

How to upload tender documents

- Note: Only parties assign to Calling Tender or Group Access to Tender Documents can access to "Tender Documents" menu of a project and only "Editor" can upload files.
 - Login to eTender system and open a project. Click at "Tender Documents" menu. You can see default folders "BQ Files" & "Form of Tender". It is auto generate. Click at "Options" to "Open" or create a new folder or sub folder.



When you click "Open", you will see the following screen and the default file which you can download and edit. To download, just click at "File Name" and save to your desire location or click at "Upload" button to upload a new file. You also can "Delete" the file.

Documents					6	Upload
File Name	Description	Revisi	Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Quality Documents.docx	o download	0	27/07/2017	Eco Sky	Ø	
Showing 1 to 1 of 1 entries					Previous 1	Next

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



- If the file is in Microsoft Word, you can download and edit it using Microsoft Word software. Then you can "Print to PDF" by installing the PDF converter at your computer to convert the file to PDF format. Please refer to http://www.cutepdf.com/Products/CutePDF/writer.asp for more information.
- 4. After that you can upload the PDF file to the tender document by click at "**Upload**" button.

Documents						
٩					Ċ	Upload
File Name	Description	Revisi	Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Quality Documents.docx		0	27/07/2017	Eco Sky	C	×
Showing 1 to 1 of 1 entries					Previous 1	Next

5. You will see the following pop up and click "Add Files.."

Upload Files				31
+ Add files	€ Start upload	O Cancel upload		
Preview	File Name	Size	Actions	

6. Then browse to select the file and click "**Open**". You can select multiple files.



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



7. Click "Start Upload" button.

pioad File	S		
+ Add files.	💿 Start upload 🛛 🖉 Canc	el upload	
Preview	File Name	Size	Actions
Preview	File Name Quality Documents.pdf	Size 32.00 KB	Actions Start Ø Cancel
Preview	File Name Quality Documents.pdf	Size 32.00 KB	Actions Orall Orall Cancel

8. Then you will see the following screen. Close it by click at "x" sign or just click anywhere at the screen to close this.

Upload Files	\$		Click to close
+ Add files	 Start upload Cancel 	upload	
Draview	File Name	Size	Actions
	Quality Documents_0000.pdf	32.00 KB	Delete

9. After that you can "**Delete**" other file.

Documents					1	Upload
File Name	Description	Revisi	Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Quality Documents.docx		0	27/07/2017	Eco Sky	œ	
Quality Documents.pdf		0	27/07/2017	Eco Sky	Ø	×
Showing 1 to 2 of 2 entries					Previous 1	Next

Note: You are advisable to upload PDF file into tender document.

Visit our forum & tutorials at http://forum.buildspace.my - 3 -



Sample Tender Documents

ETender Documents Options
BQ Files 0 Files – Options
BQ 1 Files – Options
Form of Tender Tender – Show
Instruction to Tenderer 1 Files – Options
Amendment and Amplification to CoC (Clean) with Qty-Rev 2-040416 1 Files - Options
Quality Documents 2 Files – Options
Confirmation by contracting parties 1 Files – Options
Appendix 0 Files – Options
App A - Specification 0 Files - Options
Section 1.0 - Preliminaries 1 Files - Options
Section 2.0 - Preambles 1 Files – Options
Section 3.0-Specification 6 Files – Options
Section 4.0-EW Const. Quality Standard 1 Files – Options
App B - List of Drawings 1 Files – Options
App C - Cert. of Completion 1 Files – Options
App D - P.Bond NSC 1 Files - Options
App D - P.Bond 1 Files - Options
App E - Earnest Money 1 Files – Options
App F - Guarantee 1 Files - Options
App G - Personel 1 Files - Options

Visit our forum & tutorials at http://forum.buildspace.my - 4 -