



Tender Interview / Clarification Meeting

For Admin & Normal User

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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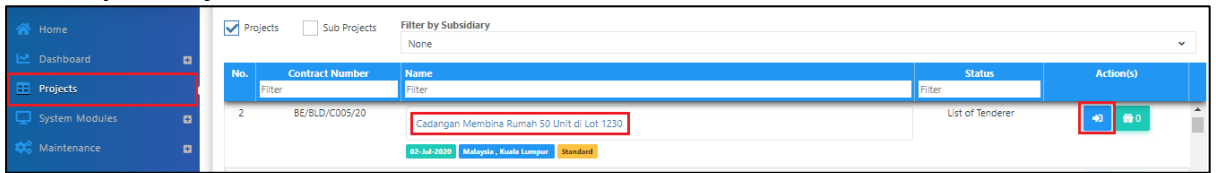
Website: www.BuildSpace.my

(BuildSpace Version 2.3)

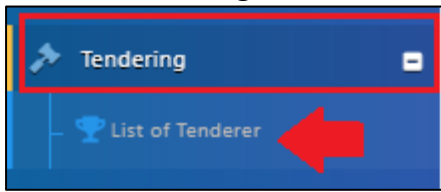
Last updated: 13/10/2020

Setup Tender Interview / Clarification Meeting

1. Login to **BuildSpace eProject** system, click **“Project”** and then click **“Project Title”** or click **“Open Project”**.



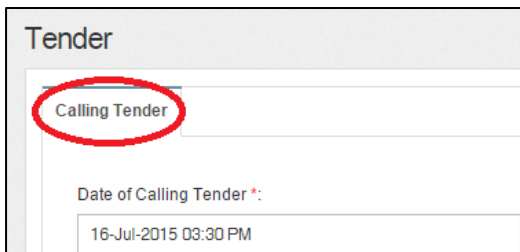
2. Click at **“Tendering”** menu and then click at **“List of Tenderer”**.



3. Click **“Tender”**.



4. Click at **“Calling Tender”** tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).



5. To set up a “Tender Clarification Meeting”, click “Tender Interview”.

No.	Contractor	Status	Status Log
1	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Yes	View
2	Buildspace Contractor 1	Yes	View
3	Buildspace Contractor 2	Yes	View

[Acknowledgement Letter](#)

[Tender Invitation](#) [Tender Interview](#) [Save](#) [Submit](#) [Back](#)

6. Then fill in the information such as “Meeting Venue” , “Date” & “Discussion Time” . To set up the the date just click on the stated date and select which date, as for the time click on the “Clock ICON” and set up the time. To preview the draft click “Interviewer Preview/Interviewee Preview”. Once you have finalized with the information, you can save the draft click “Save” or “Save & Send” to sent out to the contractors.

Tender Interview

Meeting Venue: Meeting Venue

Date: 2020-07-02

Discussion Time: 5:19 AM

No.	Tenderer	Meeting Time	Status
1	Buildspace Contractor 2	Meeting Time	Attendance NOT confirmed
2	Buildspace Contractor 1	Meeting Time	Attendance NOT confirmed
3	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	Meeting Time	Attendance NOT confirmed

[Interviewer Preview](#) [Interviewee Preview](#) [Save and Send](#) [Save](#)