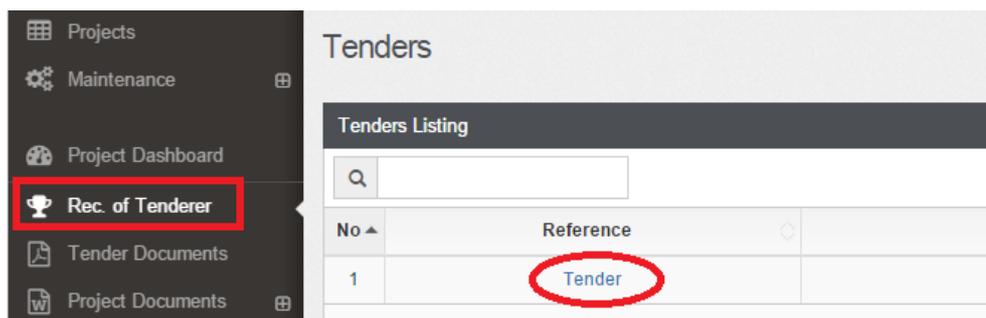


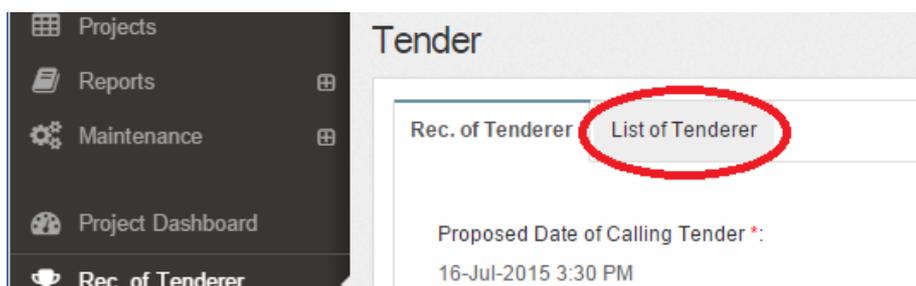
How to prepare “List of Tenderer” form

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”.



2. Click at “List of Tenderer” tab.



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

Date of Calling Tender *:

06-May-2018 08:30 PM

Date of Closing Tender *:

09-May-2018 08:30 PM

Completion Period (Week(s)) *:

12

Project Incentive (Percentage %):

0

Allow Contractor to propose own completion period.

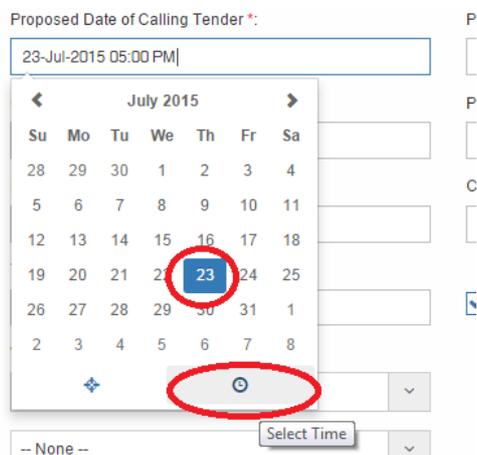
Disable Tender Rates Submission

Technical Evaluation. Contract Limit: 2000000

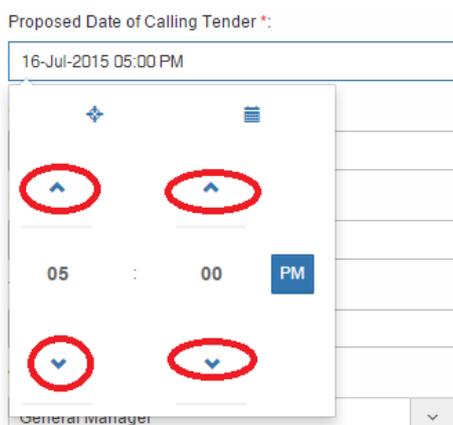
Select Verifiers:

None

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.



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



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

Delete	3	PCK CONSTRUCTION SDN BHD	<input type="text"/>
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- 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.

Selected Contractor(s)

Remove	No	Contractor	GCD Remark
Delete	1	3M SYNERGY SDN. BHD.	New contractor Type comments
Re-enable	2	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

Assign Contractor(s) **Save** Submit Back

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

Assign Contractor(s) Save Submit Back

- You can choose the contractor by “Tick” the check box. You can **filter** the contractor by typing contractor’s name. After selected, click “Save”.

Contractor(s) List

	<input type="text" value="Filter Name"/>	<input type="text" value="Filter Currel"/>	<input type="text" value="Filter Previc"/>	<input type="text" value="Filter Type of"/>	<input type="text" value="Filter Subcategory"/>	<input type="text" value="Filter Count"/>	<input type="text" value="Filter State"/>
▲ No	Contractor	Current CPE	Previous CPE	Type of work	Subcategory	Country	State
<input checked="" type="checkbox"/>	1 3M SYNERGY SDN. BHD.	A	B	Building	Terrace, Commercial	Malaysia	Kuala Lumpur
<input type="checkbox"/>	2 A.A.M. CONSTRUCTION SDN. BHD.	A	C	Building, Civil	Commercial, Factory	Malaysia	Sabah
<input checked="" type="checkbox"/>	3 AAY CONSTRUCTION SDN. BHD.	A	B	Building	Terrace	Malaysia	Selangor
<input type="checkbox"/>	4 ABC Contractor SB	A	A	Building, Civil	Terrace, Commercial	Malaysia	Terengganu

- Then you can click at “Submit” button to submit the form to verifier for approval.

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