

How to prepare "List of Tenderer" form

Note: Only "Editor" can prepare this form. If a project without select GCD, then BU will prepare this form. Only appear after "Rec of Tenderer" form had been submitted.

1. Login to eTender system and open a project. Click at "**Rec of Tenderer**" menu and then click at "**Tender**".

⊞	Projects		Tenders		
00	Maintenance	⊕			
			Tenders Lis	ting	
æ	Project Dashboard		0		
Φ	Rec. of Tenderer		4		
-			No 📥	Reference	
년	Tender Documents			Tandas	
Ŵ	Project Documents	⊕		Tender	

2. Click at "List of Tenderer" tab.

⊞	Projects		Tender
8	Reports	⊕	
¢ŝ	Maintenance	Ð	Rec. of Tenderer List of Tenderer
æ	Project Dashboard		Proposed Date of Calling Tender *:
Ψ	Rec. of Tenderer		16-Jul-2015 3:30 PM

3. Can amend the information at the fields and select verifiers.

Date of Calling Tender *:		Date of Closing Tender *:				
06-May-2018 08:30 PM		09-May-2018 08:30 PM				
Completion Period (Week	(S)) *:	Project Incentive (Percentage %) :				
12		0				
Allow Contractor to pr Disable Tender Rates Technical Evaluation.	opose own completion period. Submission Contract Limit:					
Select Verifiers: None						

Visit our forum & tutorials at http://forum.buildspace.my - 1 -



You can amend "**Calling Tender**" & "**Closing Tender**" with **date and time**. Click on that date field and you will see the following screen. Select date and then click at "**Select Time**" icon. It will appear another screen for you to set time.

ropos	sed Da	ate of	Calling	g Teno	ler *:				F
23-JI	ul-201	5 05:0	10 PM						
<		J	uly 20	15		>			F
Su	Мо	Tu	We	Th	Fr	Sa			[
28	29	30	1	2	3	4	_		
5	6	7	8	9	10	11			ſ
12	13	14	15	16	17	18	-		
19	20	21	21	23	24	25			
26	27	28	29	50	31	1			[
2	3	4	5	6	7	8			
	¢				O	\supset		~	
No	ne					Select	Time	~	

Set the time and click outside the box or other field to continue fill up the form.

Proposed Date of Calling Tender *:							
16-Jul-2015 05:00 PM							
i							
\bigcirc							
: 00 Pi	м						
\bigcirc							
	te of Calling Tender *: 5 05:00 PM : 00 P : 00 P						

4. Once you had done the editing, you can click "Save" button to save the form first.



Visit our forum & tutorials at http://forum.buildspace.my - 2 -



5. Then you can proceed to edit the recommended tenderer list. Please click "**Save**" button if you have done any changes.

Note: Whenever you type any comments, please click "Save" first before you click at "Delete" or "Re-enabled" buttons.

Remove	No	Contractor	GCD Remark
Delete Click to delet	1 te	3M SYNERGY SDN. BHD.	New contractor Type comments
Re-enable lick to re-en	2 abled	ALIBABA CONSTRUCTION SDN BHD	bad record Type comments
Delete	3	GLOBAL PCK CONSTRUCTION SDN BHD	no comment Type comments
Delete	4	PCK CONSTRUCTION SDN BHD	Type comments
			Click save

6. You can add more contractors by clicking at "Assign Contractor(s)" to select the contractor from contractor list.





7. You can choose the contractor by "**Tick**" the check box. You can **filter** the contractor by typing contractor's name. After selected, click "**Save**".

Con	tractor	(s) List						Save Close
0								
		Filter Name	Filter Currei	Filter Previc	Filter Type of	Filter Subcategory	Filter Count	Filter State
	No	Contractor	Current CPE	Previous CPE	Type of work	Subcategory	Country	State 0
۲	1	3M SYNERGY SDN. BHD.	A	В	Building	Terrace, Commercial	Malaysia	Kuala Lumpur
	2	A.A.M. CONSTRUCTION SDN. BHD.	A	С	Building, Civil	Commercial, Factory	Malaysia	Sabah
	3	AAY CONSTRUCTION SDN. BHD.	A	В	Building	Terrace	Malaysia	Selangor
	4	ABC Contractor SB	A	A	Building, Civil	Terrace, Commercial	Malaysia	Terengganu

8. Then you can click at "**Submit**" button to submit the form to verifier for approval.

Assign Contractor(s)	Save	Submit	Back
		\sim	

Note: You need to click "Save" before "Submit" to make sure every amendment made was save.