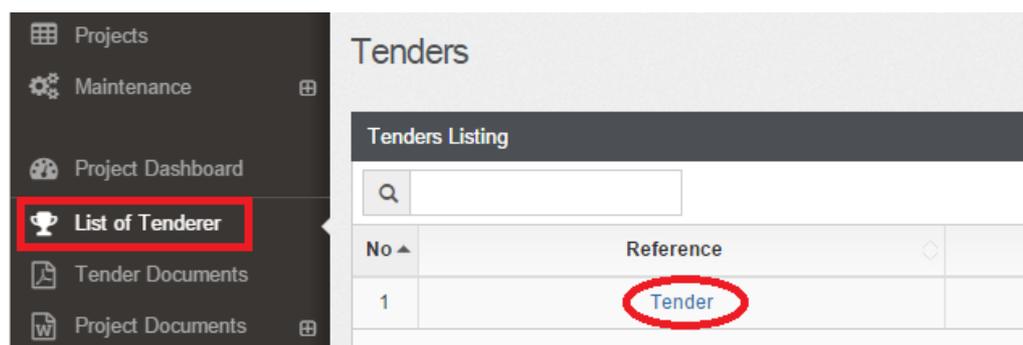


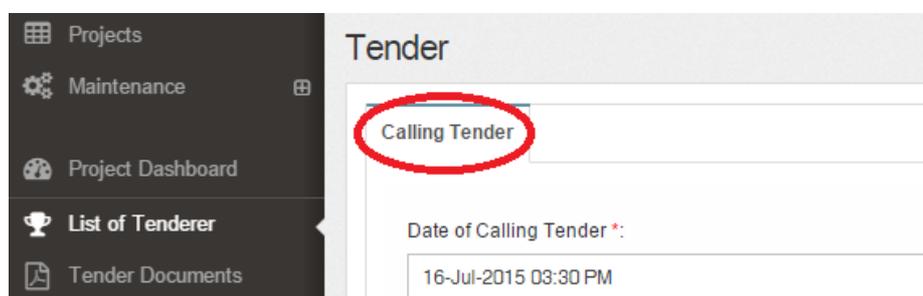
How to prepare “Calling Tender” form

Note: Only “Editor” can prepare this form and for “Group Access to Tender Documents” only. Only appear after “List of Tenderer” form had been submitted.

1. Login to eTender system and open a project. Click at “List of Tenderer” menu and then click at “Tender”.



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



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

Date of Calling Tender *:

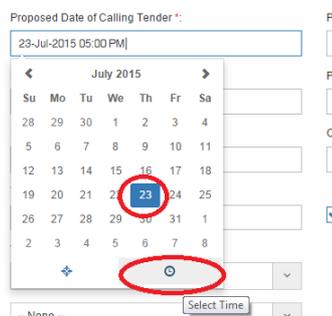
Date of Closing Tender *:

Disable Tender Rates Submission

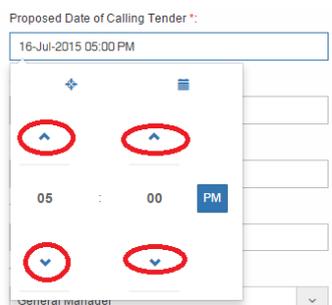
Tick to NOT allow tenderer to submit rates file/commercial submission

Select Verifiers:

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. You can click **“Send Tender Invitation”** to send out **tender invitation** to the tenderers.

Selected Contractor(s)

No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes	View

Tender Invitation

5. You can see the following pop up appear, just typed in the message that you want to inform the tenderers and click **“Preview”** button.

Tender Invitation ✕

Inviter name:

Message:

B I U    

Type your invitation letter/message here

6. You can see the preview of message and click **“Send”** to send to all individual tenderer.

Message Preview ✕

To: [Recipient's name]
Project: TEsting
Date of Tender Calling : 18th July 2018 (Wednesday), 10.00 am
Date of Tender Closing : 19th July 2018 (Thursday), 11.00 am
[Name of Recipient's Company] has been invited to participate above tender by
You are invited to participate this tender **You message will appear here**



This is a system generated email. Please do not reply.
*Disclaimer note:
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Confidentiality is not waived by mis-transmission. If you have received this email in error please notify the sender or system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete*

- You can activate the “**Acknowledgement Letter**” for the tenderer to print out after they had submitted their tender. Click at “Acknowledgement Letter” button.

Selected Contractor(s)

No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes	View

Acknowledgement Letter

- Can see the following screen. “**Tick**” to Enable Acknowledgement Letter. Then type/edit your message and click “**Save**”.

Acknowledgement Letter

This letter is to be prompted for tenderer to print out as reference:

B I U

Tender Deposit: RM 1,000.00
Tender Bond: RM 10,000.00

Your E-Tender Submission has been successfully completed. Please print this page and submit together with the original copy of Tender Deposit in crossed cheque and Tender Bond in the form of Bank Guarantee not later than 24 hours from the tender closing date and time (during office working hours from 8.30am to 5.30pm) to Tender Box at the following address:

Contracts & Commercial Unit
Level 10 Menara Gamuda, PJ Trade Centre,
No.8, Jalan PJJU 8/8A
Bandar Damansara Perdana
47820 Petaling Jaya,
Selangor.

Type or paste your message here

Thank you for using Gamuda Land E-Tender Portal.

Can click preview to see how the message look like

Tick to activate enable Acknowledgement Letter

- You can “**Save**” the form or “**Submit**” form for verifier to verify the form.

Selected Contractor(s)

No	Contractor	Status	Status Log
1	Buildspace Contractor 4	Yes	View

Acknowledgement Letter

Note: Once the calling tender form had been submitted, it will automatically send out email notification to the contractors about the tender. **Contractors can be accessed during this calling tender period only.**

How to EXTEND tender

10. If you want to “**Extend**” the tender date & time. Open “Calling Tender” form, make necessary amendment on the date and select verifier.

Date of Calling Tender *: Date of Closing Tender *:

Disable Tender Rates Submission
untick to allow tenderer to submit rates file/commercial submission

Select Verifiers:

11. Then click “**Extend**”.

Selected Contractor(s)

No	Contractor	Status	Status Log
1	3M SYNERGY SDN. BHD.	OK	<input type="button" value="View"/>
2	GLOBAL PCK CONSTRUCTION SDN BHD	OK	<input type="button" value="View"/>
3	PCK CONSTRUCTION SDN BHD	OK	<input type="button" value="View"/>