



Recommendation of Tenderer Form

For Admin & Normal User

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 2.3)

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Recommendation of Tenderer Form

Note: Only "Editor" of project can edit Recommendation of Tenderer form.

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

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

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Insert the project information.

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 %):

Procurement Method : None

Budget (Excluding Contingencies Sum) *: 10000000

Consultant's Estimates (Excluding Contingencies Sum) :

Target Date of Site Possession *: 20-Oct-2018

Allow Contractor to propose own completion period.

Disable Tender Rates Submission

Technical Evaluation.

Contract Limit: None

Remarks: Can put some remarks

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

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

Note: Remember to select *contract limit* for technical evaluation submission. (Contract limit = template for technical evaluation)

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

Select Verifiers:

Staff 1

Mr. Sanctuary 2

None

Sky Buildspace

Chien Zen **Choose which person as a verifier**

Muhammad Asyrul

Nor Fatim Izzati Binti Yusop

General Manager - Sky3

Staff 1

Mr. Sanctuary 2

Click "-" to remove verifier

Click "+" to add more verifier

Save Back

Note:

- Calling tender date, closing tender date & technical tender closing date:** It is still amendable during list of tenderer stage. Consultant (prepare tender document) still can amend the date at calling tender form.
- Remarks:** The remarks at the recommendation of tenderer carry forward to list of tenderer form and It will be edit.
- Completion period:** It will be change during list of tenderer stage.
- Procurement methods:** It will be change during list of tenderer stage.
- Budget:** It cannot change after recommendation of tenderer submitted.
- Target of site possession:** It cannot change after recommendation of tenderer submitted.

- VII. **Allow contractor to propose own completion period, disable tender rate submission and technical evaluation:** Can tick this requirement during list of tenderer stage.
- VIII. **Contract Limit:** It will be change during list of tenderer stage.

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

Selected Contractor(s)

Remove	No.	Contractor	Current CPE	Previous CPE	Status	Status Log
No record(s) available..						

Expression of Interest

Assign Contractor(s) Save Submit Back

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

Note: User can filter contractor’s name.

Contractor(s) List

Save Close

buildspace Filter Current CPE Filter Previous CPE Filter Type of work Filter Subcategory Filter Country Filter State

No.	Contractors	Current CPE	Previous CPE	Type of Work	Subcategory	Country	State
<input checked="" type="checkbox"/>	1022 Buildspace Contractor 3	-	-	-	-	Malaysia	Putrajaya
<input type="checkbox"/>	1023 Buildspace Contractor 4	-	-	-	-	Malaysia	Putrajaya
<input checked="" type="checkbox"/>	1024 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)

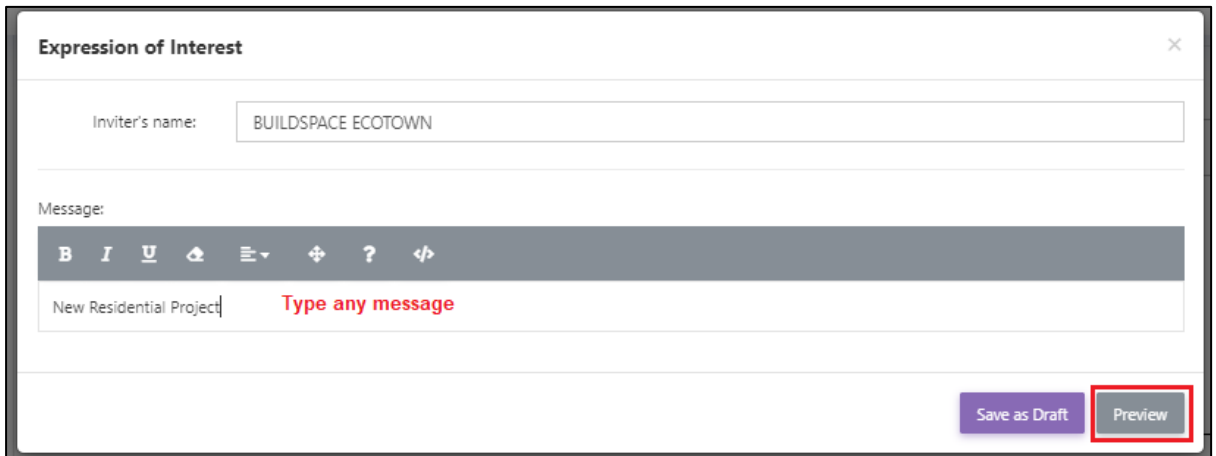
Selected Contractor(s)

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

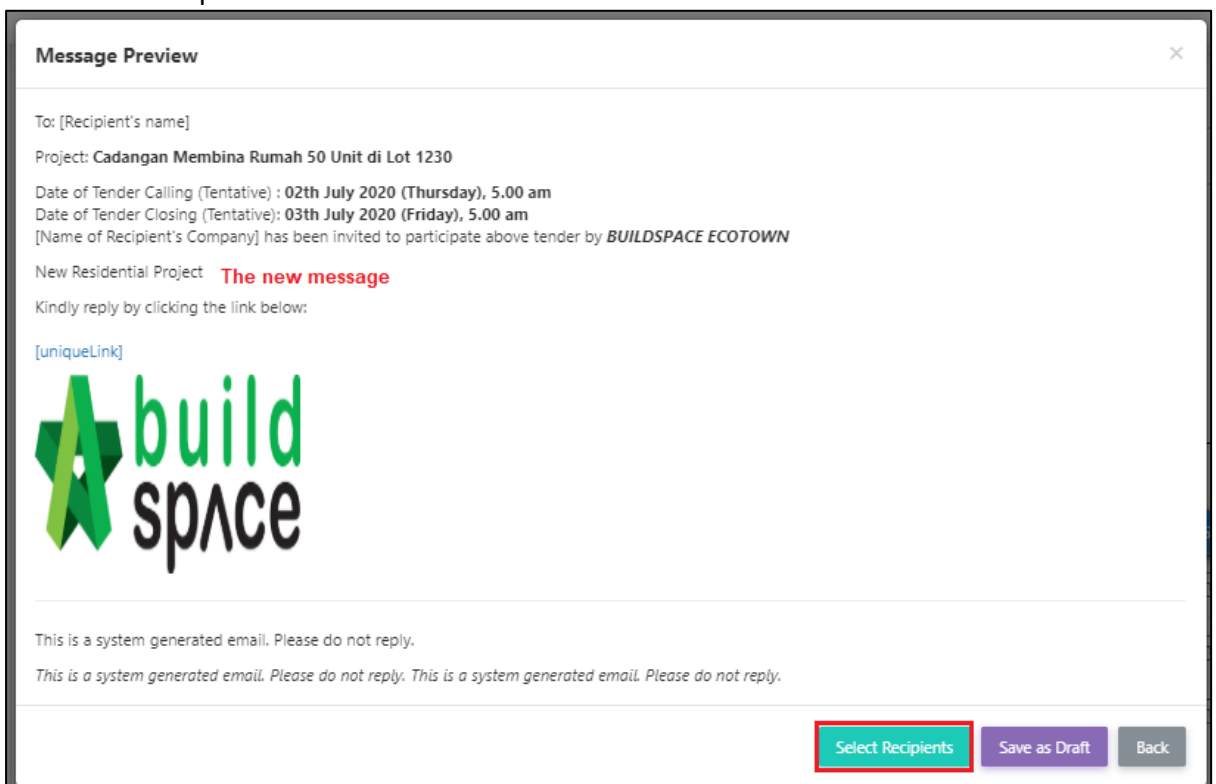
Expression of Interest

Assign Contractor(s) Save Submit Back

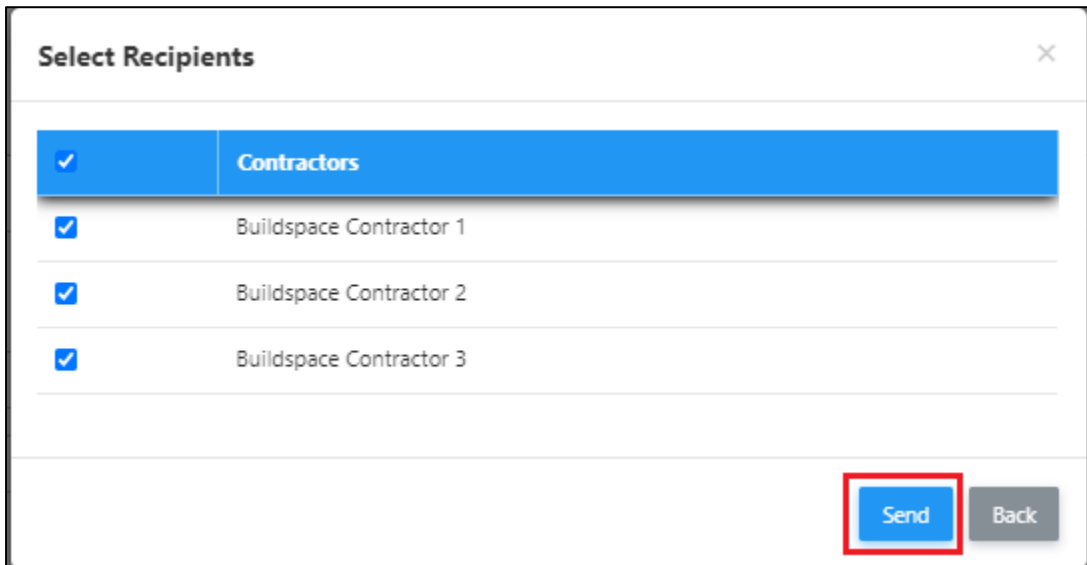
- After clicking **Expression of Interest** button, user can type any message before sending out to contractors. After that can **save as draft** or click **preview** and send to contractors.



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



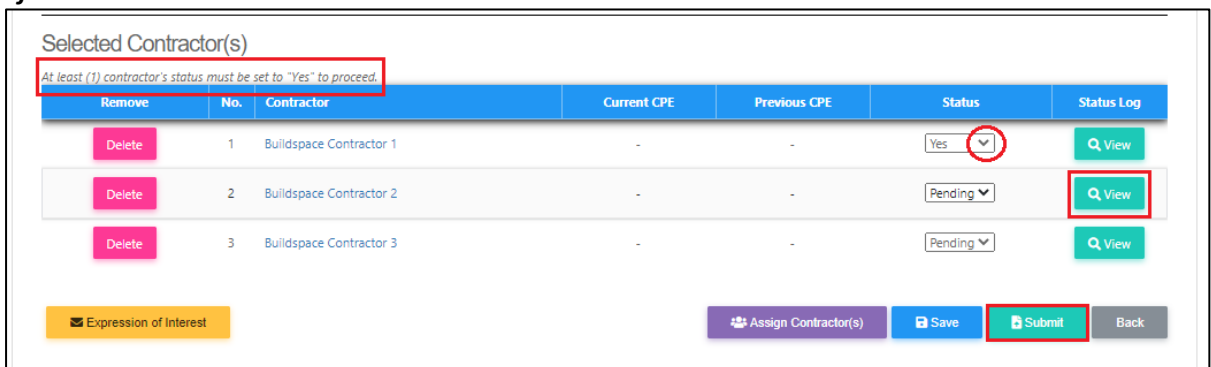
10. By default, the all contractors' name is ticked but the user still can untick (*Optional*) and click **“Send”**.



The screenshot shows a dialog box titled "Select Recipients" with a close button (X) in the top right corner. Below the title bar, there is a list of contractors. The first row is a blue header bar with a checkmark icon and the text "Contractors". Below this, there are three rows, each with a checkmark icon and the text "Buildspace Contractor 1", "Buildspace Contractor 2", and "Buildspace Contractor 3" respectively. At the bottom right of the dialog, there are two buttons: a blue "Send" button and a grey "Back" button. The "Send" button is highlighted with a red rectangular box.

11. After sending **expression of interest** to the contractor, **make sure the contractor responds for expression of interest first** before submitting recommendation of tenderer form. Click **“View”** to see all the remarks submit by tenderer during respond expression of interest

Note: Admin user should mention the validate period for contractor to reply for expression of interest.



The screenshot shows a table titled "Selected Contractor(s)" with a red-bordered warning message above it: "At least (1) contractor's status must be set to 'Yes' to proceed." The table has the following columns: "Remove", "No.", "Contractor", "Current CPE", "Previous CPE", "Status", and "Status Log". There are three rows of data. The first row has a "Delete" button, "1", "Buildspace Contractor 1", "-", "-", "Yes", and a "View" button. The second row has a "Delete" button, "2", "Buildspace Contractor 2", "-", "-", "Pending", and a "View" button. The third row has a "Delete" button, "3", "Buildspace Contractor 3", "-", "-", "Pending", and a "View" button. Below the table, there are several buttons: "Expression of Interest" (yellow), "Assign Contractor(s)" (purple), "Save" (blue), "Submit" (green), and "Back" (grey). The "Submit" button is highlighted with a red rectangular box.

- *Note: 1) Make sure there is at least one contractor responds to the expression of interest as “Yes” before submitting the form, otherwise the form will not be allowed to submit.**
2) Selected contractors with “Pending” status will be removed under List of tenderer form.