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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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Prepare / Edit

Letter of Award

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

For Editor User

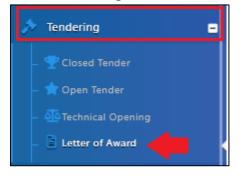
Prepare / Edit Letter of Award

Note: Following steps are for user who assigned as Editor role only.

1. Login **BuildSpace eProject** system, click **"Tendering"** and click **"Project Title"** or click to open a project.

		🖌 Proje	cts Sub Projects	Filter by Subsidiary None		~
Projects		No.	Contract Number Iter	Name Filter	Status Filter	Action(s)
	•			02-Juli-2020 Malaysia , Patrajaya Standard		î
	٥	3	BE/BLD/C005/20	Cadangan Membina Rumah 50 Unit di Lot 1230 82-34-5030 Malaysia, Kwala Lunguer Standard	Closed Tender	+2

2. Go to "Tendering", then click at "Letter of Award".



3. There are 3 categories under Letter of Award module, click **"Edit"** beside each category to start edit.

Section	
Contract Details	ピ Edit
Clauses	ピ Edit
Signatory	ピ Edit
Print 🗢 Settings	Edit Logs Verifier Logs

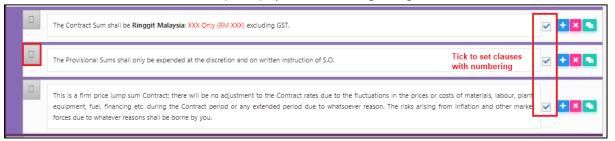
Note: You can copy the content from existing format (Microsoft Word). However, you need to paste the content from Microsoft Word into NOTEPAD first, then copy the content from NOTEPAD and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and allow user to spend lesser time on adjusting spacing, margin & layout when printing out the Letter of Award) 4. For **Contract Details**, user need to input the header content like below (*which will display at the top of every page when printed out*). After that, click "**Save**".

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				'9.07/F /x/x/x		TNAM	ME_ME	W/FL/L	/0434/1	8								
	🖬 Sa	ive		Back											1			

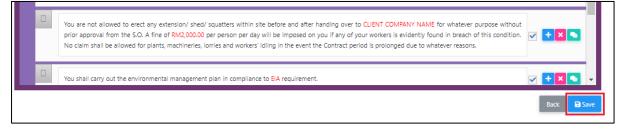
5. For Clauses, user need to "Add New Clause" and key in the content.

Click to add the new clauses	+ Add New Clause
XXX SDN BHD Address . Tel: 03-XXX Fax: 03-XXX Attn: Mr. XXX Dear Sir PROJECT TITLE Letter of Acceptance	Click to add the new clauses between existing clauses + X •
We are pleased to inform you that your tender for the above mentioned works (hereinafter called 'the Works') is hereby accepted all in accordance with, inter-alia, the Conditions of Contract, Specifications, Preambles, Drawings, Bills of Quantities, Instructions and Conditions of Tendering, Form of Tender and the following terms are conditions: -	

6. Tick to set numbering for certain clauses (*e.g. 1.0, 1.1 ...*). Further, to set certain clause as sub clauses, **click (Hold)** symbol and drag to right side.



7. After finalised the clauses, click "Save".



8. For Signatory, you need to insert the content on contractor's signature page only (As shown below).

Edit S	signat	tory														•
B	I	U		-	A	•	20	æ	≔	≡∙		5	X,	Х,	×	?
The un				edit 1				s Letter	ref: BS,	(C&C/9.07	'/LA/PlotG	_MBW/I	FL/L/0	434/18	dated D	DD/MM/YY, which has been retained and confirm our agreement to the terms and conditions contained
• s	Save		Bacl												=	

9. After finalised the Letter of Award template, click **"Settings"** to edit the printing layout, margin & font size before printing layout.

Section		
Contract Details		🕼 Edit
Clauses	Click "Settings" to edit the printing	🕑 Edit
Signatory	layout, margin & font size	🕑 Edit
😝 Print	Settings Edit Logs	Verifier Logs
	Click "Edit Logs" edited the tampla	

10. Click **Action(s)**, then click **"Notify Reviewer"** to allow reviewer to review the letter of award.

Letter of Award	Action(s) -
Section	Send Comment Notification
Contract Details	🕼 Edit

11. After clicking **"Notify Reviewer"**, the system will pop out a message shown that notification has been sent successfully.

