



Extend RFP Calling

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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

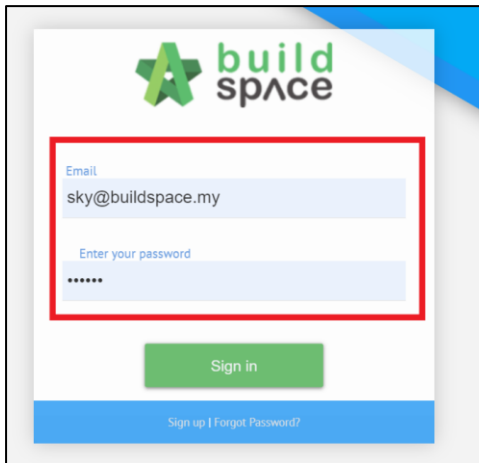
Website: www.BuildSpace.my

(BuildSpace Version 3.5)

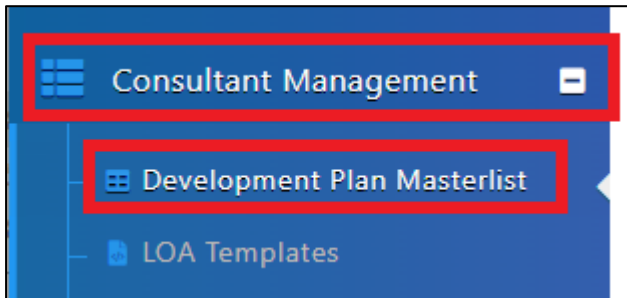
Last updated: 15/11/2021

## Extend RFP Calling

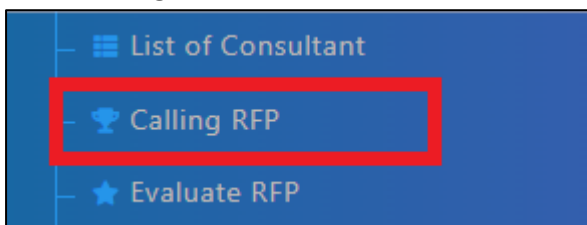
1. Login to BuildSpace



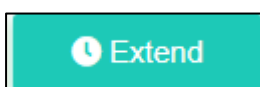
2. Click "Consultant Management" and click "Development Plan Masterlist"



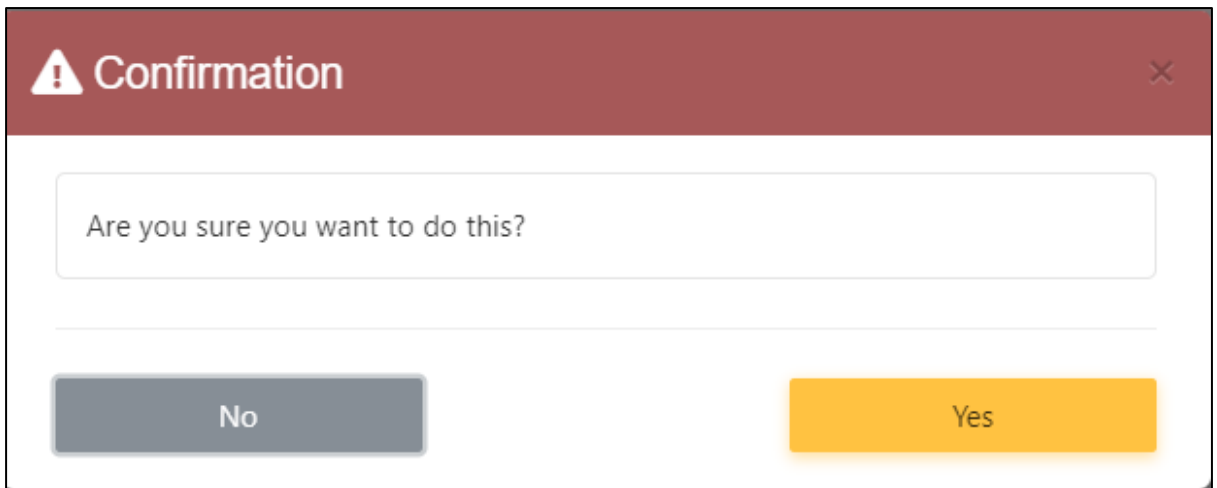
3. Click at the Development title
4. Click "Calling RFP"



5. Click "Extend"

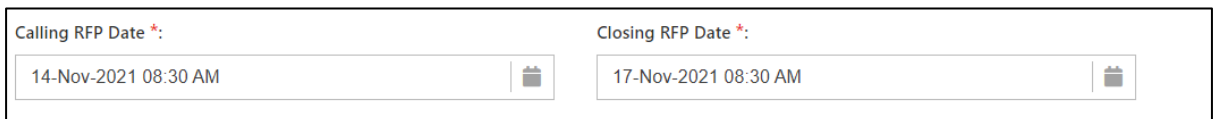


6. Click “Yes” to proceed, Click “No” to not proceed



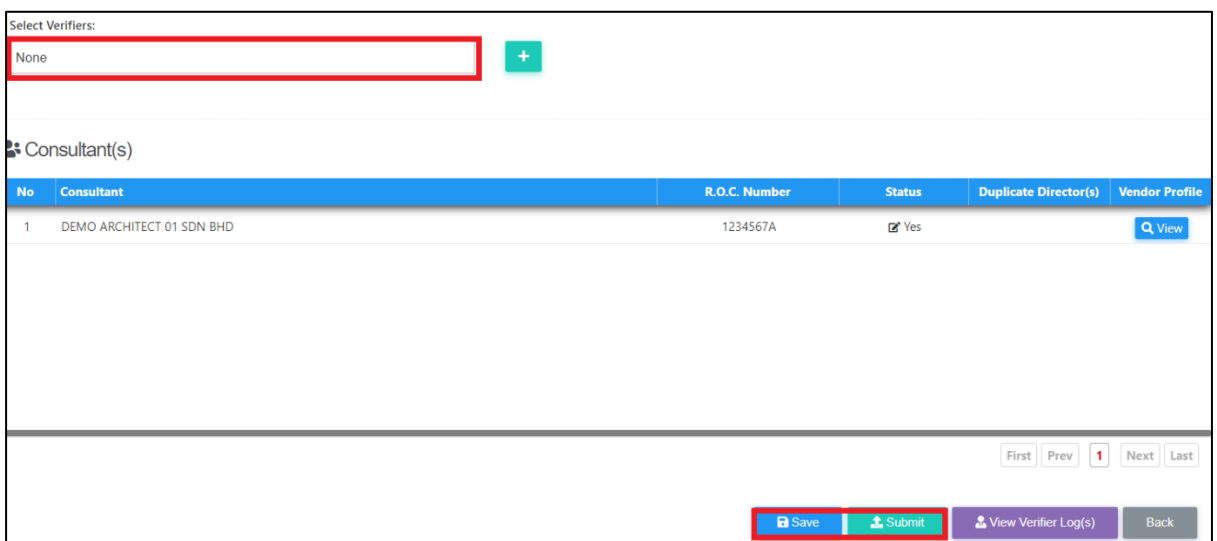
A confirmation dialog box with a dark red header containing a warning icon and the text "Confirmation". The main area is white and contains a text input field with the question "Are you sure you want to do this?". Below the input field are two buttons: a grey "No" button on the left and a yellow "Yes" button on the right.

7. Amend Calling RFP & Closing RFP date



A form with two date selection fields. The first field is labeled "Calling RFP Date \*:" and contains the text "14-Nov-2021 08:30 AM" with a calendar icon to its right. The second field is labeled "Closing RFP Date \*:" and contains the text "17-Nov-2021 08:30 AM" with a calendar icon to its right.

8. Select Verifiers (Click “+” to add multiple verifiers. Approval will be sequential)  
9. Click “Save” and “Submit”



A form for selecting verifiers and consultants. At the top, there is a "Select Verifiers:" section with a dropdown menu showing "None" and a green "+" button. Below this is a "Consultant(s)" section with a table. The table has columns for "No", "Consultant", "R.O.C. Number", "Status", "Duplicate Director(s)", and "Vendor Profile". There is one row with the following data: "1", "DEMO ARCHITECT 01 SDN BHD", "1234567A", "Yes", and a "View" button. At the bottom right, there are navigation buttons: "First", "Prev", "1", "Next", "Last". At the bottom center, there are three buttons: "Save", "Submit", and "View Verifier Log(s)".

No	Consultant	R.O.C. Number	Status	Duplicate Director(s)	Vendor Profile
1	DEMO ARCHITECT 01 SDN BHD	1234567A	Yes		<a href="#">View</a>