

# Request for Information (RFI)

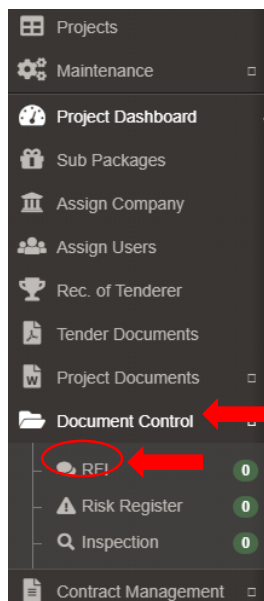
## How to issue RFI

1. Login into eProject and select the project.

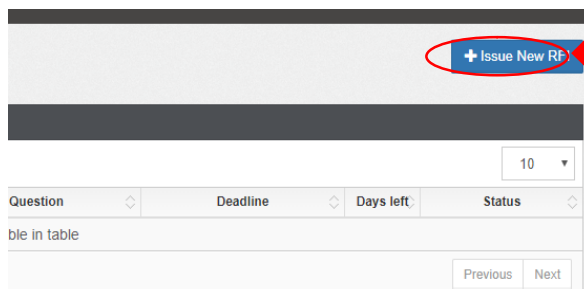
5	EMDSB/BLD/C039/18	CADANGAN MEMBINA BANGLO DAN TERES RUMAH 3 TINGKAT <small>22-Mar-2018 Malaysia, Putrajaya Standard</small>	<a href="#">Open Project</a> <a href="#">Sub Packages [5]</a>	Post Contract
6	EHSB/BLD/C018/18	CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT <small>21-Mar-2018 Malaysia, Putrajaya Standard</small>	<a href="#">Open Project</a> <a href="#">Sub Packages [0]</a>	Post Contract
7	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 <small>14-Mar-2018 Malaysia, Selangor Standard</small>	<a href="#">Open Project</a> <a href="#">Sub Packages [5]</a>	Post Contract
8	EMDSB/BLD/C032/18	CADANGAN MEMBINA RUMAH TERES KUALA LUMPUR <small>22-Mar-2018 Malaysia, Putrajaya Standard</small>	<a href="#">Open Project</a> <a href="#">Sub Packages [0]</a>	Post Contract

Click to open a project

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



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



4. Fill in the information to create RFI

**Issue New RFI**

Reference :

Subject \*:  
 ← Subject of the RFI

Question \*:

Directed To \*:  
 Group ← Parties that receiving this RFI  
 Architect 1 Sdn Bhd  
 Project Management Office 1  
 QS Consultant 1 Sdn Bhd

Reply Deadline \*:  
 ←

Attachment(s):

Preview	File Name	Size	Actions	Uploaded
---------	-----------	------	---------	----------

Select Verifiers:  
  ← If assign verifier, the verifier will receive the RFI for approval first before sending out to receiver

← Click to send out the RFI

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

RFI has been issued.

Request For Information

Requests For Information

Q  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



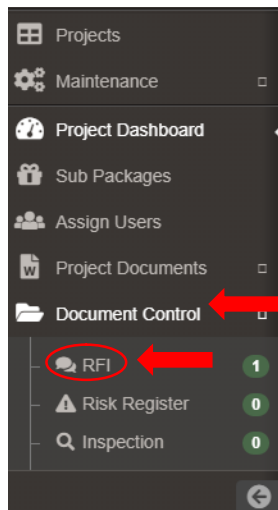
## How to respond RFI

1. Login into eProject and select the project.

5	EMDSB/BLD/C039/18	CADANGAN MEMBINA BANGLO DAN TERES RUMAH 3 TINGKAT	<a href="#">Open Project</a> <a href="#">Sub Packages [5]</a>	Post Contract
6	EMSB/BLD/C018/18	CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT	<a href="#">Open Project</a> <a href="#">Sub Packages [0]</a>	Post Contract
7	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	<a href="#">Open Project</a> <a href="#">Sub Packages [5]</a>	Post Contract
8	EMDSB/BLD/C032/18	CADANGAN MEMBINA RUMAH TERES KUALA LUMPUR	<a href="#">Open Project</a> <a href="#">Sub Packages [0]</a>	Post Contract

Double click to select project

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



3. Click at the **RFI Subject** to see more detail

RFI has been issued.

### Request For Information

[+ Issue New RFI](#)

Requests For Information

Search: [ ] 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

Click to see RFI detail

4. Fill in the **Respond** field, and click **Reply**

**Requests For Information**

Reference :  
RFI-0001

Subject :  
Request drawing details for Block A

---

Requested By :  
Heng Chin Guan  
(Eco Majestic Sdn Bhd)

Requested At :  
13-Apr-2018 3:41 PM

Question :  
Please upload the drawings here ASAP

Reply Deadline :  
20-Apr-2018 12:00 AM

Ball In Court :  
Architect (Architect 1 Sdn Bhd)  
QS Consultant (QS Consultant 1 Sdn Bhd)  
Project Manager (Project Management Office 1)

Response \*:

← Fill in to respond RFI

Attachment(s):

← Upload supporting document like drawings, pdf. (Optional)

Preview	File Name	Size	Actions	Uploaded
---------	-----------	------	---------	----------

Cost Impact :  
 No  Yes

Schedule Impact :  
 No  Yes

Select Verifiers:

← If assign verifier, the verifier will receive the RFI for approval first before sending out to receiver

Click to reply RFI

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

