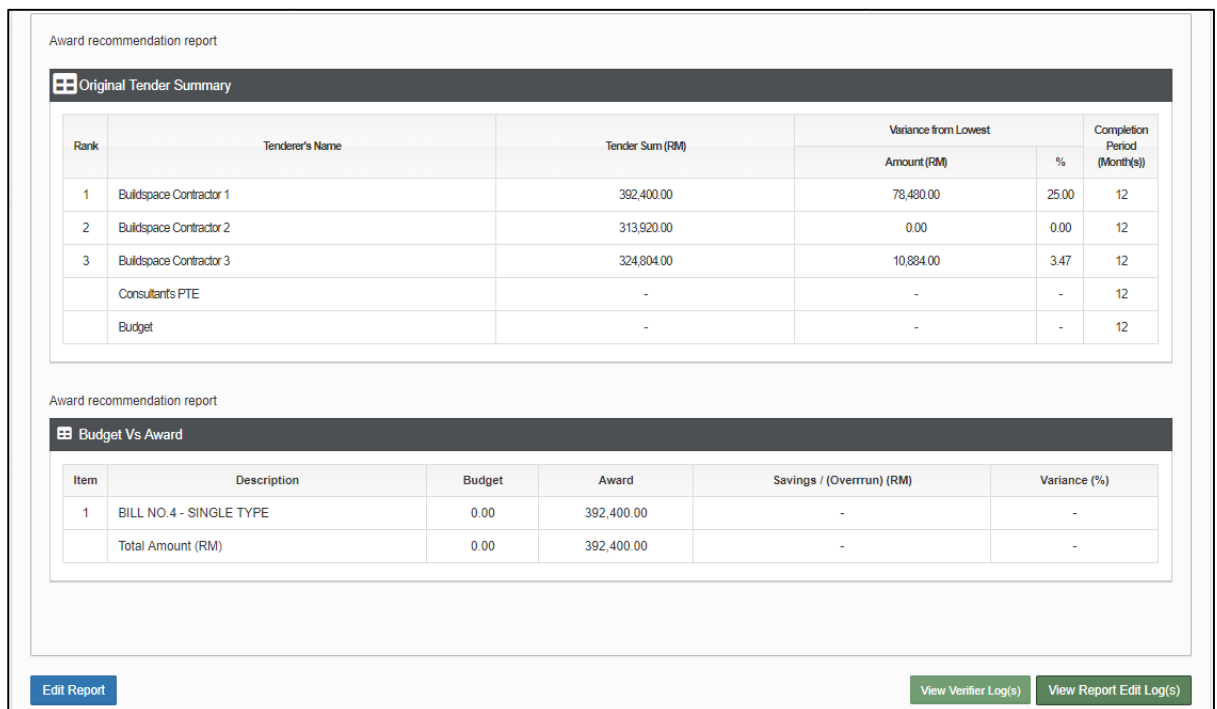
Award recommendation report

@ Click Shift and No 2 to come out the "@"

- status_of_participants
- original_tender_summary
- pte_vs_award ← User can choose which table to used
- budget_vs_award
- contract_sum

Save View Report Edit Log(s)

- Below is a sample table that set by user. To amend the report, click "Edit Report"



Award recommendation report

Original Tender Summary

Rank	Tenderer's Name	Tender Sum (RM)	Variance from Lowest		Completion Period (Month(s))
			Amount (RM)	%	
1	Buildspace Contractor 1	392,400.00	78,480.00	25.00	12
2	Buildspace Contractor 2	313,920.00	0.00	0.00	12
3	Buildspace Contractor 3	324,804.00	10,884.00	3.47	12
	Consultant's PTE	-	-	-	12
	Budget	-	-	-	12

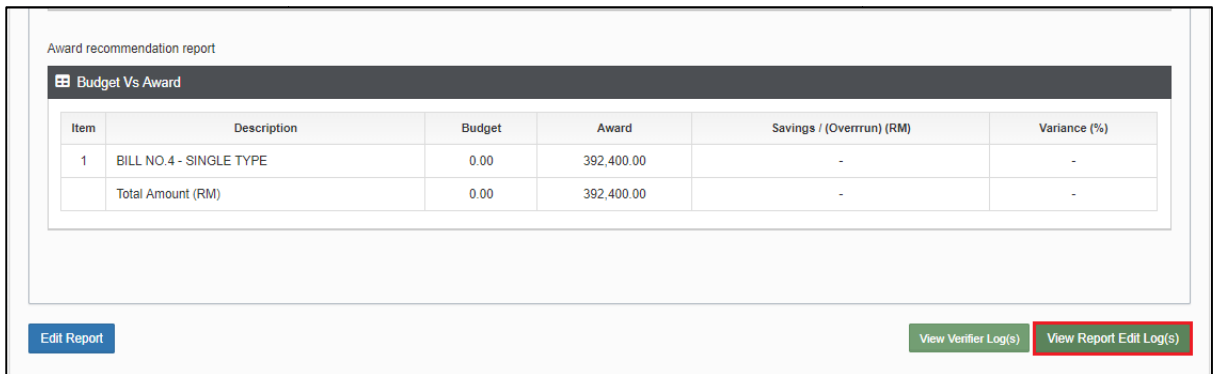
Award recommendation report

Budget Vs Award

Item	Description	Budget	Award	Savings / (Overrun) (RM)	Variance (%)
1	BILL NO.4 - SINGLE TYPE	0.00	392,400.00	-	-
	Total Amount (RM)	0.00	392,400.00	-	-

Edit Report View Venlier Log(s) View Report Edit Log(s)

6. To see which user edit the report, click **“View Report Edit Log”**



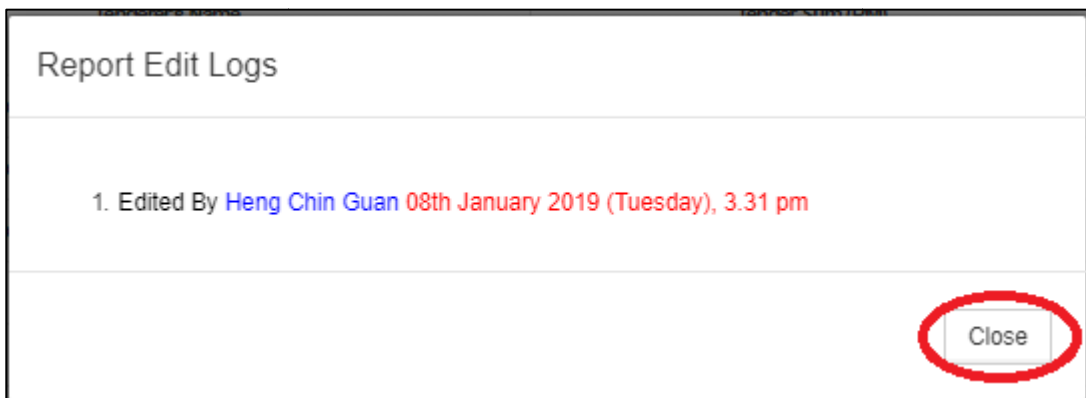
Award recommendation report

Budget Vs Award

Item	Description	Budget	Award	Savings / (Overrun) (RM)	Variance (%)
1	BILL NO.4 - SINGLE TYPE	0.00	392,400.00	-	-
	Total Amount (RM)	0.00	392,400.00	-	-

Edit Report View Verifier Log(s) View Report Edit Log(s)

7. System **record all the activities**. To close the tab, click **“Close”**

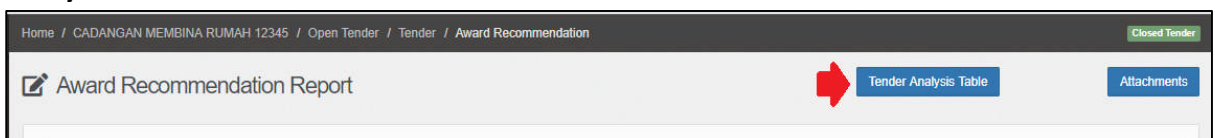


Report Edit Logs

1. Edited By Heng Chin Guan 08th January 2019 (Tuesday), 3.31 pm

Close

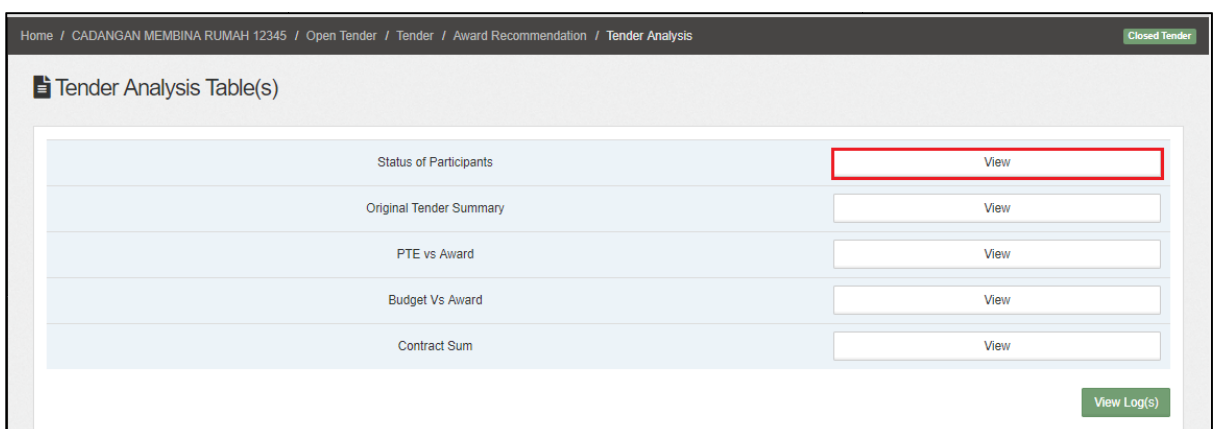
8. To key in/amend figure into table such as **Consultant’s PTE & Budget**, click **“Tender Analysis Table”**



Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation

Award Recommendation Report Tender Analysis Table Attachments

9. Click **“View”** to see the detail in the table



Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Tender Analysis

Tender Analysis Table(s)

Status of Participants	View
Original Tender Summary	View
PTE vs Award	View
Budget Vs Award	View
Contract Sum	View

View Log(s)

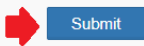
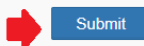
10. Example table “Status of Participants”

Note: List of tenderers depends on finalize list of tenderers. Tenderer’s name will be displayed even the tenderer never submit the tender rate

Status of Participants		
Participants		
Rank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	Buildspace Contractor 3	Participated

11. Example table “Original Tender Summary”. The PTE & Budget Amount requires to be key in by user. After inserted amount for PTE & Budget, click “Submit” and the amount will auto updated into the table.

Original Tender Summary					
Original Tender					
Rank	Tenderer's Name	Tender Sum (RM)	Variance from Lowest		Completion Period (Month(s))
			Amount (RM)	%	
1	Buildspace Contractor 1	392,400.00	78,480.00	25.00	12
2	Buildspace Contractor 2	313,920.00	0.00	0.00	12
3	Buildspace Contractor 3	324,804.00	10,884.00	3.47	12
	Consultant's PTE	2,000,000,000.00	1,999,686,080.00	637,004.99	12
	Budget	1,200,000,000.00	1,199,686,080.00	382,163.00	12

<p>Update Consultant's PTE</p> <p>Consultant's PTE (RM)</p> <input type="text" value="User key in the amount"/> <p style="text-align: right;"></p>	<p>Update Budget</p> <p>Budget (RM)</p> <input type="text" value="User key in the amount"/> <p style="text-align: right;"></p>
--	--

12. Example table “PTE vs Award”. PTE Amount must key in by user and click “Submit” and the amount **auto updated** into the table

PTE vs Award

Item	Description	Consultant's PTE	
		RM	RM
1	BILL NO.4 - SINGLE TYPE	<input type="text" value="User key in the amount"/>	392,400.00
Total Amount (RM)		1.00	392,400.00

Tenderer awarded
Buildspace Contractor 1

Submit

13. Examples table “Budget vs Award”. Budget Amount must key in by user and click “Submit” and the amount **auto updated** into the table

Budget Vs Award

Item	Description	Budget (RM)	Award (RM)	Savings / (Overrun) (RM)	Variance (%)
1	BILL NO.4 - SINGLE TYPE	<input type="text" value="User key in the amount"/>	392,400.00	-	-
Total Amount (RM)		0.00	392,400.00	-	-

Submit

14. Examples table “Contract Sum”

Contract Sum

No.	Description	Amount (RM)
1	BILL NO.4 - SINGLE TYPE	Amount carry forward from submitted tenderer 392,400.00
Total Contract Sum		392,400.00

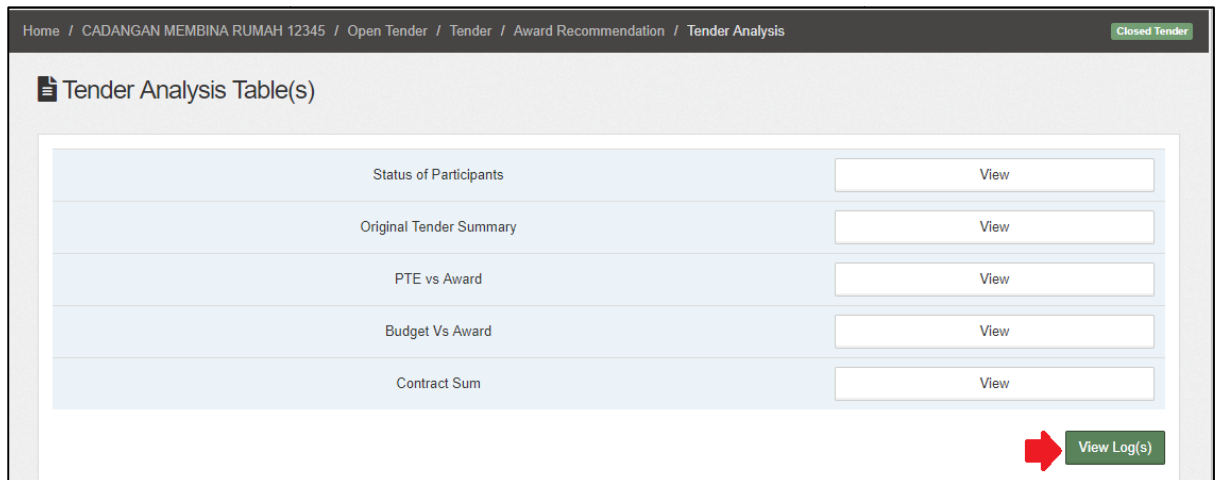
15. To go back list of “Tender Analysis Table” click “Tender Analysis”

Original Tender Summary

Tender Analysis

❖ To see the details for others table just repeat step no. 9


16. Click **“View Logs”** to view all the activities record done by user. To close the table, click **“Close”**

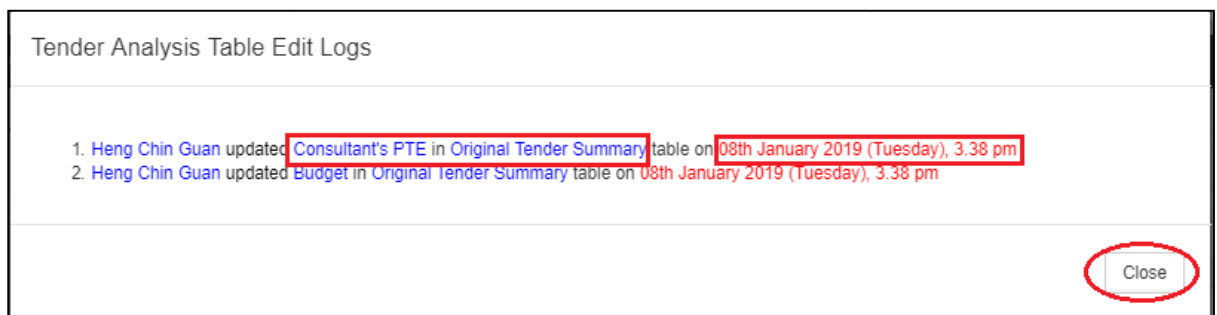


Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Tender Analysis Closed Tender

Tender Analysis Table(s)

Status of Participants	<input type="button" value="View"/>
Original Tender Summary	<input type="button" value="View"/>
PTE vs Award	<input type="button" value="View"/>
Budget Vs Award	<input type="button" value="View"/>
Contract Sum	<input type="button" value="View"/>

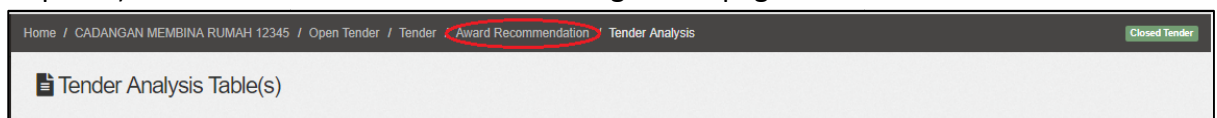




Tender Analysis Table Edit Logs

- Heng Chin Guan updated **Consultant's PTE in Original Tender Summary** table on **08th January 2019 (Tuesday), 3.38 pm**
- Heng Chin Guan updated **Budget in Original Tender Summary** table on **08th January 2019 (Tuesday), 3.38 pm**

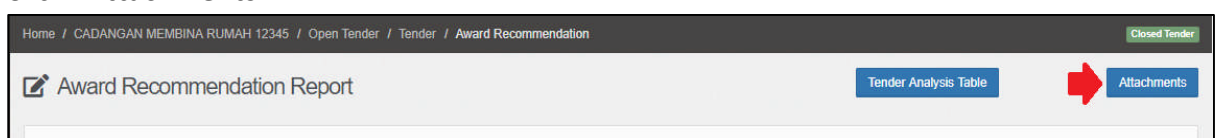
17. After all the amount already key in the table, user can upload the attachment (if required). Click **“Award Recommendation”** to go front page



Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / **Award Recommendation** / Tender Analysis Closed Tender


Tender Analysis Table(s)

18. Click **“Attachments”**

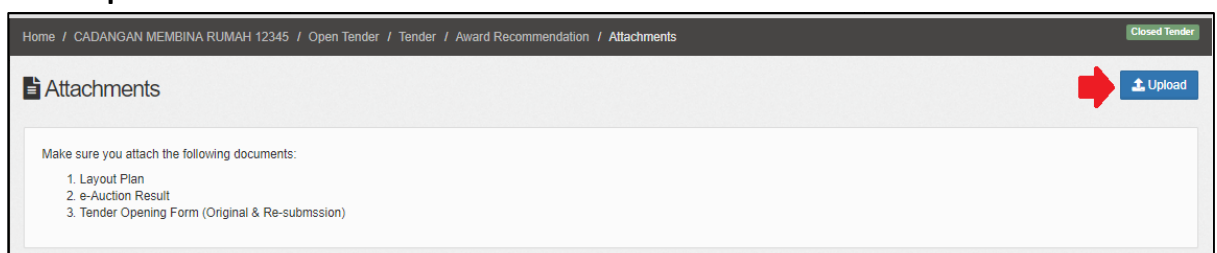


Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation Closed Tender


Award Recommendation Report



19. Click **“Upload”**



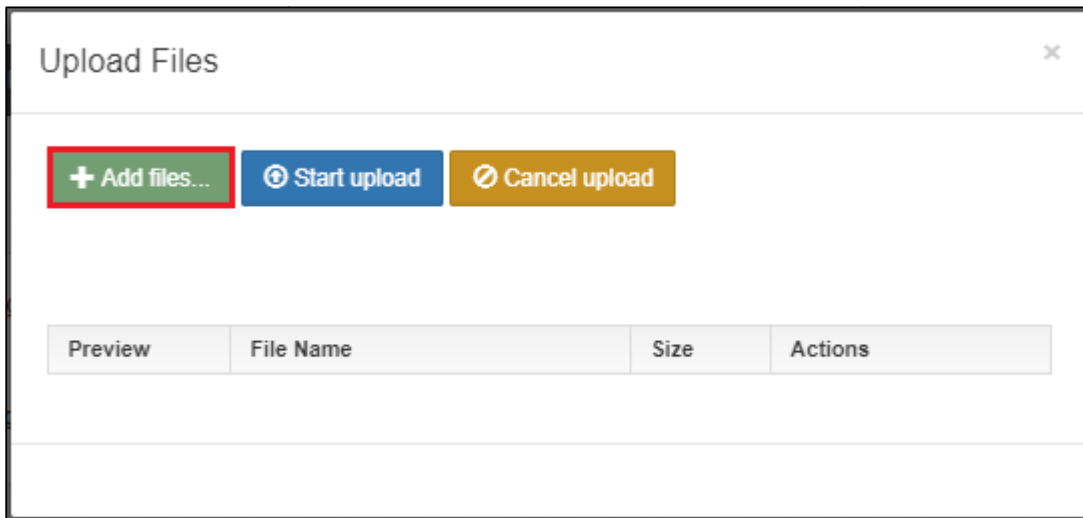
Home / CADANGAN MEMBINA RUMAH 12345 / Open Tender / Tender / Award Recommendation / Attachments Closed Tender

Attachments 

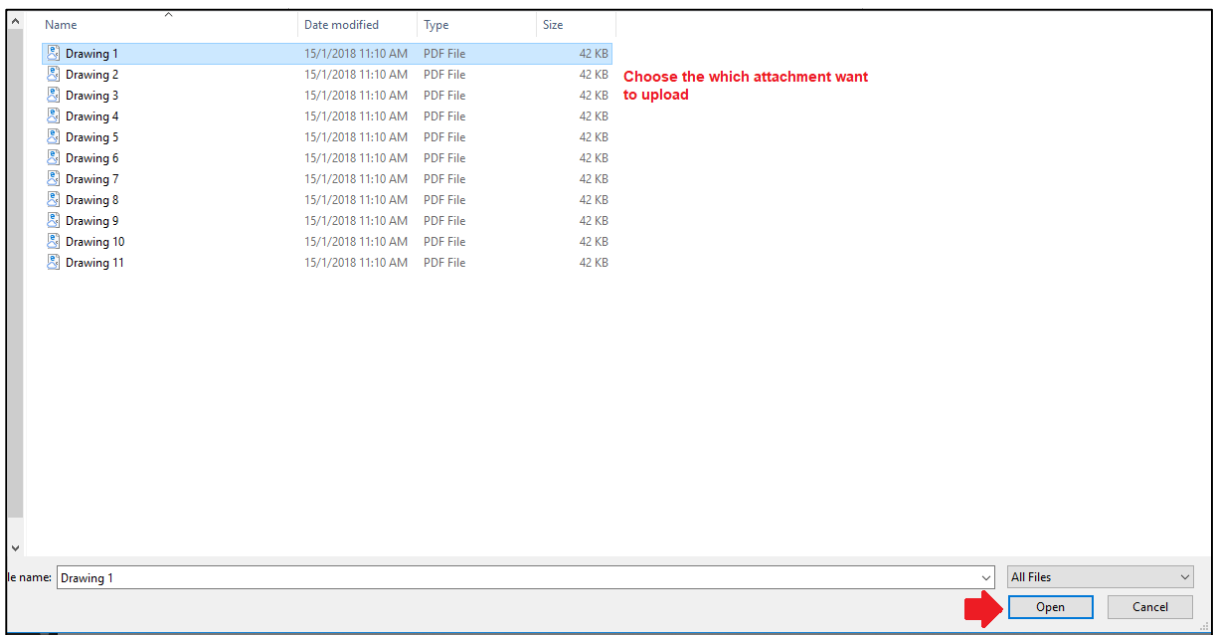
Make sure you attach the following documents:

- Layout Plan
- e-Auction Result
- Tender Opening Form (Original & Re-submission)

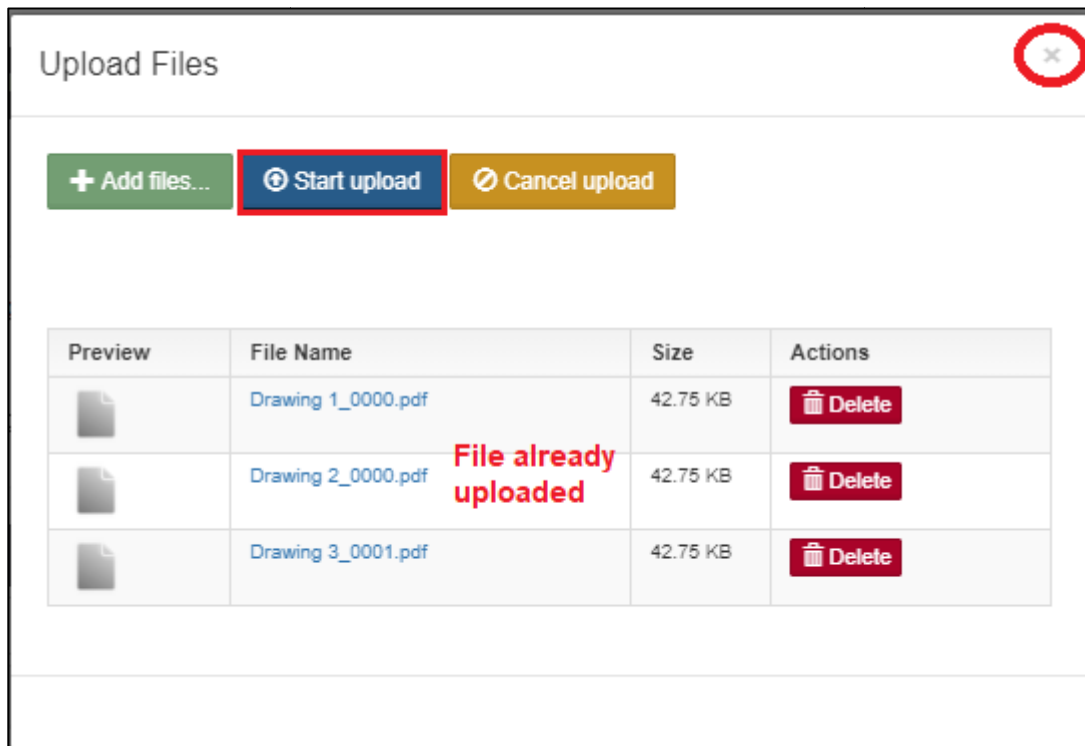
20. Click **“Add Files”**



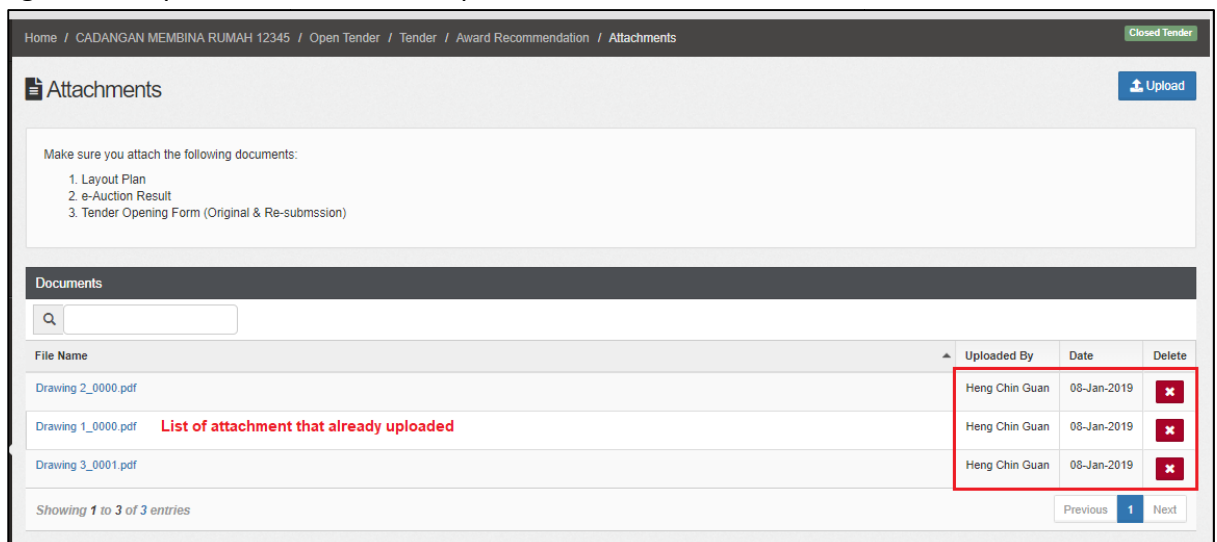
21. Select which file want to upload and click **“Open”**



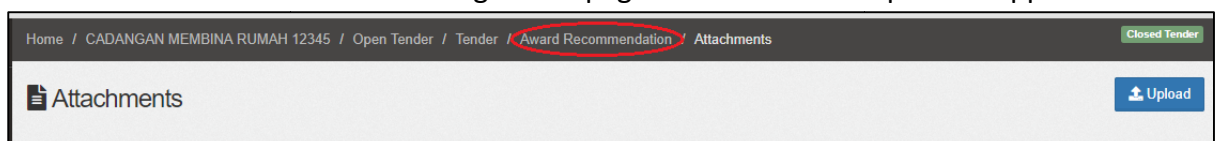
22. Click **“Star Upload”** to upload the all attachment in one time. Click **“Delete”** to delete the file and click **“x”** to close the tab



23. The file already uploads in the system. To delete the file, click **“x”** and to upload again click upload and refer the step **no 20 until 22**



24. Click **“Award Recommendation”** to go front page and submit the report for approval



25. Select verifier and click **“Submit”**



Select Verifiers:

Mr. Majestic 1	-	Click "-" to delete the verifier
None		
Mr. Majestic 1 Choose which user as verifier	-	
Chien Zen		
Nor Fatin Izzati Binti Yusop		
Muhammad Asyrul	+	Click "+" to add multi verifier

Submit Back

26. Approval receive the email and click the link to **approve or reject** the request

► Award Recommendation from BuildSpace

Text (2 KB)  

To: Mr. Majestic 1

Heng Chin Guan has submitted an [Award Recommendation Report](#) for your approval.

Project Name: CADANGAN MEMBINA RUMAH 12345

Tender Name: Tender


Visit this link for more information:
https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show **Click this link**

27. OR click the **“View”** at **“To Do List”** after login e-Tendering system

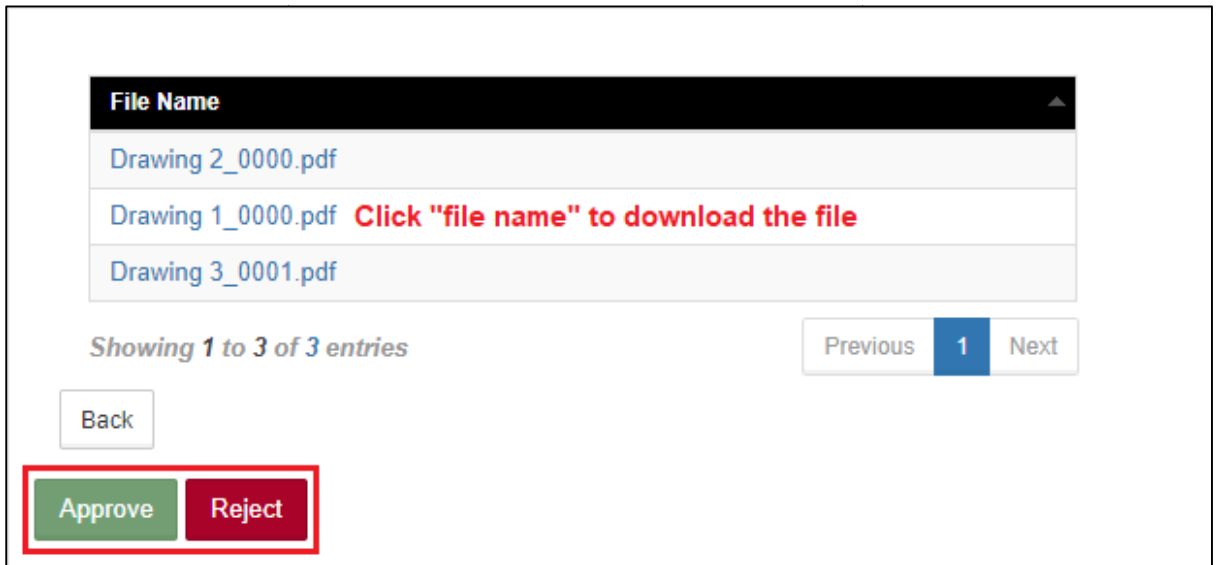
To-Do List **11**

Tendering **3** Post Contract Claims **8**

Reviews: **3**

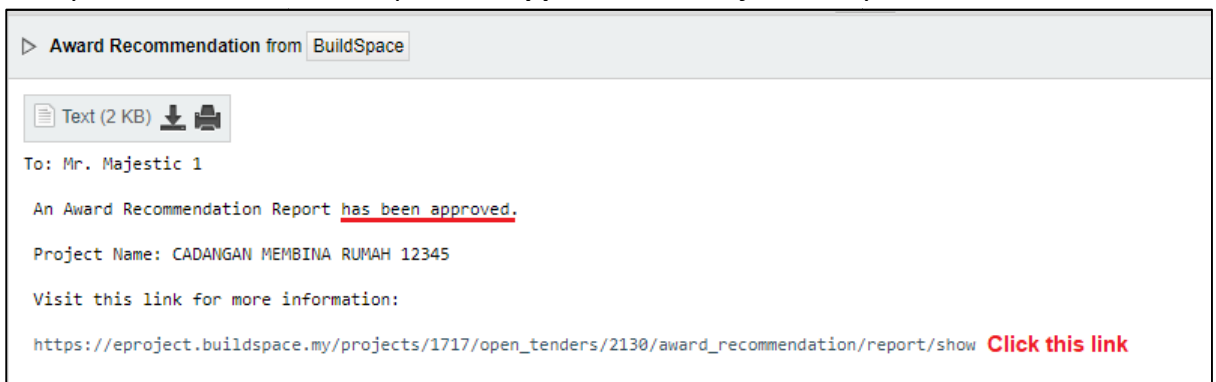
No.	Module	Days Pending	View	Project
1	List of Tenderer	97	View	test
2	Recommendation of Tenderer	81	View	CADANGAN MEMBINA RUMAH 123
3	Award Recommendation	0	View 	CADANGAN MEMBINA RUMAH 12345

28. Verifier/Approval person can click the “File Name” to download uploaded attachment. After that, click “Approve” or “Reject”.

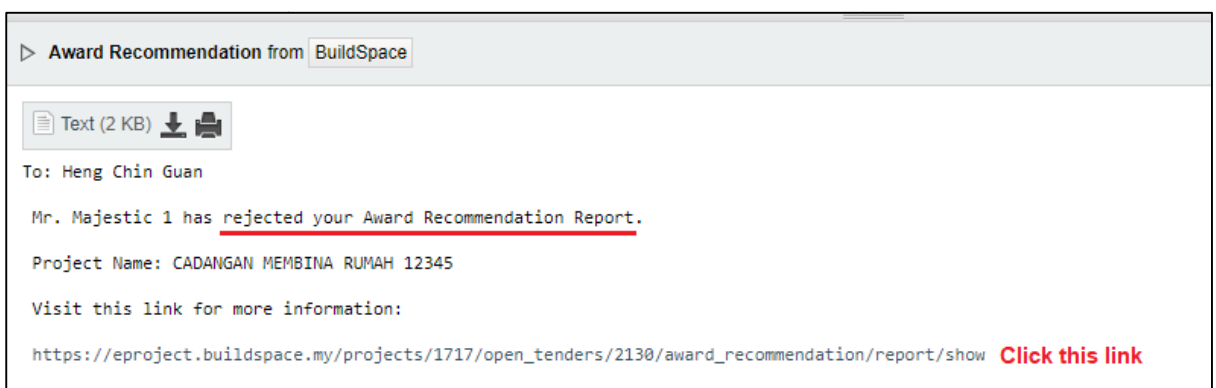


The screenshot shows a file list with a header 'File Name' and three entries: 'Drawing 2_0000.pdf', 'Drawing 1_0000.pdf', and 'Drawing 3_0001.pdf'. A red text annotation 'Click "file name" to download the file' is positioned next to the second entry. Below the list, it says 'Showing 1 to 3 of 3 entries' and includes 'Previous', '1', and 'Next' navigation buttons. At the bottom left is a 'Back' button, and at the bottom center are two buttons: a green 'Approve' button and a red 'Reject' button, both of which are highlighted with a red rectangular border.

29. Notify the editor when the request is “Approved” or “Rejected” by verifier

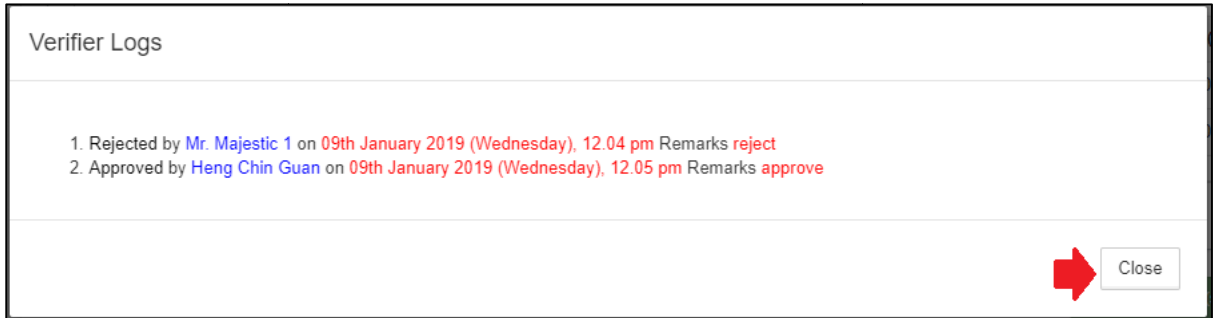


The screenshot shows an email notification header 'Award Recommendation from BuildSpace'. The body contains a 'Text (2 KB)' attachment icon, the recipient 'To: Mr. Majestic 1', and the message: 'An Award Recommendation Report has been approved.'. It also includes the project name 'Project Name: CADANGAN MEMBINA RUMAH 12345', a link to visit for more information, and the URL 'https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show' with a red 'Click this link' annotation.



The screenshot shows an email notification header 'Award Recommendation from BuildSpace'. The body contains a 'Text (2 KB)' attachment icon, the recipient 'To: Heng Chin Guan', and the message: 'Mr. Majestic 1 has rejected your Award Recommendation Report.'. It also includes the project name 'Project Name: CADANGAN MEMBINA RUMAH 12345', a link to visit for more information, and the URL 'https://eproject.buildspace.my/projects/1717/open_tenders/2130/award_recommendation/report/show' with a red 'Click this link' annotation.

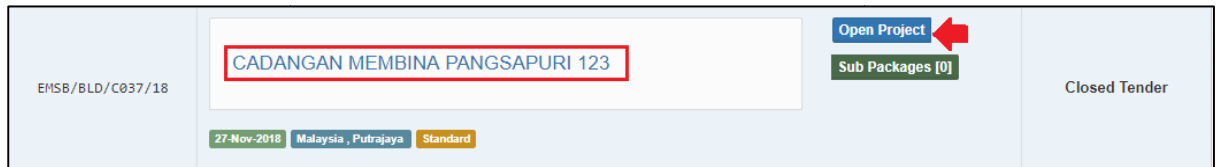
30. Click **“View Verifier Logs”** to view the record approval approve or reject the report.
To close the tab, click **“Close”**



How To Prepare Rate Rationalization

Note: a) Consultant need to activate Project Addendum first before prepare Rate Rationalization. (This is because system can detect the difference between original amount & rationalized amount)

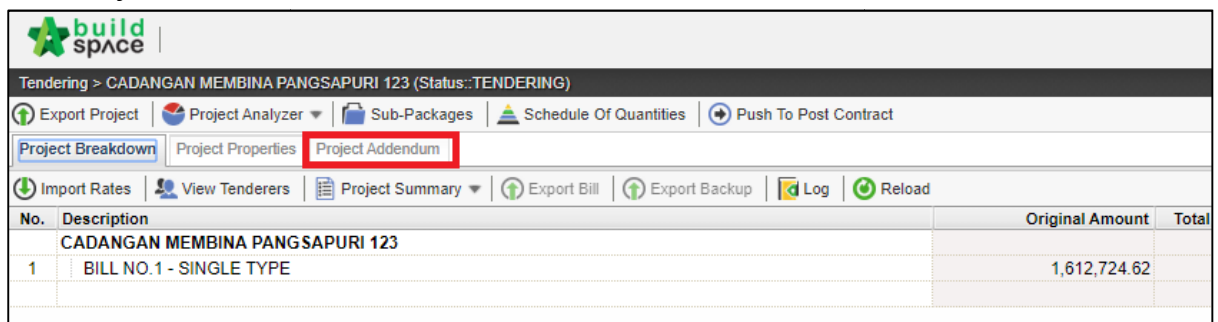
1. Click **Project Title** or **Open Project**



2. Click to open **Buildspace Pro**



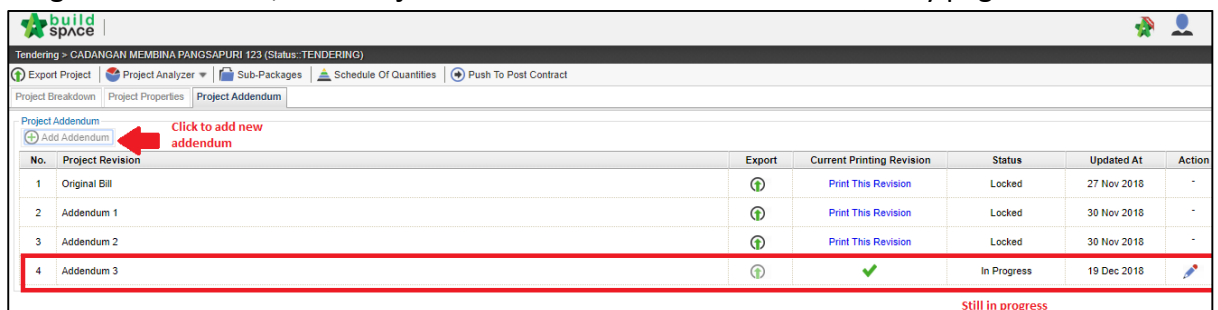
3. Click **Project Addendum**



The screenshot shows the 'Project Addendum' tab selected in the 'Project Breakdown' section. The table below shows the bill summary for 'CADANGAN MEMBINA PANGSAPURI 123'.

No.	Description	Original Amount	Total
1	BILL NO.1 - SINGLE TYPE	1,612,724.62	

4. Click **Add Addendum** and make sure the status of new added addendum is "In Progress". After that, click **Project Breakdown** and back to bill summary page.

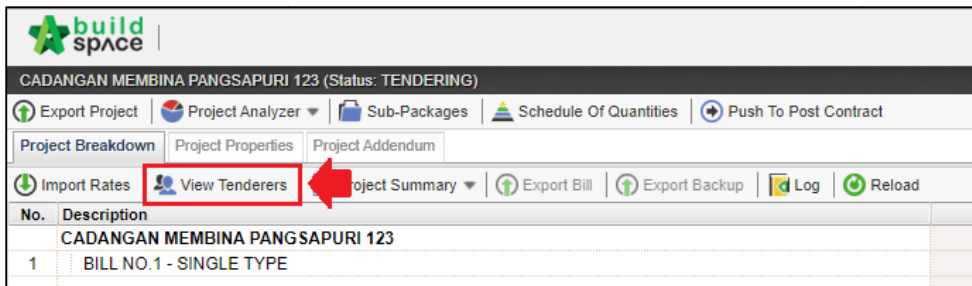


The screenshot shows the 'Project Addendum' section with the 'Add Addendum' button highlighted by a red arrow. A red box highlights the 'Addendum 3' row in the table below, which has a status of 'In Progress'.

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	27 Nov 2018	-
2	Addendum 1		Print This Revision	Locked	30 Nov 2018	-
3	Addendum 2		Print This Revision	Locked	30 Nov 2018	-
4	Addendum 3			In Progress	19 Dec 2018	

Still in progress

5. To do rates rationalization, Click **View Tenderers**



CADANGAN MEMBINA PANGSAPURI 123 (Status: TENDERING)

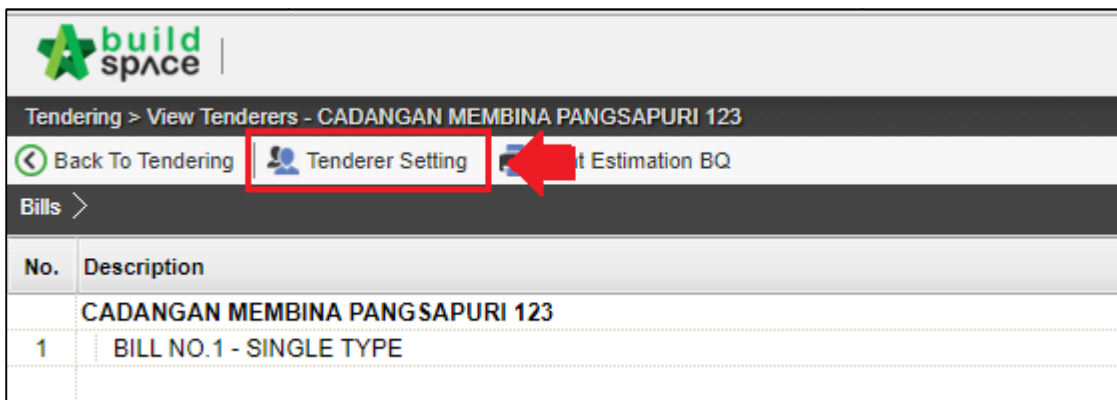
Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Project Properties | Project Addendum

Import Rates | **View Tenderers** | Project Summary | Export Bill | Export Backup | Log | Reload

No.	Description
CADANGAN MEMBINA PANGSAPURI 123	
1	BILL NO.1 - SINGLE TYPE

6. Click **Tenderer Setting**



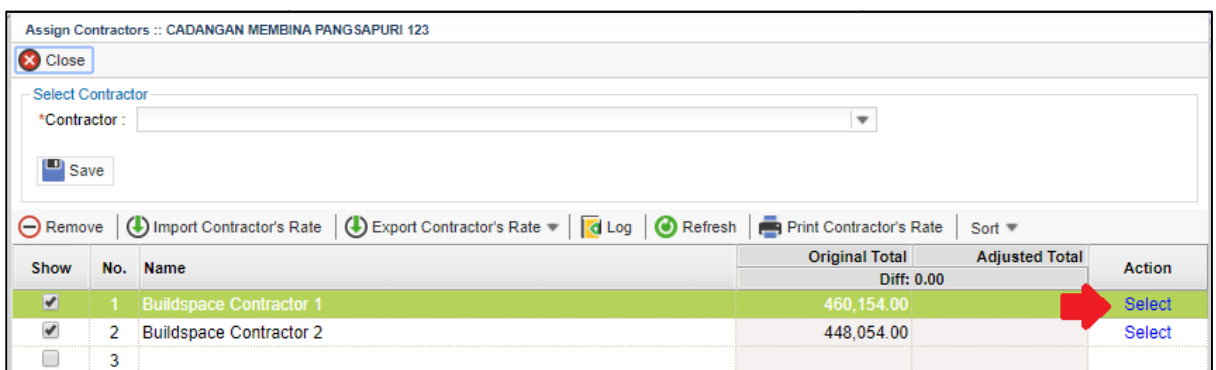
Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | **Tenderer Setting** | Print Estimation BQ

Bills >

No.	Description
CADANGAN MEMBINA PANGSAPURI 123	
1	BILL NO.1 - SINGLE TYPE

7. Click **Select** to select the tenderer



Assign Contractors :: CADANGAN MEMBINA PANGSAPURI 123

Close

Select Contractor

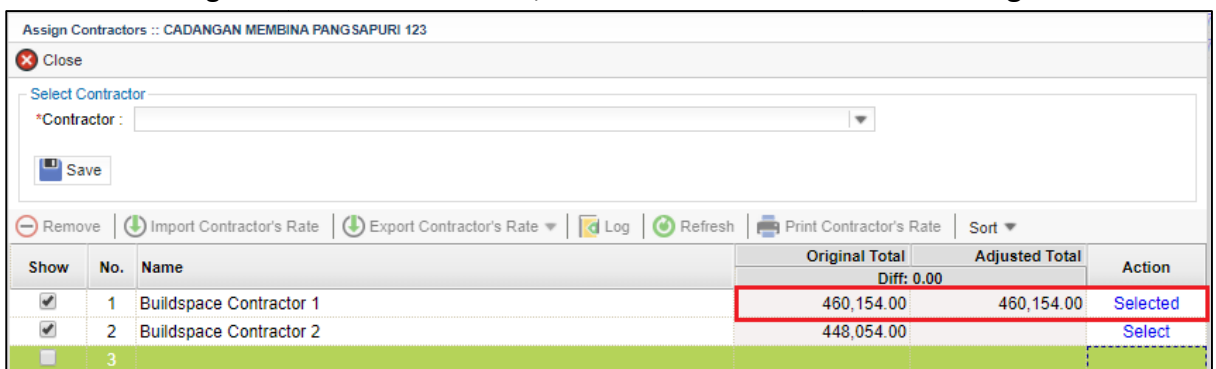
*Contractor:

Save

Remove | Import Contractor's Rate | Export Contractor's Rate | Log | Refresh | Print Contractor's Rate | Sort

Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00		Select
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	3				

8. Once selected the tenderer, it will display **Original Total & Adjusted Total** and the action will change to **Selected**. After that, click **Close** to close **Tenderer Setting** tab.



Assign Contractors :: CADANGAN MEMBINA PANGSAPURI 123

Close

Select Contractor

*Contractor:

Save

Remove | Import Contractor's Rate | Export Contractor's Rate | Log | Refresh | Print Contractor's Rate | Sort

Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00	460,154.00	Selected
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	3				

9. Once you closed **Tenderer Setting** tab, the selected tenderer's name will display in blue colour.

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ

Bills >

Selected Contractor

No.	Description	Amount	Buildspace Contractor 1	Buildspace Contractor 2
CADANGAN MEMBINA PANGSAPURI 123				
1	BILL NO.1 - SINGLE TYPE	1,619,103.37	460,154.00	448,054.00

10. Double click the **Bill No** to go **Element Level**

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ

Bills >

No.	Description	Amount	Buildspace Contractor 1	Buildspace Contractor 2
CADANGAN MEMBINA PANGSAPURI 123				
1	BILL NO.1 - SINGLE TYPE	1,619,103.37	460,154.00	448,054.00

Double click "Bill No."

11. Double click the **Element Level** to go **Item Level**

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ

Bills > BILL NO.1 - SINGLE TYPE >

No	Description	Grand Total	Buildspace Contractor 1	Buildspace Contractor 2
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	631,018.27	423,204.00	382,047.00
2	Bill No. B.4/2 - FRAME	92,636.42	15,990.00	40,444.00
3	Bill No. B.4/3 - UPPER FLOORS	21,786.02	20,960.00	25,563.00

Double the "Element"

12. At **Item Level**, system will display **Consultant's PTE** and **Tenderers Rate** in one table.
(Scroll to the right to view for tenderer rate)

Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering | Tenderer Setting | Print Estimation BQ




Bills > BILL NO.1 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >

No	Bill Ref	Description	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty	Amount	Historical Rate
								Re-measurement		
10		Concrete Grade 15, as specified, in,	HEAD 1							
11	1/1 F	50mm Blinding, under pile caps.	ITEM	m2	29.00	350.00	10,150.00			
12	1/1 G	50mm Blinding, under ground beams.	ITEM	m2	97.00	350.00	33,950.00			
13	1/1 H	50mm Blinding, under floors.	ITEM	m2	567.00	350.00	198,450.00			
14		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1							
15	1/1 J	Pile caps	ITEM	m3	20.00	295.00	5,900.00			
16	1/1 K	Column stumps (Provisional)	ITEM	m3	9.00	295.00	2,655.00			
17	1/1 L	Ground Beams	ITEM	m3	56.00	295.00	16,520.00			
18	1/1 M	125mm Thick floors.	ITEM	m2	89.00	295.00	26,255.00			
19	1/1 N	150mm Thick floors.	ITEM	m2	478.00	295.00	141,010.00			
20		Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 1							
21	1/2 A	10mm Diameter, in column stumps (links) (Provisional)	ITEM	kg	1,231.00	3.22	3,963.82			
22	1/2 B	10mm Diameter, in ground beams (stirrups).	ITEM	kg	2,740.00	3.22	8,822.80			
23	1/2 C	6mm Diameter, in ground beams (stirrups).	ITEM	kg	206.00	3.30	679.80			
24	1/2 D	6mm Diameter, in ground beam (stirrups)	ITEM	kg	500.00	3.27	1,635.00			
25		Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 1							
26	1/2 E	20mm Diameter, in pile caps.	ITEM	kg	1,207.00	3.30	3,983.10			
27	1/2 F	16mm Diameter, in pile caps.	ITEM	kg	1,198.00	3.12	3,737.76			
28	1/2 G	10mm Diameter, in pile caps (binders) (Provisional)	ITEM	kg	286.00	3.22	920.92			
29	1/2 H	25mm Diameter, in column stumps (Provisional)	ITEM	kg	202.00	3.30	666.60			
30	1/2 J	20mm Diameter, in column stumps (Provisional)	ITEM	kg	321.00	3.30	1,059.30			
31	1/2 K	16mm Diameter, in column stumps (Provisional)	ITEM	kg	1,151.00	3.12	3,591.12			
32	1/2 L	12mm Diameter, in column stumps (Provisional)	ITEM	kg	102.00	3.30	336.60			
33	1/2 M	25mm Diameter, in ground beams.	ITEM	kg	2,433.00	3.30	8,028.90			
34	1/2 N	20mm Diameter, in ground beams.	ITEM	kg	3,229.00	3.30	10,655.70			
35	1/2 P	16mm Diameter, in ground beams.	ITEM	kg	902.00	3.12	2,814.24			

Estimate rate by consultant

➔

➔

   												
Tendering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123												
Back To Tendering Tenderer Setting Print Estimation BQ												
Bills > BILL NO.1 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL > Comparison rate from different tenderer												
	Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Buildspace Contractor 1		Buildspace Contractor 2	
									Rate	Grand Total	Rate	Grand Total
	HEAD 1								190.00	5,510.00	195.00	5,655.00
	ITEM	m2	29.00	350.00	10,150.00				190.00	18,430.00	195.00	18,915.00
	ITEM	m2	97.00	350.00	33,950.00				190.00	107,730.00	195.00	110,565.00
	ITEM	m2	567.00	350.00	198,450.00							
ified, in,	HEAD 1							Rate by Tenderer				
	ITEM	m3	20.00	295.00	5,900.00				320.00	6,400.00	330.00	6,600.00
	ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00
	ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
	ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
	ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00
um yield stress 250N per sq. mm)	HEAD 1											

13. To adjust the rate from **selected** tenderer, press “Enter” to edit and press “Enter” again to save

Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Rate	Grand Total	Rate	Grand Total
HEAD 1											
ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
HEAD 1											
ITEM	m3	20.00	295.00	5,900.00				320.00000	6,400.00	330.00	6,600.00
ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00
ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00

14. Or can adjust the rate by trade. (This function only can be conducted if consultants used **Import Rate** function to prepare PTE). If no, please skip to **step 22**.

15. Click **Back To Tendering** to go front page

Type	Unit	Grand Total Qty	Rate	Grand Total	Qty Re-measurement	Amount	Historical Rate	Rate	Grand Total	Rate	Grand Total
HEAD 1											
ITEM	m2	29.00	350.00	10,150.00				190.00	5,510.00	195.00	5,655.00
ITEM	m2	97.00	350.00	33,950.00				190.00	18,430.00	195.00	18,915.00
ITEM	m2	567.00	350.00	198,450.00				190.00	107,730.00	195.00	110,565.00
HEAD 1											
ITEM	m3	20.00	295.00	5,900.00				320.00	6,400.00	330.00	6,600.00
ITEM	m3	9.00	295.00	2,655.00				320.00	2,880.00	330.00	2,970.00
ITEM	m3	56.00	295.00	16,520.00				320.00	17,920.00	330.00	18,480.00
ITEM	m2	89.00	295.00	26,255.00				320.00	28,480.00	330.00	29,370.00
ITEM	m2	478.00	295.00	141,010.00				320.00	152,960.00	330.00	157,740.00

16. Click **Project Analyzer** and choose **Schedule Of Rates Analysis**

CADANGAN MEMBINA PANGSAPURI 123 (Status: TENDERING)

Export Project | **Project Analyzer** | Sub-Packages | Schedule Of Quantities | Push To Post Contract

Project Breakdown | Resource Analysis | **Schedule Of Rates Analysis** | Primary | Export Bill | Export Backup | Log | Reload

No.	Description
1	BILL NO.1 - SINGLE TYPE

17. Double click **Schedule Of Rate** (It depends on which schedule of rate that used during pricing BQ used import rate)

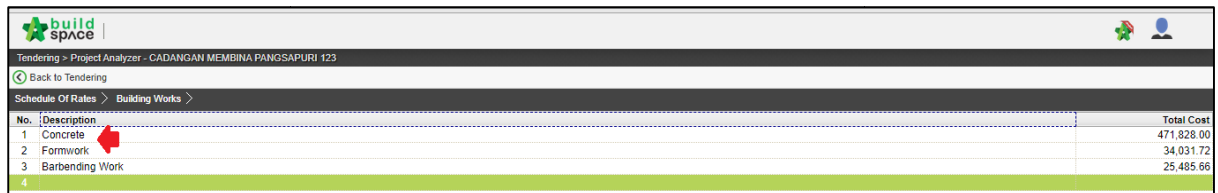
Tendering > Project Analyzer - CADANGAN MEMBINA PANGSAPURI 123

Back To Tendering

Schedule Of Rates

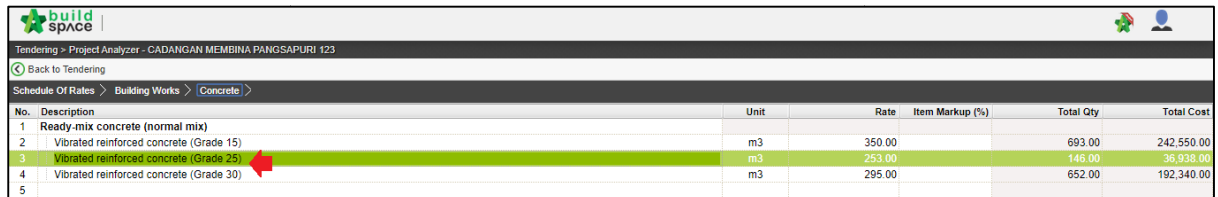
No.	Name	Total Cost
1	Building Works	531,345.38
2	UNSORTED	1,087,757.99
3		

18. List of trade, **double click the trade** to view the grade/type under this trade



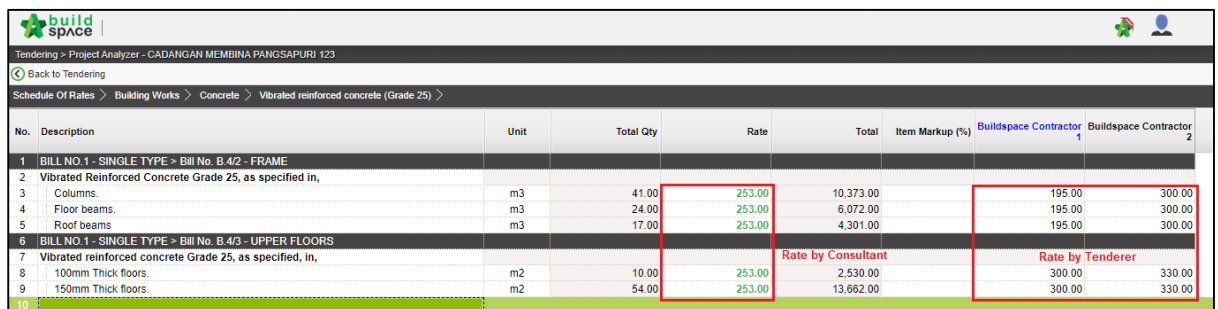
No.	Description	Total Cost
1	Concrete	471,828.00
2	Formwork	34,031.72
3	Barbending Work	25,485.66
4		

19. **Double click the grade/type** under the trade to know which bill, element and item used the grade/type



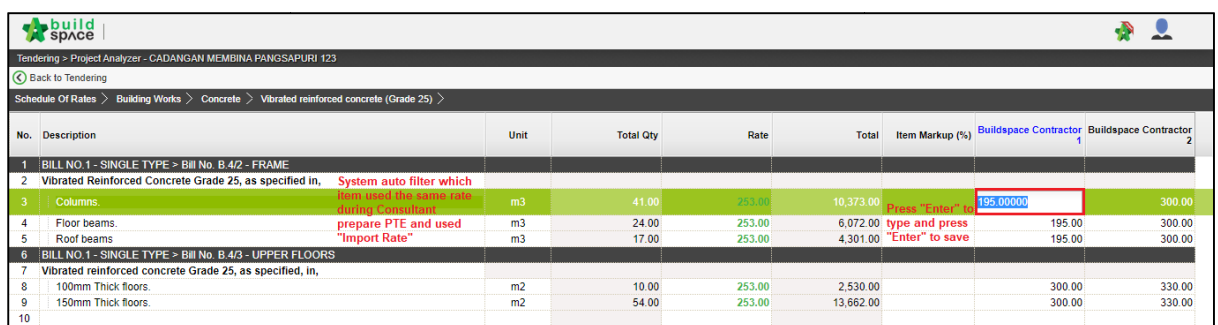
No.	Description	Unit	Rate	Item Markup (%)	Total Qty	Total Cost
1	Ready-mix concrete (normal mix)					
2	Vibrated reinforced concrete (Grade 15)	m3	350.00		693.00	242,550.00
3	Vibrated reinforced concrete (Grade 25)	m3	253.00		146.00	36,938.00
4	Vibrated reinforced concrete (Grade 30)	m3	295.00		652.00	192,340.00
5						

20. It will display **Consultant's PTE and Tenderer's rate** in one table



No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns.	m3	41.00	253.00	10,373.00		195.00	300.00
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00	300.00
5	Roof beams	m3	17.00	253.00	4,301.00		195.00	300.00
6	BILL NO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOORS							
7	Vibrated reinforced concrete Grade 25, as specified, in,							
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		Rate by Tenderer	330.00
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		Rate by Consultant	330.00
10								

21. To adjust the selected tenderer rate, press **“Enter”** to edit and press **“Enter”** again to save

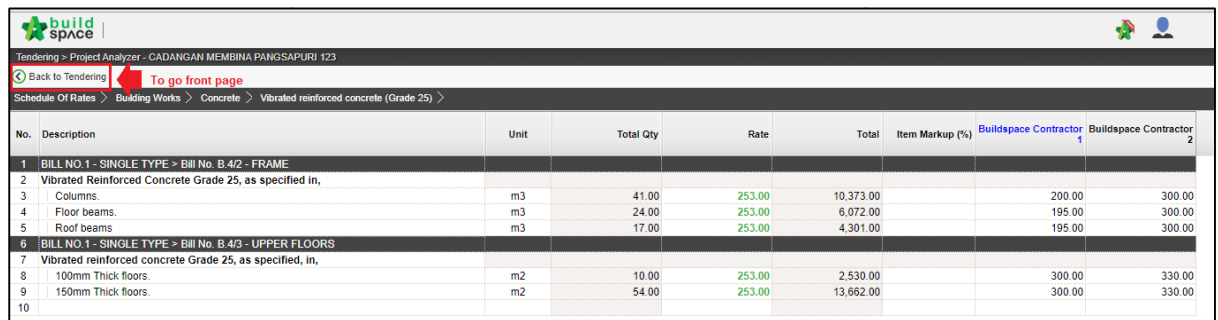


No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns.	m3	41.00	253.00	10,373.00		195.00000	300.00
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00	300.00
5	Roof beams	m3	17.00	253.00	4,301.00		195.00	300.00
6	BILL NO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOORS							
7	Vibrated reinforced concrete Grade 25, as specified, in,							
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00	330.00
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00	330.00
10								

System auto filter which item used the same rate during Consultant prepare PTE and used "Import Rate"

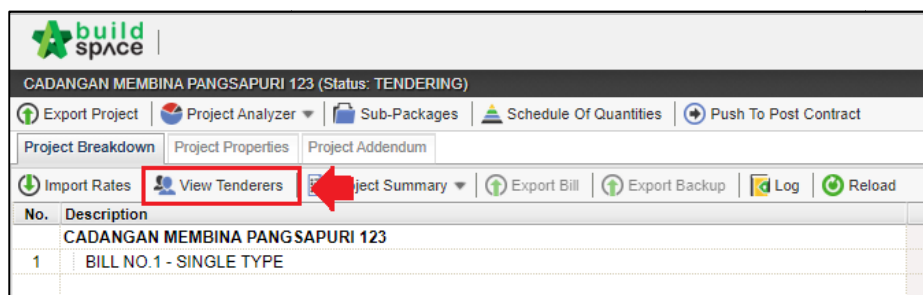
Press "Enter" to type and press "Enter" to save

22. After rationalized the rate, you can check the difference between **original total and adjusted(rationalized) total** by clicking **Back To Tendering** to go to front page



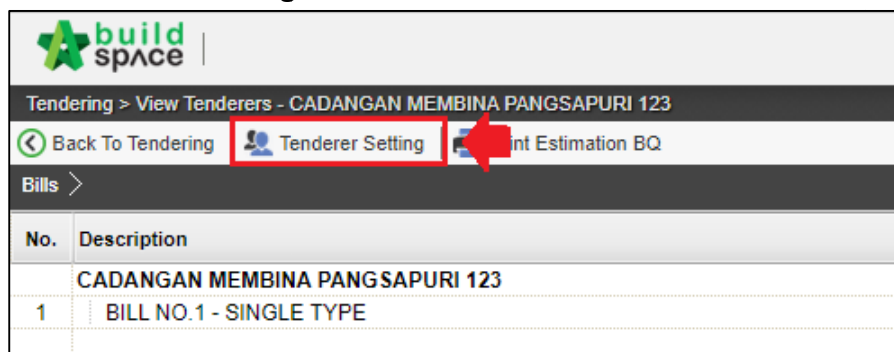
No.	Description	Unit	Total Qty	Rate	Total	Item Markup (%)	Buildspace Contractor 1	Buildspace Contractor 2
1	BILL NO.1 - SINGLE TYPE > Bill No. B.4/2 - FRAME							
2	Vibrated Reinforced Concrete Grade 25, as specified in,							
3	Columns.	m3	41.00	253.00	10,373.00		200.00	300.00
4	Floor beams.	m3	24.00	253.00	6,072.00		195.00	300.00
5	Roof beams	m3	17.00	253.00	4,301.00		195.00	300.00
6	BILL NO.1 - SINGLE TYPE > Bill No. B.4/3 - UPPER FLOORS							
7	Vibrated reinforced concrete Grade 25, as specified, in,							
8	100mm Thick floors.	m2	10.00	253.00	2,530.00		300.00	330.00
9	150mm Thick floors.	m2	54.00	253.00	13,662.00		300.00	330.00
10								

23. Click **View Tenderer**



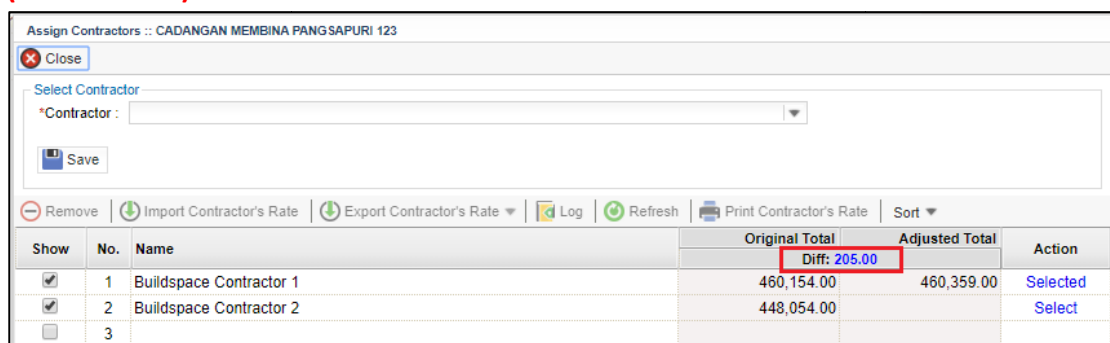
No.	Description
1	BILL NO.1 - SINGLE TYPE

24. Click **Tenderer Setting**



No.	Description
1	BILL NO.1 - SINGLE TYPE

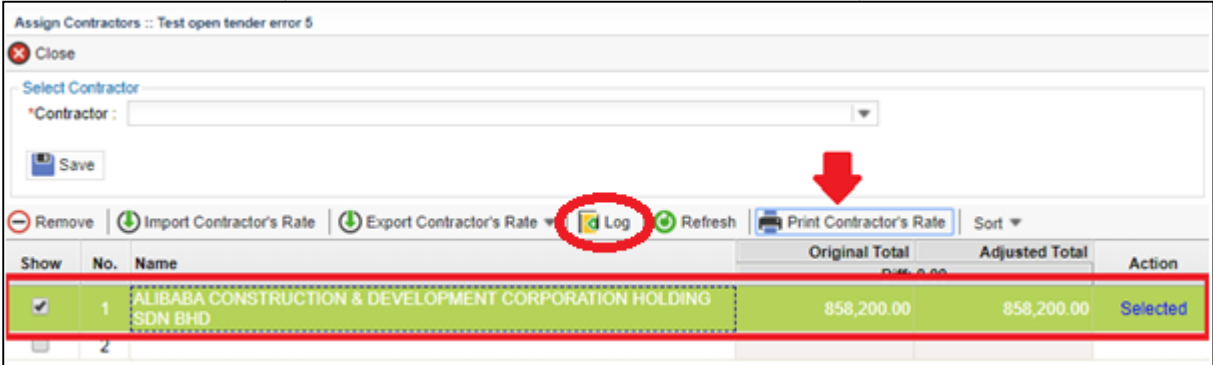
25. From here you can view the difference between **Original Total** and **Adjusted (Rationalized) Total**.



Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00	460,359.00	Selected
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	3				

❖ **Consultant have to do adjustment until the different between Original Total with Adjusted Total is zero/equivalent.**

26. After rate rationalization, you can click at the selected tenderer's name, then click **Print Contractor's Rate** to print out the BQ or click at **"Log"** button to view the comparison between before rationalise & after rationalise rates.



Assign Contractors :: Test open tender error 5

Close

Select Contractor

*Contractor :

Save

Remove Import Contractor's Rate Export Contractor's Rate Log Refresh Print Contractor's Rate Sort

Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	858,200.00	858,200.00	Selected
<input type="checkbox"/>	2				