

BuildSpace System Support

If you need any assistance or guidance, please reach us at: -

1. BuildSpace Support Team (support@pck.com.my): +603- 4162 3698 (Call / WhatsApp)
2. To submit your inquiry, kindly click at [HERE](#).
3. For Remote Access Support, kindly download [TEAMVIEWER](#) on your desktop.
4. Should you require any further assistance, kindly submit your enquiries at support.buildspace.my

First Time Login User Guide

Task	User Guide
BuildSpace User Account Activation	PDF
Change Language	
Reset Password	

Tender Submission (Without BuildSpace Pro) – View [Work Flow](#) View [FULL USER GUIDE](#)

Step	Task	Task Definition	PDF	Video
1	Expression of Interest	Reply to expression of interest that emailed by client.	FULL USER GUIDE	Video
2	Participating a Tender	Access to calling tender project		Video
3	Technical Submission	Optional and based on clients		Video
4	Download Tender Document	Download tender documents <i>(except for BQ)</i>		Video
5	Tender BQ Submission	View/Input price for tender BQ in system Print BQ for own record Submit Tender Price		Video
6	Addendum BQ Item	View/input price for addendum BQ item in system		Video
7	Upload Attachment	Upload supporting attachments during tender submission		Video
8	Submit with Contractor's Proposal	To input own proposed completion period for this tender submission		Video
9	Print Acknowledgement Letter	Print Acknowledgement Letter <i>(if requested by client)</i>		Video
10	Raise Tender Inquiry	To communicate with client/consultant		Video

Tender Submission (With Own BuildSpace Pro Subscription) – View [Work Flow](#)

Step	Task	Task Definition	PDF	Video
1	Import tender BQ	Import client's tender BQ - Build up rates - Import Rates from library	PDF	Video
2	Tender Analysis	BuildSpace Costing Analysis	PDF	Video
3	Mark Up Profit	Mark Up based on BQ element, item & trades	PDF	Video
4	Submit Tender Rates	Export Tender Rates in .tr File and submit tender	PDF	Video

Note: Tenderer is able to view project during calling tender period only.