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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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Prepare Award Recommendation Report

For Admin / Normal User

(BuildSpace Version 2.3) Last updated: 13/10/2020



Prepare Award Recommendation Report

1. Click **"Tendering"** and click **"Open Tender"** and select the latest tender version. *(i.e. Tender Resubmission 1)*. Make sure the tender is opened.

*			Open Tender Lis	ting						
æ		•	Q							
- 23		۵	No 🔺	Reference	\$ No. of Submitted Tender	\$ Closing Date	\$ Verifier	\$	Status	\$
₽.	Tendering	•	1	Tender Resubmission 1	2	02-Jul-2020 5:00 AM	View Log		Opened	
-			2	Tender	2	02-Jul-2020 5:00 AM	View Log	Make sur tender al	e the Opened	
-	🖈 Open Tender	-	Showing 1 to 2 of	f 2 entries				open		Next
-										

2. Tick to select the selected tenderer and click "Award Recommendation"

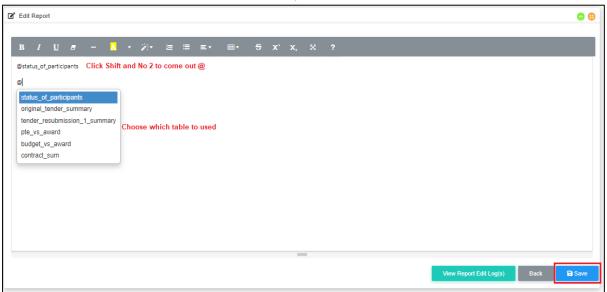
		rer Rates Closed at 02-Jul-2020 5:00 AM					2. Click "action" and click "Award Action(s) Recommendation" + Tender Resubmission
	No.	Tenderer	Submitted Date	Base Tender		Tender Alternativ	😂 Sync to BuildSpace
		filter column		Amount (RM)	Month(s)	Amount (RI	Award Recommendation
0	1	Buildspace Contractor 1	03-Jul-2020 4:46 AM	12,690,455.00	12	12,690,455.	Award Recommendation
0	2	Buildspace Contractor 2	03-Jul-2020 4:47 AM	4,338,248.00	12	4,338,248.	Post Contract
-							Tender Valid Until: [01 / 08 / 2020] (30 days total
		vhich r awarded					B Export Open Tender Form

3. Click **"Edit Report"** to edit the report.

Award Recommendation Report	Tender Analysis Table
Empty report content. Please click the button below to edit the report.	
	Edit Report View Report Edit Log(s) View Verifier Log(s)
Select Verifiers:	
	Submit Back



4. You can direct type the content for the report. To insert table, type @ and then system will list down which table to insert. After that, click **"Save"**



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

ank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Participated
4	Buildspace Contractor 3	Declined
us of F	Participants	
ank	Tenderer's Name	Status of Participant Participated
a nk 1	Tenderer's Name Buildspace Contractor 1	Participated
ank 1 2	Tenderer's Name	
an k 1 2 3	Tenderer's Name Buildspace Contractor 1 Buildspace Contractor 2	Participated
ank 1 2 3 4	Tenderer's Name Buildspace Contractor 1 Buildspace Contractor 2 ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN 8HD	Participated Participated Participated



6. You can click **"View Report Edit Log"** to check which user edited the report.

Rank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
3	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Participated
4	Buildspace Contractor 3	Declined

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"**

Award Recommendation Report	E Tender Analysis Table	Attachments
E Status of Participants		

9. Click "View" to see the detail in the table

Tender Analysis Table(s)	
Section	
Status of Participants	Q View
Original Tender Summary	Q View
Tender Resubmission 1 Summary	Q View
PTE vs Award	Q View
Budget Vs Award	Q View
Contract Sum	Q 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 submitted the tender rate

Participants		
Rank	Tenderer's Name	Status of Participant
1	Buildspace Contractor 1	Participated
2	Buildspace Contractor 2	Participated
з	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Participated
4	Buildspace Contractor 3	Declined

11. Example of **"Original Tender Summary"** table. The **PTE & Budget** Amount requires user to key in manually. After inserted amount for PTE & Budget, click **"Submit"** and the amount will **be updated** into the table.

Rank	Tenderer's Name	Tender Sum (RM)	Variance from	Lowest	Completion Period (Month(s))	
Vallin		Tender Sulli (KM)	Amount (RM)		completion Period (Montal(5))	
1 A	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD		•		12	
2 B	Buildspace Contractor 1	12,690,455.00	8,352,207.00	192.52	12	
3 В	Buildspace Contractor 2	4,338,248.00	0.00	0.00	12	
с	Consultant's PTE		-	-	12	
В	Budget		-	-	12	
Update Co	onsultant's PTE	🕼 Update Budget				
nsultant's P	PTE (RM)	Budget (RM)				
Key in t	the amount	Key in the am	ount			



12. Example of **"PTE vs Award"** table. User need to key in manually for **PTE Amount**. After clicking **Submit**, the amount will be **updated** into the table

		Consultant's PTE	Buildspace Contractor 1
Item	Description	RM	RM
1	BILL NO.1 - Type A, B & C	0.00 Key in the amount	12,690,455.00
	Total Amount (RM)	0.00	12,690,455.00
ubmit			

13. Example of **"Budget vs Award"** table. User need to key in manually for **Budget Amount**. After clicking **Submit**, the amount will be updated into the table.

	Budget (RM)	Description	Item
 12,690,455.00	0.00 Key in the amount	BILL NO.1 - Type A, B & C	1
 12,690,455.00	0.00	Total Amount (RM)	
12,690,455.00	0.00	Total Amount (RM)	Submit

14. Example of "Contract Sum" table.

ło.		Description		Amount (RM)	
1	BILL NO.1 - Type A, B & C	Amount car	Amount carry forward from		
	Total Contract Sum	submitted to	enderer	12,690,455.00	

15. Click **"View Logs"** to check who edited the table.

Section	
Status of Participants	Q View
Original Tender Summary	Q View
Tender Resubmission 1 Summary	Q View
PTE vs Award	Q View
Budget Vs Award	Q View
Contract Sum	Q View
	View Log(s)
Tender Analysis Table Edit Logs	
1. Heng Chin Guan updated Consultant's PTE in Original Tender Summary table on 08th January 2019 (Tuesday), 3.38 pm 2. Heng Chin Guan updated Budget in Original Tender Summary table on 08th January 2019 (Tuesday), 3.38 pm	
	Close



16. After user inserted budget/PTE for each table, click **"Award Recommendation"** to go front page to continue edit on report.



17. To upload attachment, click "Attachments"

Award Recommendation Report	Tender Analysis Table	Attachments

18. Click "Upload"

Attachments	1 Upload
Make sure you attach the following documents:	
1. Layout Plan	
2. e-Auction Result	
3. Tender Opening Form (Original & Re-submssion)	

19. Click "Add Files"

Upload Files	i				×
+ Add files	Start Upload	Cancel upload			
Preview	File Name		Size	Actions	

20. Select which file want to upload and click "Open"

Name	Date modified	Туре	Size	
Drawing 1	15/1/2018 11:10 AM	PDF File	42 KB	
Drawing 2	15/1/2018 11:10 AM	PDF File	42 KB	Choose the which attachment want
🛃 Drawing 3	15/1/2018 11:10 AM	PDF File	42 KB	to upload
💍 Drawing 4	15/1/2018 11:10 AM	PDF File	42 KB	
🖄 Drawing 5	15/1/2018 11:10 AM	PDF File	42 KB	
🖄 Drawing 6	15/1/2018 11:10 AM	PDF File	42 KB	
🖄 Drawing 7	15/1/2018 11:10 AM	PDF File	42 KB	
🖄 Drawing 8	15/1/2018 11:10 AM	PDF File	42 KB	
🖄 Drawing 9	15/1/2018 11:10 AM	PDF File	42 KB	
🛃 Drawing 10	15/1/2018 11:10 AM	PDF File	42 KB	
Drawing 11	15/1/2018 11:10 AM	PDF File	42 KB	
e: Drawing 1				→ All Files



21. Click **"Start Upload"** to upload the all attachment at one time. Click **"Delete"** to delete uploaded file and click **"x"** to close the tab

Upload Files	3			×
+ Add files	Start Upload Cancel upload			
Preview	File Name	Size	Actions	
	Drawing 2_0001.pdf File already uploaded	42.75 KB	📋 Delete	

22. You still can delete uploaded files by clicking "X" icon.

Attachments			ᆂ Upla
Nake sure you attach the following documents:			
1. Layout Plan 2. e-Auction Result 3. Tender Opening Form (Original & Re-submssion)			
ocuments			
ie Name	 Uploaded By 	Date	Delete
rawing 2_0001.pdf File already uploaded	Chris Volcano	03-Jul-2020	×
howing 1 to 1 of 1 entries			Previous 1 Ne

23. Once finalized the report, Click **"Award Recommendation"** to go front page and submit the report for approval



24. Select verifier and click "Submit"

None Sky Buildspace Chien Zen Muhammad Asyrul Nor Fatin Izzäti Binti Yusop General Manager - Sky3 Staff 1 Select which user Mr. Sanctuary 2 as a verifier None None	Click "-" to remove the verifier	
TUTE		Submit Baci