



Assign Consultants & Submit
List of Consultant

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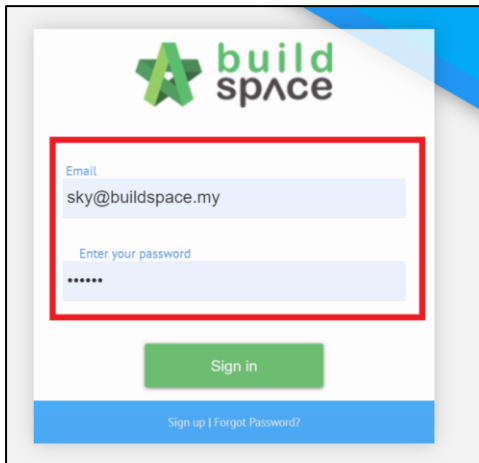
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.5)

Last updated: 15/11/2021

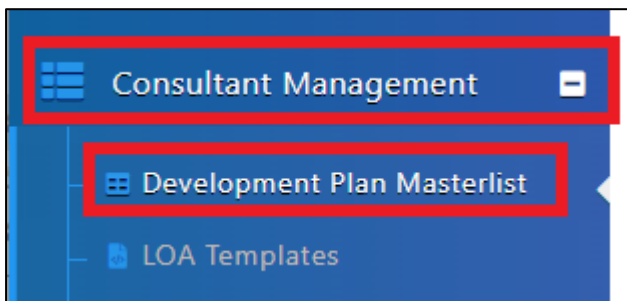
Assign Consultants and Submit List of Consultant

1. Login to BuildSpace



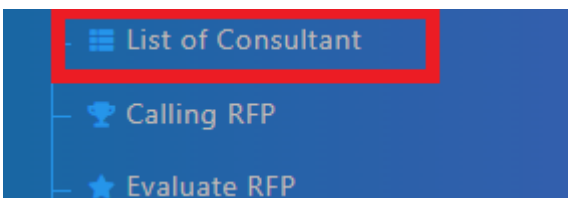
The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a red-bordered box containing an email input field with the text 'sky@buildspace.my' and a password input field with the placeholder 'Enter your password' and six dots. Below the password field is a green 'Sign in' button. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'.

2. Click "Consultant Management" and click "Development Plan Masterlist"



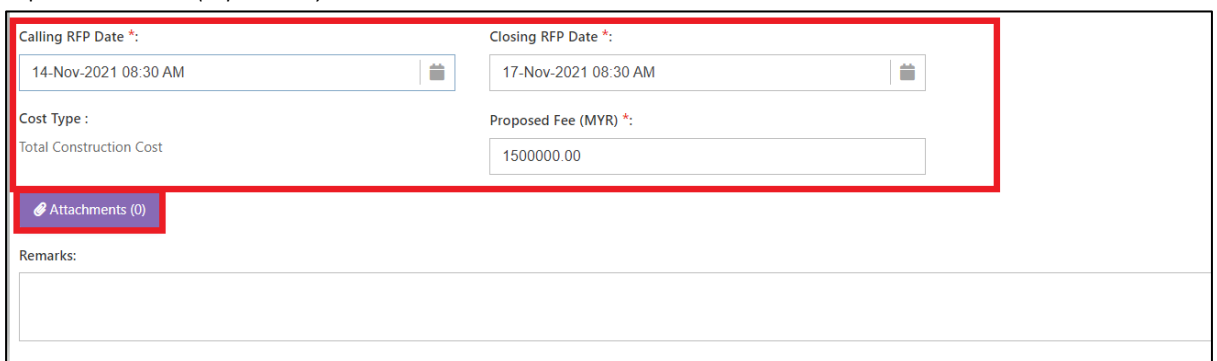
The image shows a blue sidebar menu. The 'Consultant Management' item is highlighted with a red box. Below it, the 'Development Plan Masterlist' item is also highlighted with a red box. Other items in the menu include 'LOA Templates'.

3. Click at the Development title
4. Click at the RFP Category
5. Click "List of Consultant"



The image shows a blue sidebar menu. The 'List of Consultant' item is highlighted with a red box. Other items in the menu include 'Calling RFP' and 'Evaluate RFP'.

6. Set Calling and Closing RFP date
7. Amend Proposed Fee (*Budget Fee. Will not appear to any external users*)
8. Click "Attachment(s)" to upload any attachment
9. Input Remarks (*Optional*)



The image shows a form for setting RFP details. It has two date pickers: 'Calling RFP Date *:' with the value '14-Nov-2021 08:30 AM' and 'Closing RFP Date *:' with the value '17-Nov-2021 08:30 AM'. Below these are two text input fields: 'Cost Type:' with the value 'Total Construction Cost' and 'Proposed Fee (MYR) *:' with the value '1500000.00'. Below the fee field is a purple button labeled 'Attachments (0)'. At the bottom is a 'Remarks:' text area.

10. Click "Add Consultant" to add additional consultants
11. Click "View" under "Duplicate Director(s)" to view *(View button will only appear if there are duplicated director)*
12. Click "View" under "Vendor Profile" to view.
13. Click under "Remove" to remove Consultant
14. Select Verifiers *(Click "+" to add multiple verifiers. Approval is sequential)*
15. Click "Save" and "Submit"

Select Verifiers:

+

Proposed Consultant(s)

Remove	No	Consultant	R.O.C. Number	Status	Duplicate Director(s)	Vendor Profile
✖	1	DEMO ARCHITECT 01 SDN BHD	1234567A	📄 Pending	👤 View	🔍 View
✖	2	DEMO ARCHITECT 02 SDN BHD	123456789B	📄 Pending	👤 View	🔍 View

First Prev 1 Next Last

👤 Assign Consultant(s)
💾 Save
📤 Submit
Back