



BUILDSPACE PRO

Consultants & Contractors

Print BQ

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.2)

Last updated: 25/9/2020

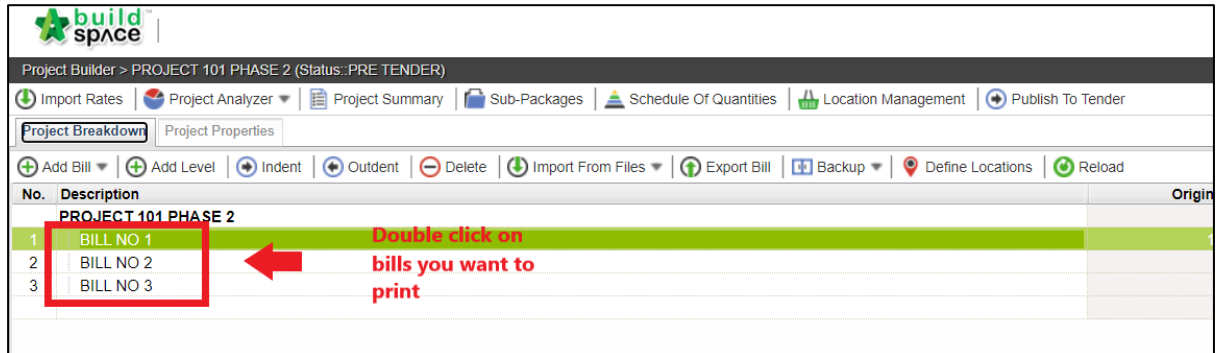
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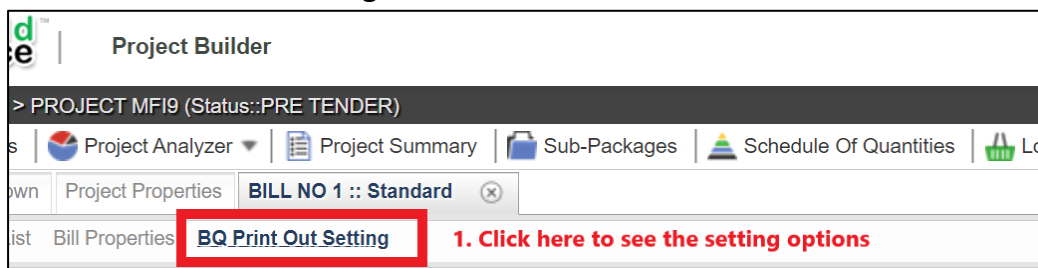
Print BQ

BQ Printout Setting

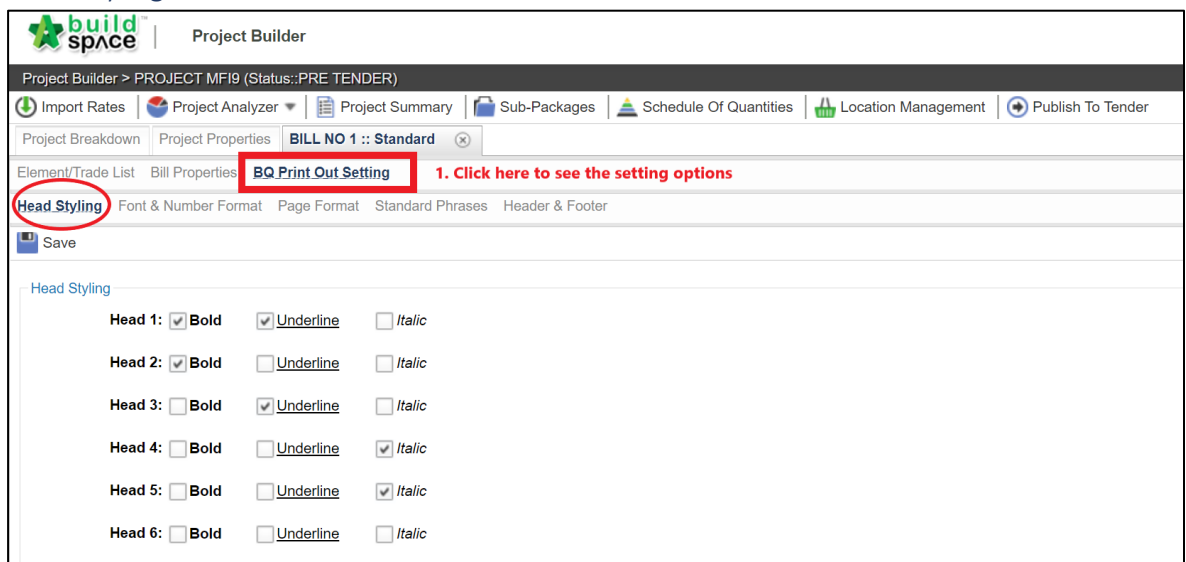
1. Double click at the desired **Bill**.



2. Click at “BQ Printout Settings”.



I. Head Styling



II. Font & Number Format

buildspace | Project Builder

Project Builder > PROJECT MFI9 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | **BQ Print Out Setting**

Head Styling | **Font & Number Format** | Page Format | Standard Phrases | Header & Footer

Save

Font & Number Setting

Type : Arial

Size : 12

Exclude commas in number : ☐ Rate ☐ Qty ☐ Amount

III. Page Format

buildspace | Project Builder

Project Builder > PROJECT MFI9 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | **BQ Print Out Setting**

Head Styling | Font & Number Format | **Page Format** | Standard Phrases | Header & Footer

Save

General Setting

Price Display Format ☒ 1,000.00 ☐ 1,000,00

☐ Print Amount column only

☐ Print BQ with Dollar & Cents (For Single Type BQ)

☐ Toggle column arrangement to Qty-Unit-Rate (For Single Type BQ)

☐ Include item numbers I and O on BOQ Printout

☐ Print Grand Total Quantity

☒ Close Grid

☐ Print without price

☐ Print BQ without cents

☐ Indent all item description by 3 characters

☐ Print Date of Printing

☐ Print Full Decimal (Auto-shrink)

Continued

☒ Print (Cont'd) at end of the description

(Cont'd) : (Cont'd)

IV. Standard Phrases

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Project Builder > PROJECT MFI9 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | **BQ Print Out Setting**

Head Styling | Font & Number Format | Page Format | **Standard Phrases** | Header & Footer

Save

Standard Page Text

To Collection \$:	To Collection	Description :	Description
Unit :	Unit	Quantity :	Qty
Rate :	Rate	Amount :	Amount
Currency :	RM	Cents :	sen

Collection Page Text

Collection (Within Grid) : Collection

Summary Page Text

Summary (Top Right Corner) :	Summary	Summary (Within Grid) :	Summary
Page No. :	Page No	Total per Unit(s) :	Total Per Unit

V. Header & Footer

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Project Builder > PROJECT MFI9 (Status::PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management

Project Breakdown | Project Properties | **BILL NO 1 :: Standard**

Element/Trade List | Bill Properties | **BQ Print Out Setting**

Head Styling | Font & Number Format | Page Format | Standard Phrases | **Header & Footer**

Save

Header Note

Styling : ☒ **Bold** ☐ Underline ☐ *Italic*

Top Left Row 1 :

Top Left Row 2 :

Top Right Row 1 :

Footer Note

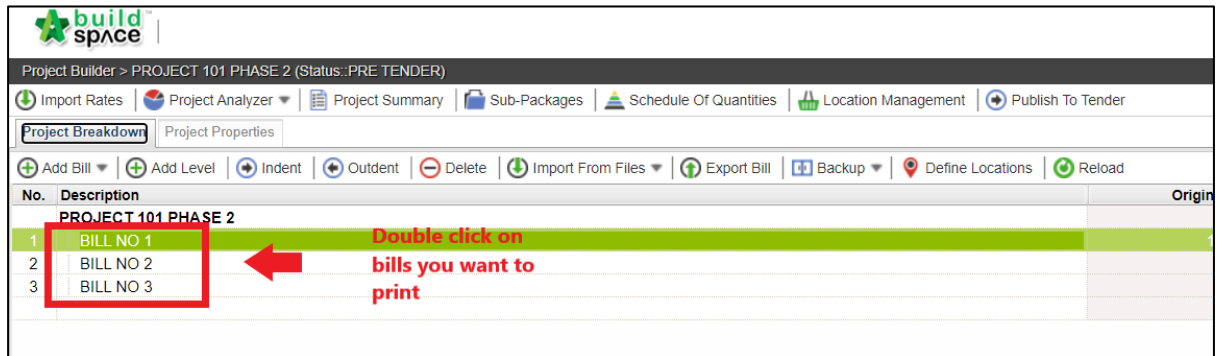
Styling : ☐ **Bold** ☐ Underline ☐ *Italic*

Bottom Left Row 1 :

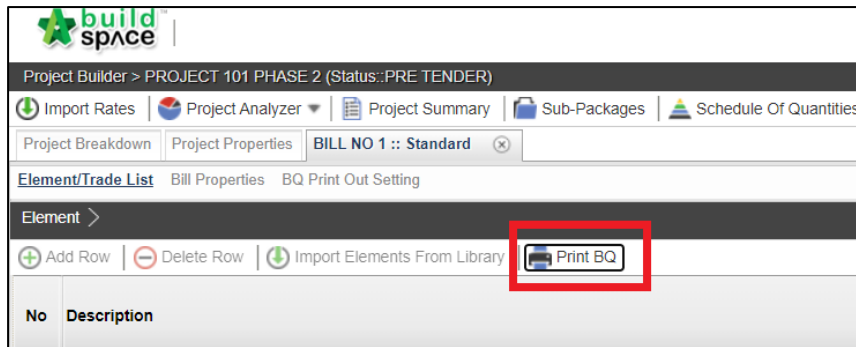
Bottom Left Row 2 :

Print BQ by Bills

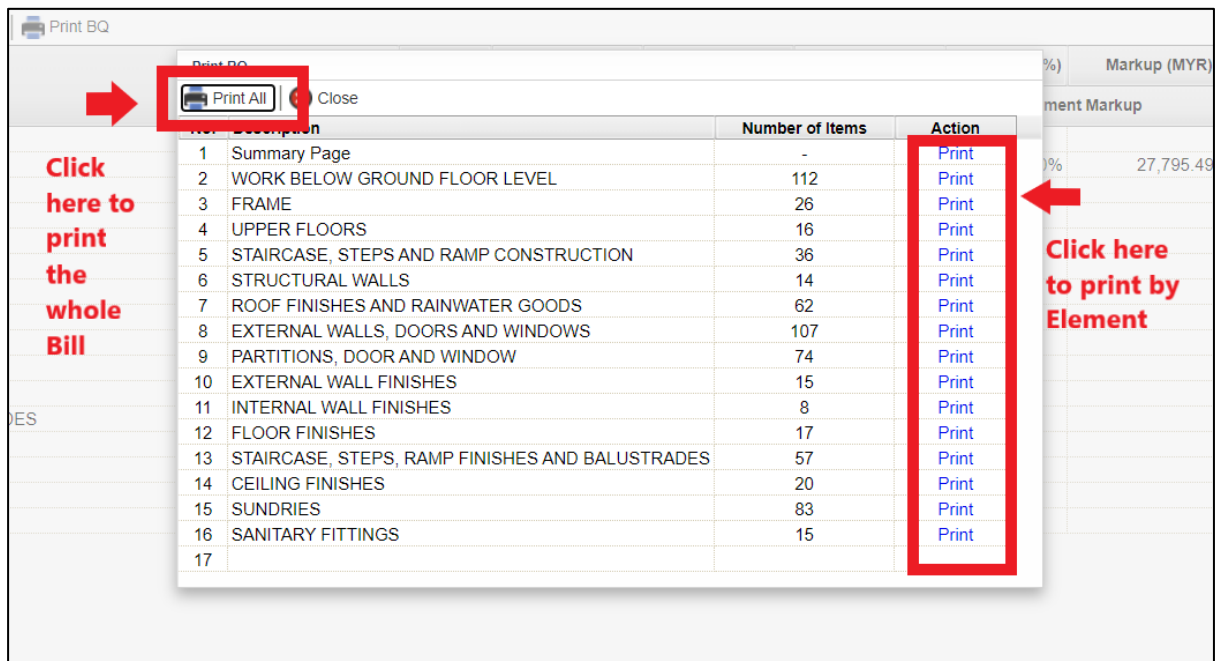
1. Double click at the desired **Bill**.



2. Click **"Print BQ"**.



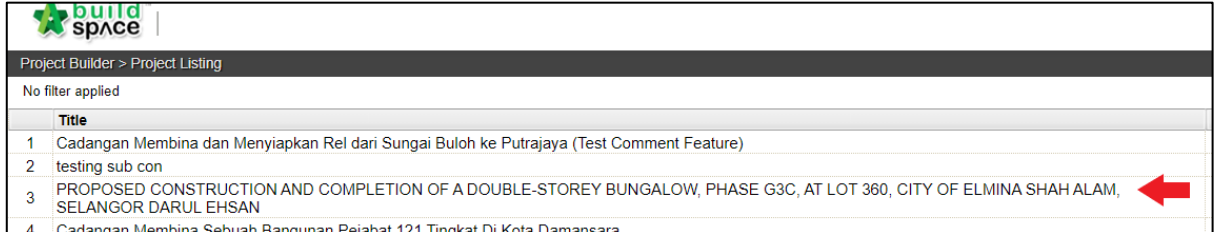
3. User can either choose to print the whole Bill by simply click at **"Print All"**. To print by Element, click **"Print"** at the action column.



Export Bills (Excel Format)

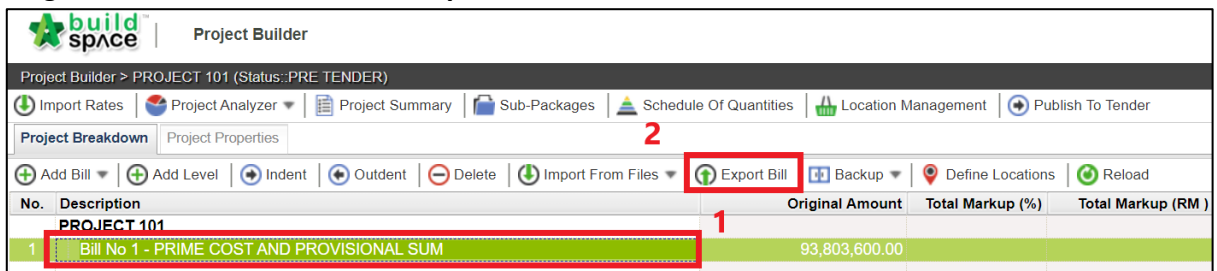
Notes: The purpose of Export Bill is similar with Backup. Export Bill is in excel format however Backup is in the EBQ format.

1. Double click at the particular project title to open the project.



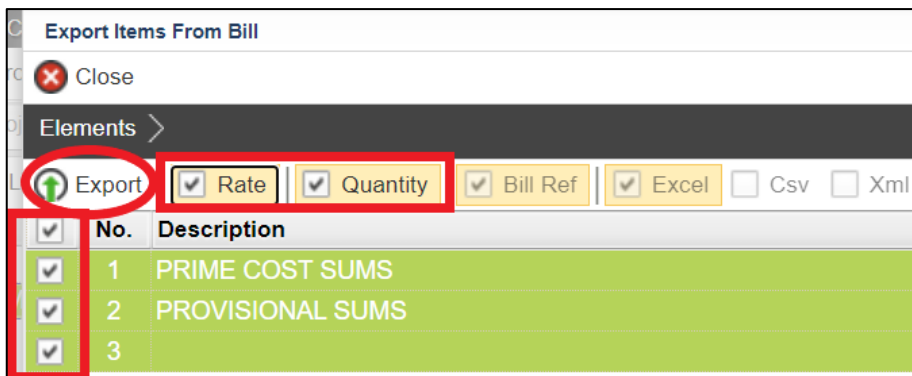
Project Builder > Project Listing	
No filter applied	
	Title
1	Cadangan Membina dan Menyiapkan Rel dari Sungai Buloh ke Putrajaya (Test Comment Feature)
2	testing sub con
3	PROPOSED CONSTRUCTION AND COMPLETION OF A DOUBLE-STOREY BUNGALOW, PHASE G3C, AT LOT 360, CITY OF ELMINA SHAH ALAM, SELANGOR DARUL EHSAN
4	Cadangan Membina Sebuah Bangunan Pejabat 121 Tingkat Di Kota Damansara

2. Single click at the bill and click “Export Bill”.




Project Builder > PROJECT 101 (Status: PRE TENDER)			
Import Rates Project Analyzer Project Summary Sub-Packages Schedule Of Quantities Location Management Publish To Tender			
Project Breakdown Project Properties			
Add Bill Add Level Indent Outdent Delete Import From Files Export Bill Backup Define Locations Reload			
No.	Description	Original Amount	Total Markup (%)
PROJECT 101			
1	Bill No 1 - PRIME COST AND PROVISIONAL SUM	93,803,600.00	

3. Tick at the check box on the left to select elements to be exported. Also, user may tick whether to export along with the Rate and Quantity by ticking at the check box respectively. Once done, click “Export”.



Export Items From Bill	
Close	
Elements >	
<input checked="" type="checkbox"/>	Export
<input checked="" type="checkbox"/>	Rate
<input checked="" type="checkbox"/>	Quantity
<input checked="" type="checkbox"/>	Bill Ref
<input checked="" type="checkbox"/>	Excel
<input type="checkbox"/>	Csv
<input type="checkbox"/>	Xml
<input checked="" type="checkbox"/>	No. Description
<input checked="" type="checkbox"/>	1 PRIME COST SUMS
<input checked="" type="checkbox"/>	2 PROVISIONAL SUMS
<input checked="" type="checkbox"/>	3

4. User may confirm the file beforehand and click “Download”. The file will be exported in Excel file format. Then, click “Close”.



Download Excel File	
Close Download	
Download As :	Bill No 1 - PRIME COST AND PROVISIONAL .xlsx

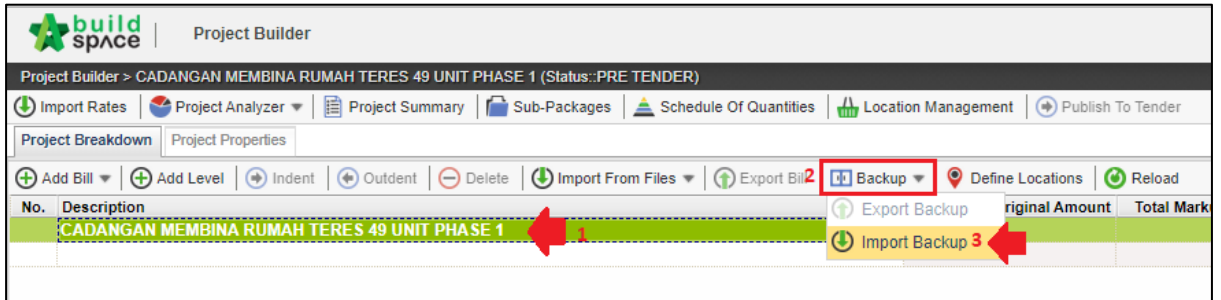
5. The exported file will look something like the following;

Bill No 1 - PRIME COST AND PROVISIONAL SUM					
Item	Description	Unit	Qty	Rate	Amount
	<u>PRIME COST SUMS</u>				
	<u>PRIME COST SUMS</u>				
	Various sections of the Works are included in the Contract as Prime Cost Sums and will be executed by Nominated Sub-Contractors.		0	0.00	0.00
	The Contractor's insertions for profit and establishment charges for Nominated Sub-Contractors will be corrected pro-rata to the Prime Cost Sums adjusted, and the Contract Sum adjusted accordingly by a Variation arising from the Architect's/Superintending Officer's Instructions.		0	0.00	0.00
	Where the Contractor in the ordinary course of his business directly carries out works for which Prime Cost Sums are included and the Architect/Superintending Officer is prepared to receive Tenders from the Contractor for such items, then the Contractor will be permitted to tender for the same or any of them but without prejudice to the Employer's right to reject the lowest or any Tender.		0	0.00	0.00
	Should the Contractor be successful in tendering for any work included in any such Prime Cost Sum, he will		0	0.00	
<div> <div>Element 1</div> <div>Element 2</div> <div>+</div> </div>					

Import/Export as Backup file

I. Import Backup

1. Single click at the **project title** and then click **“Backup”** and choose **“Import Backup”**.



Project Builder > CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1 (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

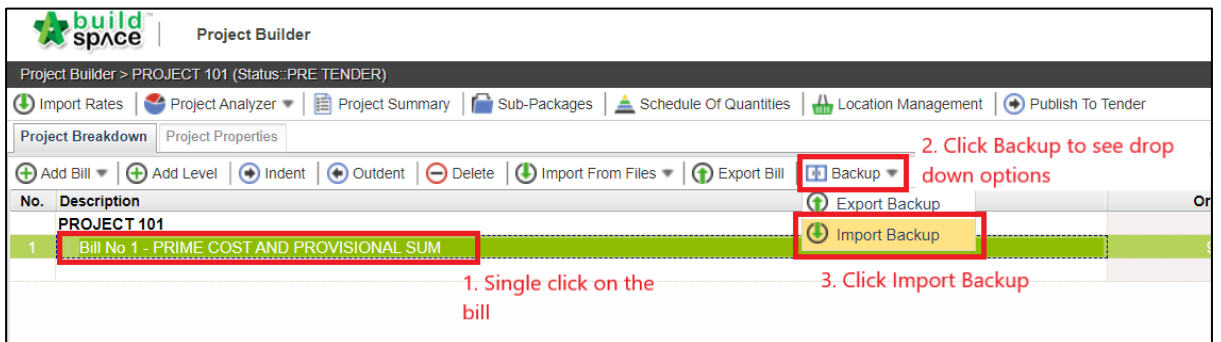
Project Breakdown | Project Properties

Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Define Locations | Reload

No.	Description	Original Amount	Total Mark
	CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1		

Export Backup | Import Backup

2. To import other bill using **“Import Backup”** function, (1) single click at the **latest bill** and then click (2) **“Backup”**. Then, choose (3) **“Import Backup”** to import another backup file.



Project Builder > PROJECT 101 (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties

Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Define Locations | Reload

No.	Description	Original Amount	Total Mark
	PROJECT 101		
1	Bill No 1 - PRIME COST AND PROVISIONAL SUM		

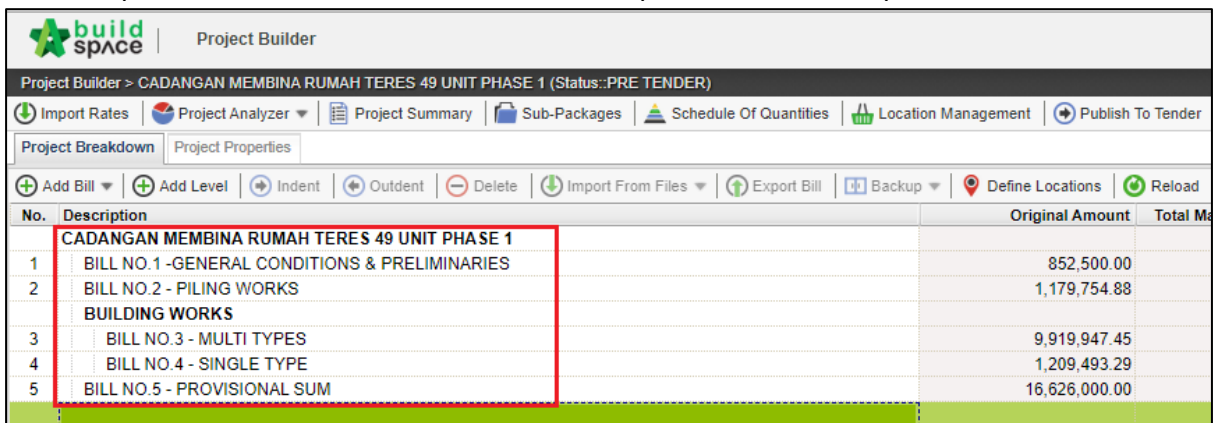
Export Backup | Import Backup

1. Single click on the bill

2. Click Backup to see drop down options

3. Click Import Backup

3. The sample below shows bills that have been imported from Backup file;



Project Builder > CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1 (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties

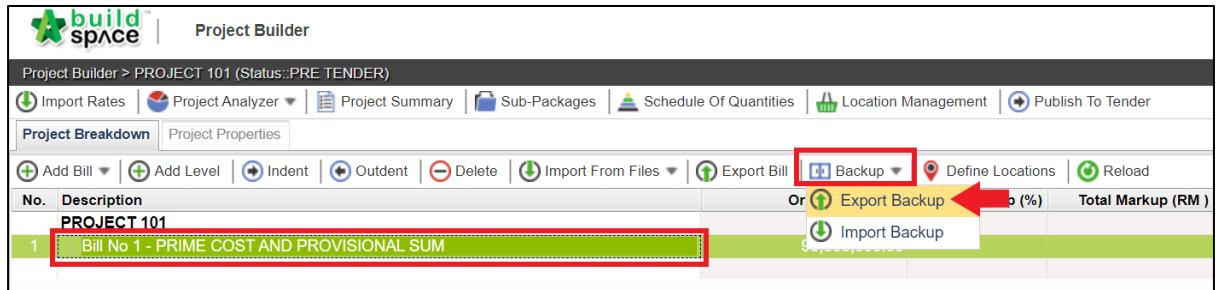
Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Define Locations | Reload

No.	Description	Original Amount	Total Mark
	CADANGAN MEMBINA RUMAH TERES 49 UNIT PHASE 1		
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00	
2	BILL NO.2 - PILING WORKS	1,179,754.88	
	BUILDING WORKS		
3	BILL NO.3 - MULTI TYPES	9,919,947.45	
4	BILL NO.4 - SINGLE TYPE	1,209,493.29	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00	

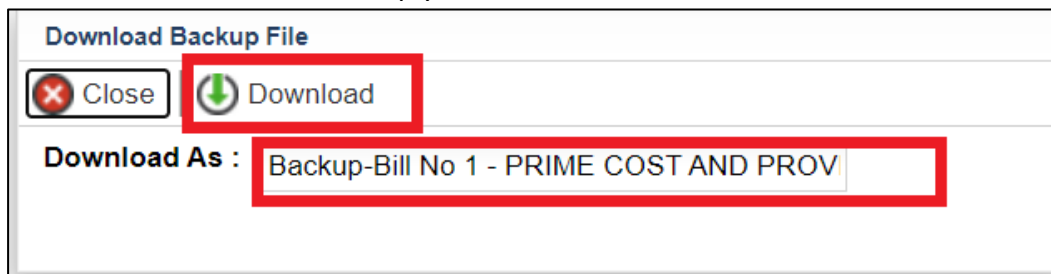
II. Export Backup

Notes: The purpose of Export Backup is similar with export bill. Export backup is in EBQ format while Export Bill is in excel format.

1. Single click at any bill. Then click at **“Backup”** and choose **“Export Backup”**.

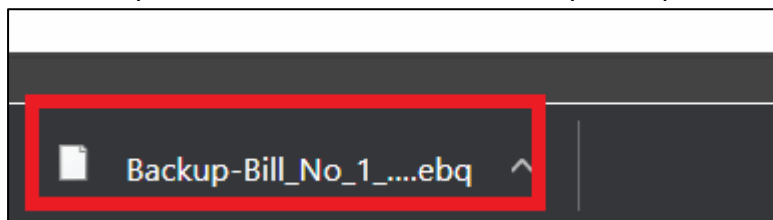


2. Confirm the file name and simply click **“Download”**.



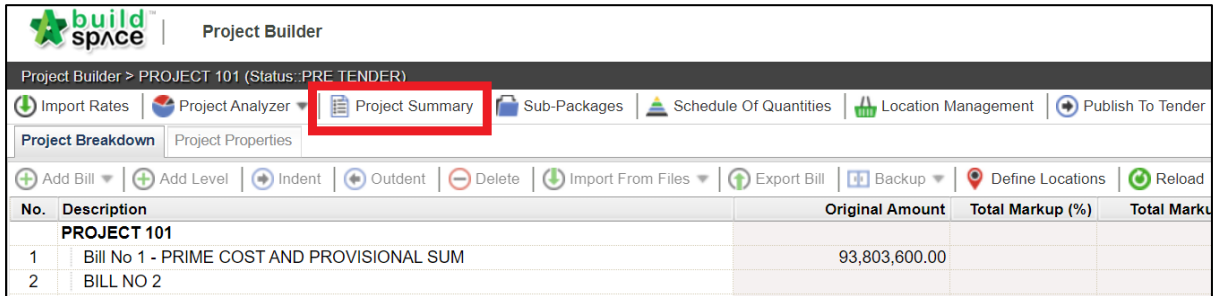
3. The downloaded file will be in **ebq file format**.

Notes: Any file with EBQ file format can only be imported by **BuildSpace** user



Print Project/Tender Summary

1. Click “Project Summary”.



Project Builder

Project Builder > PROJECT 101 (Status: PRE TENDER)

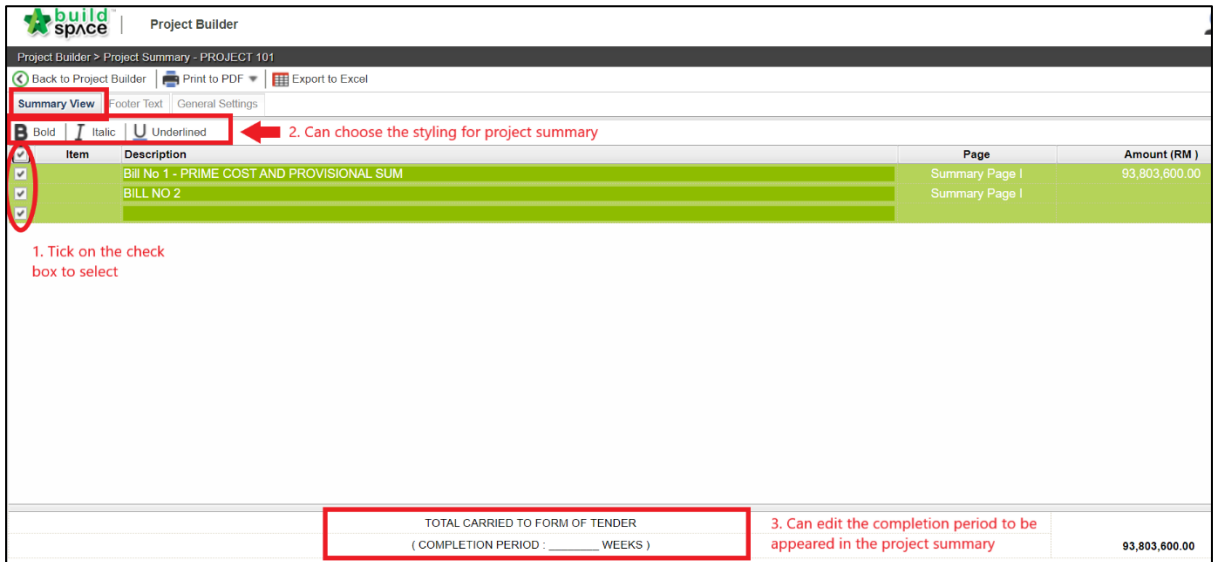
Import Rates | Project Analyzer | **Project Summary** | Sub-Packages | Schedule Of Quantities | Location Management | Publish To Tender

Project Breakdown | Project Properties

Add Bill | Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Define Locations | Reload

No.	Description	Original Amount	Total Markup (%)	Total Marku
PROJECT 101				
1	Bill No 1 - PRIME COST AND PROVISIONAL SUM	93,803,600.00		
2	BILL NO 2			

2. Before printing the project summary, user can do some editing like changing the font styling at the “Summary View”. Simply tick on the check box on the left to select then choose the styling for the project summary. At the bottom level, simply key in the completion period.



Project Builder

Project Builder > Project Summary - PROJECT 101

Back to Project Builder | Print to PDF | Export to Excel

Summary View | Footer Text | General Settings

B Bold | I Italic | U Underlined

Item	Description	Page	Amount (RM)
<input checked="" type="checkbox"/>	Bill No 1 - PRIME COST AND PROVISIONAL SUM	Summary Page I	93,803,600.00
<input checked="" type="checkbox"/>	BILL NO 2	Summary Page I	

1. Tick on the check box to select

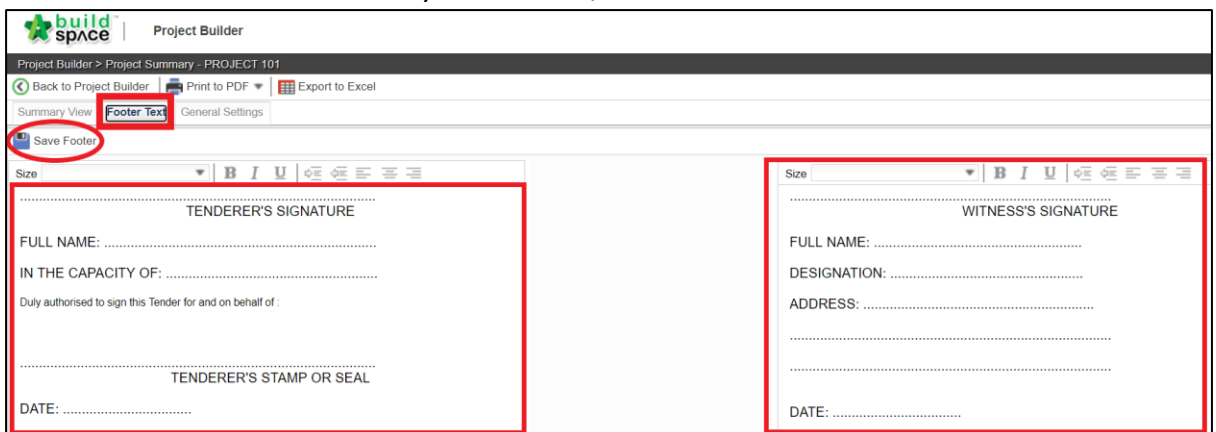
2. Can choose the styling for project summary

3. Can edit the completion period to be appeared in the project summary

TOTAL CARRIED TO FORM OF TENDER
(COMPLETION PERIOD : _____ WEEKS)

93,803,600.00

3. To edit the text for the footer, click at the “Footer Text” at the menu bar and user can start to edit where necessary. Once done, click “Save”.



Project Builder

Project Builder > Project Summary - PROJECT 101

Back to Project Builder | Print to PDF | Export to Excel

Summary View | **Footer Text** | General Settings

Save Footer

Size | B Bold | I Italic | U Underlined

TENDERER'S SIGNATURE

FULL NAME:

IN THE CAPACITY OF:

Duly authorised to sign this Tender for and on behalf of:

TENDERER'S STAMP OR SEAL

DATE:

WITNESS'S SIGNATURE

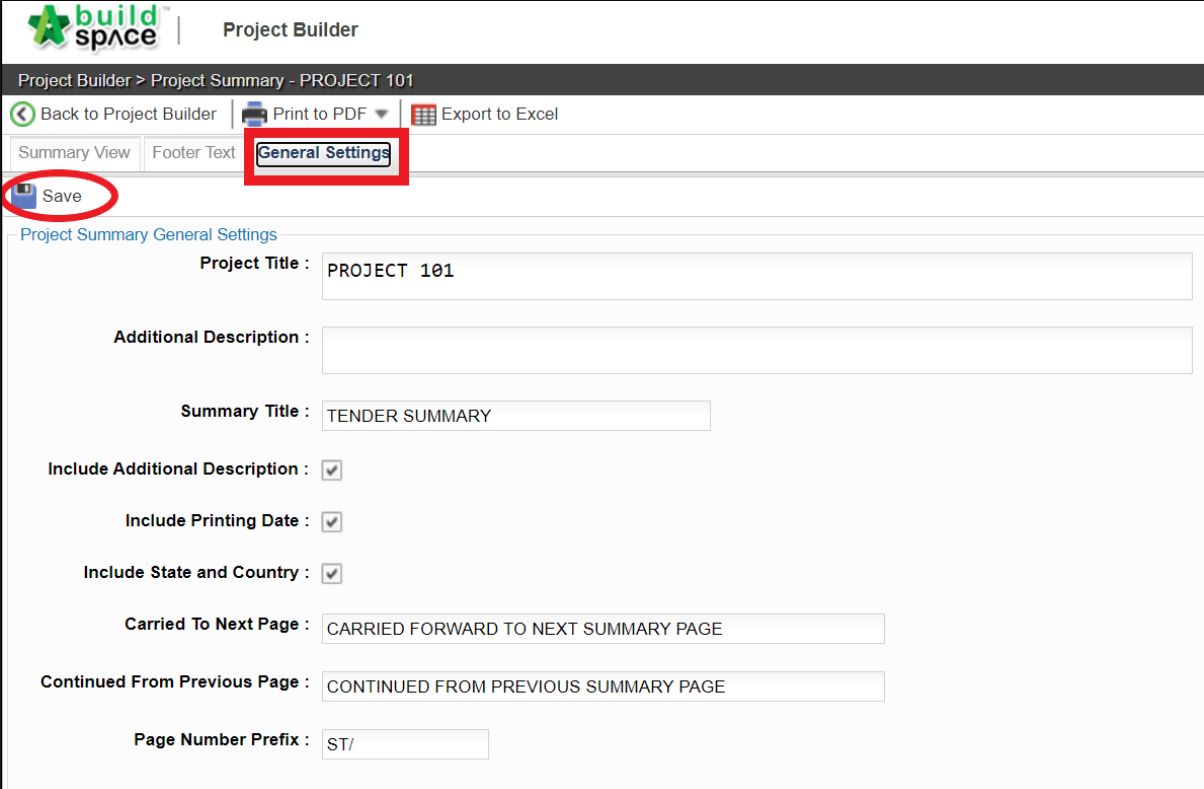
FULL NAME:

DESIGNATION:

ADDRESS:

DATE:

- Click at “General Setting” at the menu bar to edit the project summary information. Then, click “Save”.



Project Builder

Project Builder > Project Summary - PROJECT 101

Back to Project Builder Print to PDF Export to Excel

Summary View Footer Text **General Settings**

Save

Project Summary General Settings

Project Title : PROJECT 101

Additional Description :

Summary Title : TENDER SUMMARY

Include Additional Description : ☒

Include Printing Date : ☒

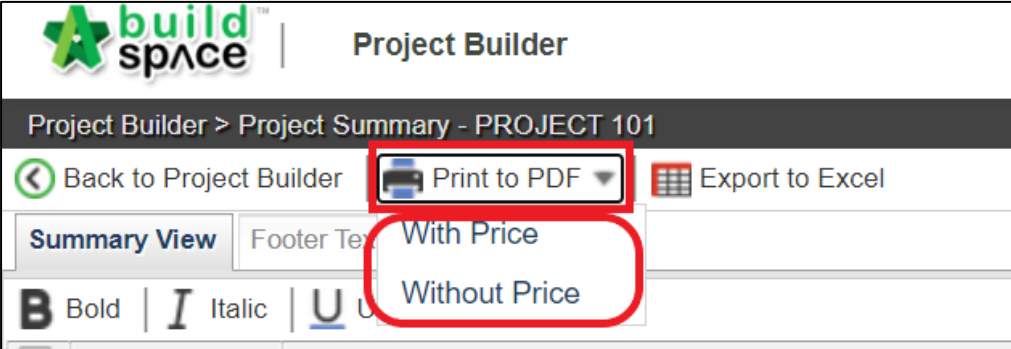
Include State and Country : ☒

Carried To Next Page : CARRIED FORWARD TO NEXT SUMMARY PAGE

Continued From Previous Page : CONTINUED FROM PREVIOUS SUMMARY PAGE

Page Number Prefix : ST/

- To print the project summary in pdf file, click at “Print to PDF” and choose whether to print it out “With Price” or “Without Price”.



Project Builder

Project Builder > Project Summary - PROJECT 101

Back to Project Builder **Print to PDF** Export to Excel

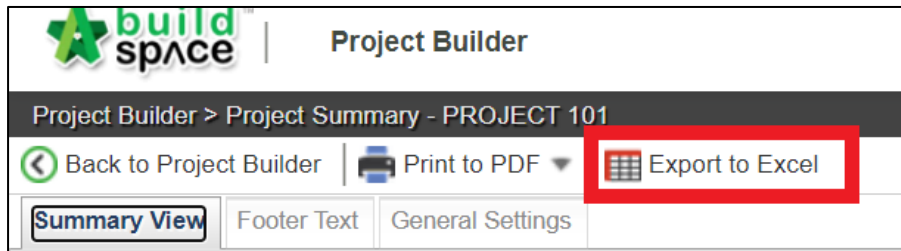
Summary View Footer Text

With Price

Without Price

B Bold | I Italic | U Underline

6. User can also export the project summary into Excel File by clicking “Export to Excel”.



7. Finalized the file name then simply click “Export”.

