

BUILDSPACE GUIDELINE FOR MAIN CONTRACTOR

Type of Users

User Type	User
Normal	Contract Department
Admin & Normal	Contract Department (Manager)
PIC	Person In Charge
Super Admin	Contract / IT Department

Master Template Preparation

User Type	Master Template	User Guide
Super Admin	Work Category	Work Flow PDF , Video
Super Admin	Procurement Method	
Super Admin	Internal User Registration	
PIC	Verify Company (Vendors)	Work Flow PDF , Video
PIC	Tender Document	
PIC	Form of Tender	
PIC	Technical Evaluation Form	
PIC	Letter of Award	
PIC	Predefined All Trades	
PIC		

***Please complete the master templates before proceeding to general task**

Sub Contractor's eTender Work Processes – View [Work Flow](#) Download [Tutorials](#)

User Type	Task	Task Definition	User Guide
Admin	Create Main Project	Create main project by fill in project information form	PDF, Video
Admin	Create Sub Package	Create a subpackage from main project	
Normal	Prepare/Import BQ	Prepare bills of quantities	PDF , Video
Normal	Upload Tender Document files	Upload as attachments	PDF , Video
Normal	Edit Form of Tender	Edit Form of Tender	PDF , Video
Normal	Recommendation of Tenderer	Send out expression of interest to contractors	PDF , Video
Normal	List of Tenderer/Shortlisted	Finalize contractor listing	PDF , Video
Normal	Calling for Tender	Send out tender invitation	PDF , Video
Normal	Project Addendum	Issue Addendum	PDF , Video
Normal	EXTEND Tender	Extend tender closing date	PDF , Video
Normal	Forum	Communicate with tenderer & other team members	PDF , Video
Normal	Send Email to Tenderer	Sending email to tenderer with attachments	PDF , Video
Tender Closed			
Normal	Technical Evaluation Opening	Technical Opening Process	PDF , Video
Normal	Commercial Opening Report	Commercial Opening Process	
Tender Re-Submission			
Normal	Resubmission	Activate Tender Resubmission	PDF , Video
Normal	List of Tenderer	Finalize shortlisted contractors	PDF , Video
Normal	Calling for Tender	Send out tender resubmission invitation	PDF , Video
Award Tender			
Normal	Award recommendation report	Prepare award recommendation report Approve award recommendation report	PDF , Video PDF , Video
Admin	Assign User for Letter of Award	Assign user role for letter of Award (View Work Flow)	PDF , Video

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User Type	Task	Task Definition	User Guide
Normal	Edit Letter of Award	How to prepare Letter of Award How to comment Letter of Award How to amend Letter of Award How to submit Letter of Award for approval How to approve Letter of Award	PDF , Video PDF , Video PDF, Video PDF , Video PDF , Video

Post Contract Work Processes – View [Work Flow](#)

User Type	Task	Task Definition	User Guide
Normal	Rate of Rationalization	Prepare Rates of Rationalization for awarded contractor	PDF , Video
Admin	Assign verifier for publish to post contract	Assign verifier for user to submit for approval	
Normal	Publish to Post Contract	Submit for approval to publish project to post contract	
Normal	Post Contract Claims	Update BQ workdone & VO	PDF , Video
Admin	Assign user for Request for Variation	Assign user role for Request for Variation (View Work Flow)	PDF , Video
Normal	Request for Variation	How to add contingency sum How to issue RFV How to prepare RFV's cost estimate How to verify cost estimate How to set verifier for approval How to approve RFV How to insert AI no when RFV approved How to do RFV claim	PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video PDF , Video
Normal	Variation Order Preparation	Prepare Variation Order	PDF , Video
Import Existing Ongoing Projects			
Normal	Import BQ & proceed to post contract (Main Project) - View Work Flow		PDF, Video
Normal	Import sub con BQ & proceed to post contract - View Work Flow		PDF, Video

Tender Team – Download Overall [Tutorials](#)

User Type	Task	Task Definition	User Guide
Client using BuildSpace eTender – View Work Flow			
Normal	Import tender BQ	Import client's tender BQ	PDF, Video
Normal	Pricing BQ	Input BQ pricing with Build Up rate	
Normal	Tender Analysis	BuildSpace Costing Analysis	
Normal	Mark Up Profit	Mark Up based on BQ element, item & trades	
Normal	Submit Tender	Export BQ rates into TR files and submit to client's BuildSpace portal	
Client not using BuildSpace eTender - View Work Flow			
Admin	Create Project	Create a project under own BuildSpace server	PDF, Video
Normal	Create Bills	Create bills of quantity	
Normal	Import Tender BQ	Scan hardcopy BQ and convert into excel format, further import into BuildSpace system	
Normal	Pricing BQ	Input BQ pricing with Build Up rate	
Normal	Tender Analysis	BuildSpace Costing Analysis	
Normal	Mark Up Profit	Mark Up based on BQ element, item & trades	
Normal	Print BQ with price	Print out BQ with price	

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Other Tutorials

User Type	Task	Task Definition	User Guide
Normal	Set Up Cost Library	View Work Flow	PDF, Video
Normal	Site Location Management	View Work Flow	PDF , Video
Normal	Project Scheduling	View Work Flow	Link
Normal	Defects Management	View Work Flow Setup User Permission by Project Manager	PDF , Video PDF , Video
Normal	Finance Module	View Work Flow	
Normal	Reports Module	Printout reports	Link
Normal	Other Modules	Sharing project documents, inter messaging & document control. View Work Flow	PDF , Video