SUBCONTRACTOR TENDERING

Subcontractor tendering, end to end

The complete walkthrough: stage and publicly share your tender documents, create the invitation to tender, invite tenderers, save the package, then open it and complete every setup step ready to review and publish, all in the Deep Space web app.

Workspace: DS Construction Group • **Module:** Preconstruction › Subcontractor Tendering • **Worked example:** Preconstruction Works - Early Trade Package (Southbank Mixed-Use Development)

WHAT THIS GUIDE COVERS

- A **Stage and share the tender documents**
- B **Create the tender (ITT)**
- C **Invite the tenderers**
- D **Save the tender package**
- E **Open the tender and complete the setup (View Details)**

PART A

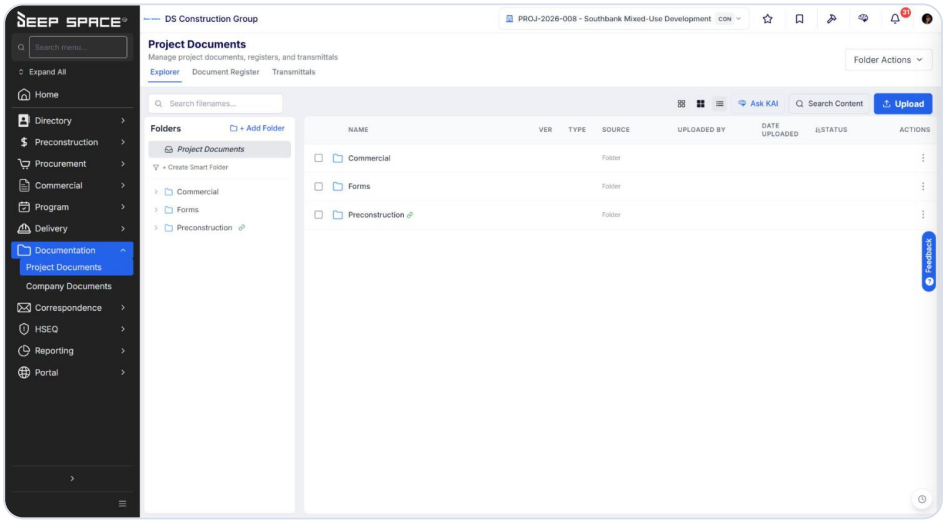
Stage and share the tender documents

Before you build the invitation, put the documents tenderers will price against into Project Documents, share the folder with one public link, then drop that link into the tender. One link covers every file in the folder, and it stays read-only.

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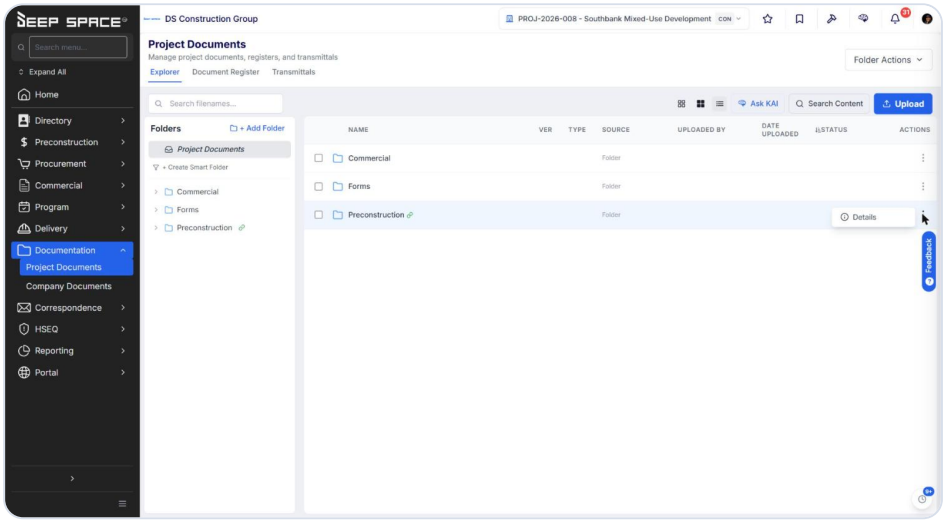
1 Open Project Documents

From the left menu, open **Documentation > Project Documents** and confirm the right project is selected at the top. Your folders (for example *Commercial*, *Forms*, *Preconstruction*) appear under the **Explorer** tab. Put the drawings, specifications and scope for this trade into one folder.



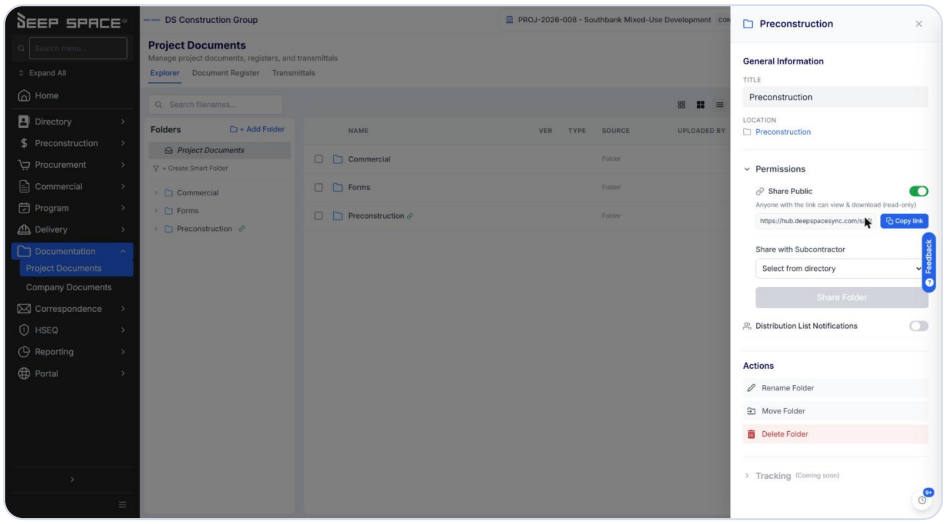
2 Open the folder's Actions menu

On the folder holding the documents, click the **Actions** menu (three dots on the right) and choose **Details**. A panel slides in from the right.



3 Turn on Share Public and copy the link

In **Permissions**, switch **Share Public** on. The folder becomes read-only for anyone with the link (they can view and download, but not edit or see the rest of your project). Click **Copy link**. You now hold one URL that opens the whole folder.



WORKED EXAMPLE — THE LINK YOU JUST COPIED

```
https://hub.deepspacesync.com/s/-PJuCVoxvbT0pgpEk9h8Pys8UHX245FWt0cWhaMPYFA
```

Send this one link and the tenderer sees every document in the folder. Turn **Share Public** off at any time to instantly revoke access.

PART B

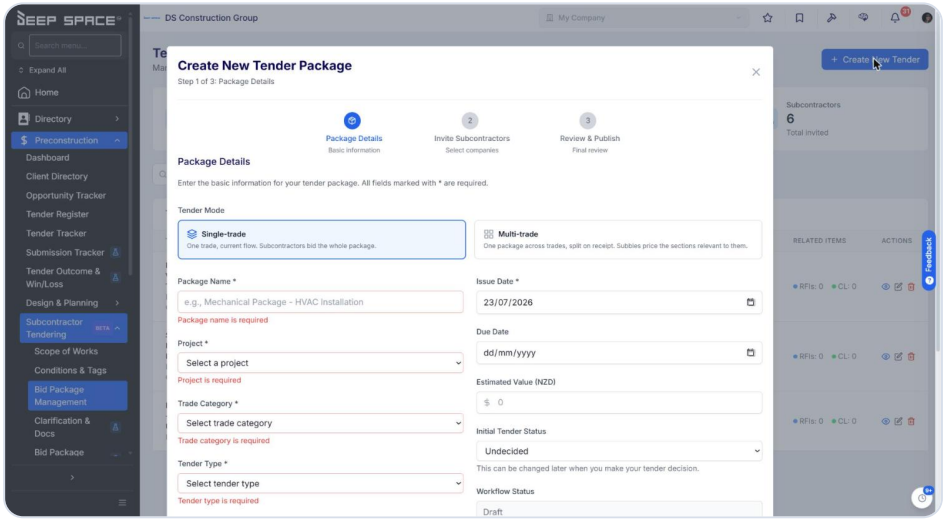
Create the tender (ITT)

Create the tender package and drop the public documents link straight into it, so the link travels with the invitation.

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4 Fill in the package details and paste the link

Go to **Subcontractor Tendering > Bid Package Management** and click **Create New Tender**. On **Step 1: Package Details**, choose the **Tender Mode**, then set **Package Name**, **Project**, **Trade Category**, **Tender Type**, **Bid Form Type**, **Due Date** and **Estimated Value**. In the **Description**, paste the public folder link so it becomes part of the ITT. Click **Next**.



WORKED EXAMPLE — EXACTLY WHAT TO PASTE INTO THE DESCRIPTION

```
Early trade package for Southbank Mixed-Use
Development. Full tender documents (drawings,
specifications and scope) are available via the
public Project Documents link: https://
hub.deepspacesync.com/s/-
PJuCVoxvbT0pgpEk9h8Pys8UHX245FWt0cWhaMPYFA
```

Because the link sits in the ITT, every invited subbie gets the documents the moment they open the invitation. No separate email, no attachments to chase.

PART C

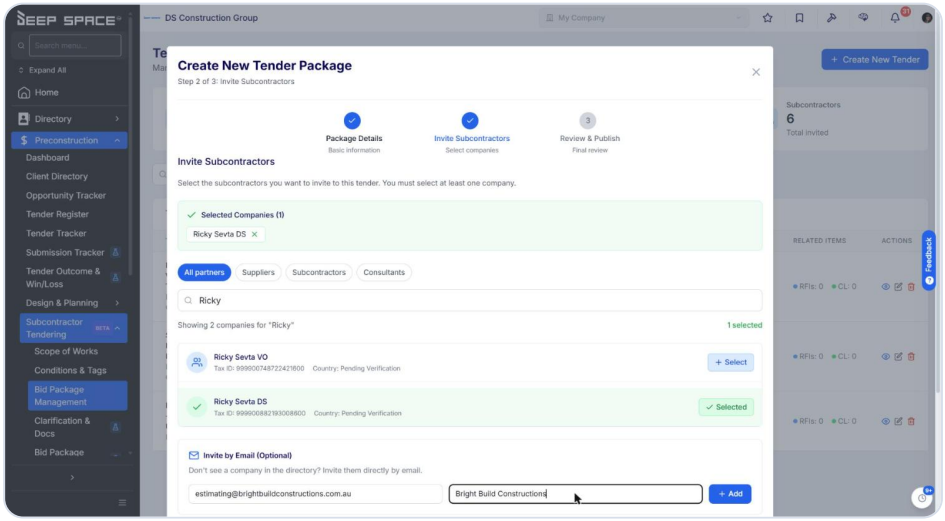
Invite the tenderers

Choose who is invited, from your directory and by one-off email.

5

Select a tenderer and add a one-off email invite

On **Step 2: Invite Subcontractors**, search the directory by name (here we searched **Ricky**) and click **Select** on the right company; it moves to **Selected Companies**. To invite someone not in the directory, use **Invite by Email**: enter their **email address** and **company name** and click **Add**. Click **Next**.



Where the invite is sent: when you pick a company from the directory, Deep Space uses the **email held against that company** in your directory, so you do not retype it. If a company has no email on file, add it in the directory first (or use the one-off email invite). The **Review** screen (next step) lists every recipient so you can confirm the addresses before anything is sent.

PART D

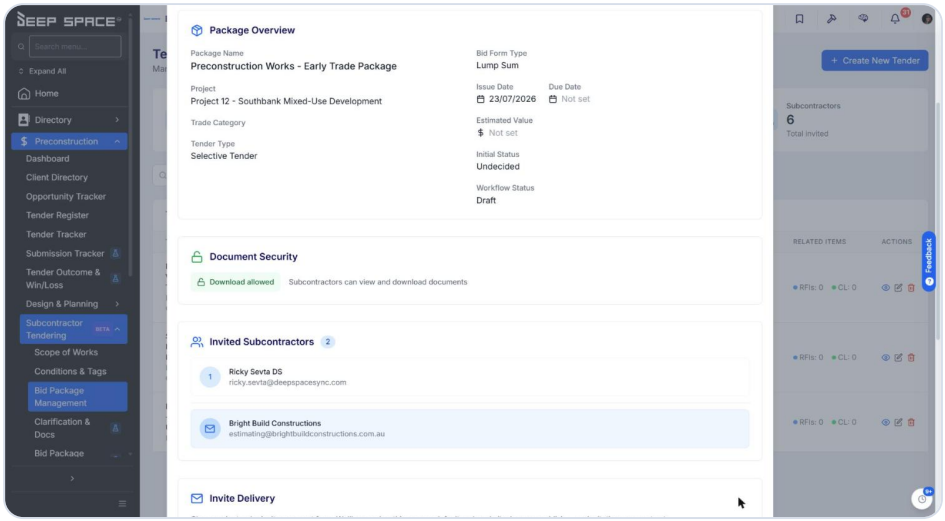
Save the tender package

Review the package and save it as a draft. Nothing is emailed until you publish.

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6 Review the package and confirm recipients

On **Step 3: Review & Publish**, check the **Package Overview**, **Document Security** and the **Invited Subcontractors** list. This is where you confirm each recipient and the exact email address the invite will go to (directory picks show their on-file email, email invitees show what you typed).

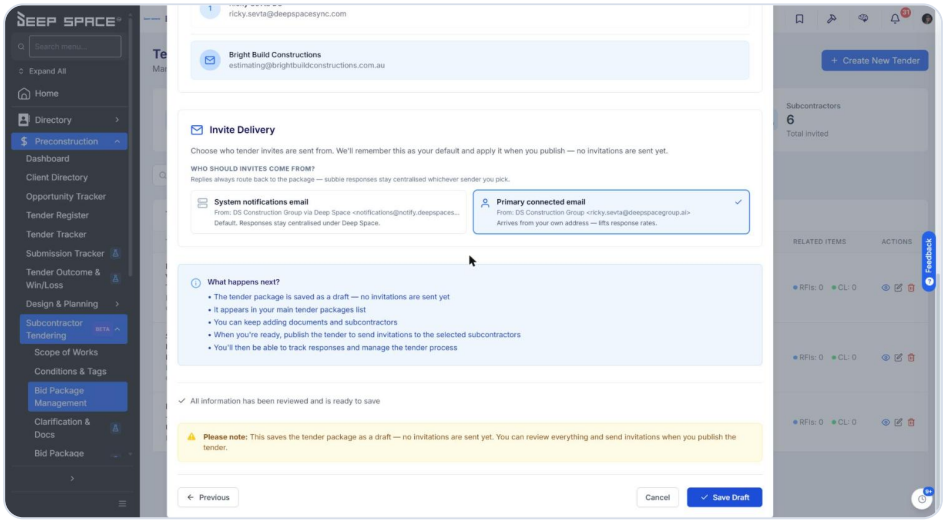


7 Choose invite delivery, then save

Under **Invite Delivery**, choose who the tender invitations are sent from. Whichever you pick, subbie replies still route back into the tender package so nothing gets lost. Deep Space remembers your choice as the default for next time. Then click **Save Draft** to create the package without sending anything; invitations only go out when you publish.

System notifications email — invites are sent from Deep Space on your behalf (for example notifications@notify.deepspacesync.com). Nothing to set up, works straight away. Best if your email is not connected yet.

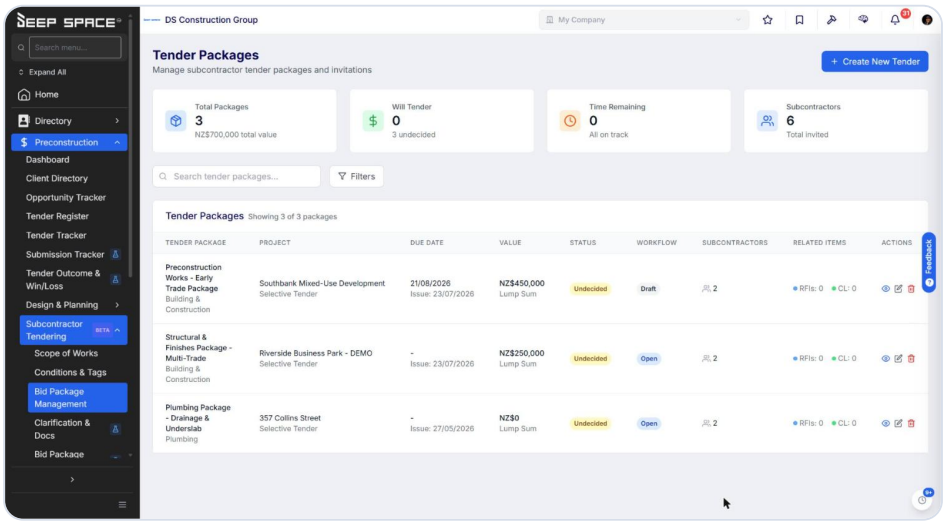
Primary connected email — invites arrive from your own company address (for example ricky.sevta@deepspacegroup.ai). Subbies recognise the sender, which lifts response rates.



Primary connected email needs the email integration first. This option only appears once your organisation's Outlook / Microsoft 365 email is connected to Deep Space at the workspace level (an admin sets this up once, company-wide). Until that connection is in place, invites fall back to the System notifications email. If you do not see the Primary connected email option, the integration has not been connected yet.

8 Confirmation

The tender package is created and appears in your **Tender Packages** list with its status, workflow stage (Draft until published), value and number of subcontractors.



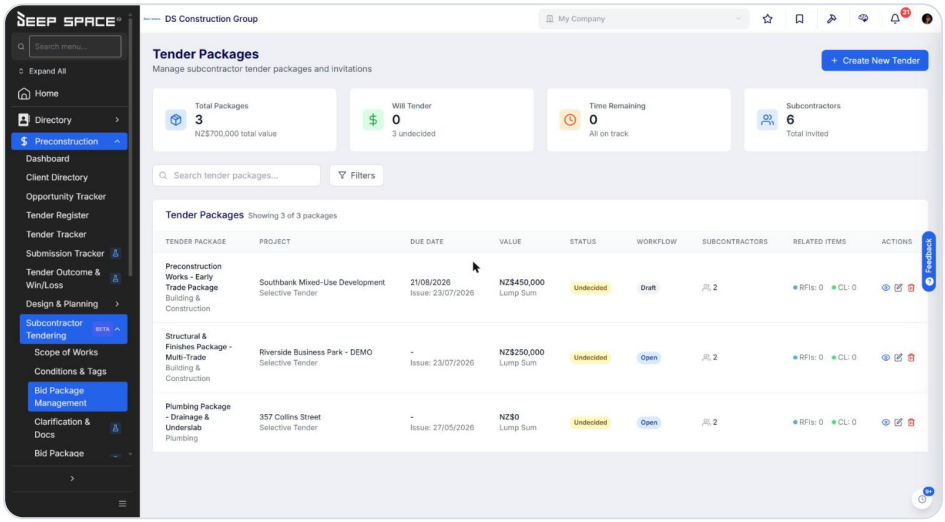
PART E

Open the tender and complete the setup (View Details)

None of these steps is mandatory. Add whatever makes the tender clearer for subbies (a scope of works, conditions and tags, tender sets, a proper invitation letter) and skip the rest; each step below is marked **Recommended** or **Optional**. When you are ready, you publish from the **Overview** tab, which is the final step in this guide.

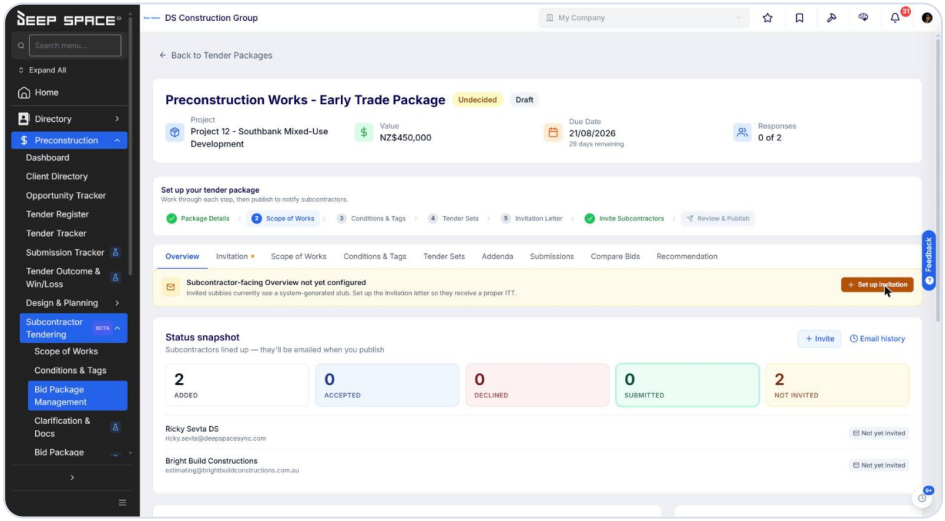
9 Open the tender with View Details

In the **Tender Packages** list, under the **Actions** column, click the **eyeball (View Details)** icon to open the tender.



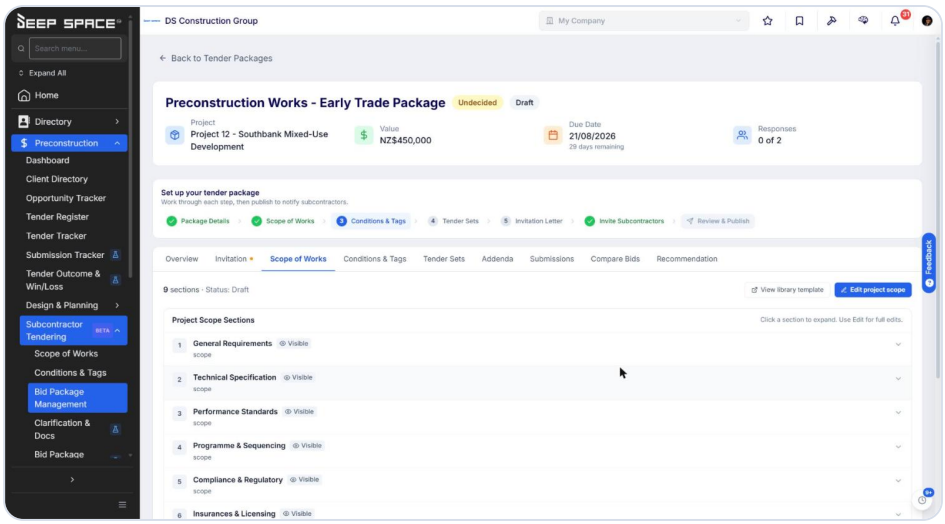
10 Work through the setup stepper

The detail view opens on **Overview**. The **Set up your tender package** stepper lists every step: *Package Details, Scope of Works, Conditions & Tags, Tender Sets, Invitation Letter, Invite Subcontractors, Review & Publish*. Ticks show what is done; the same steps are the tabs across the page. Do the required step, then add the others if useful.



11 Add the Scope of Works RECOMMENDED

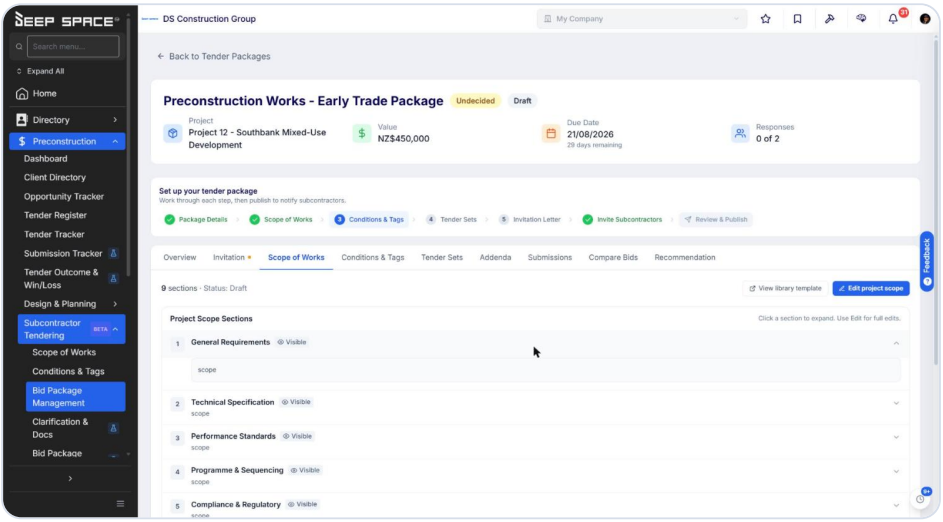
Open the **Scope of Works** tab and choose **Import from Library** (recommended). Pick a published template for the trade and click **Import to package**. It clones as a project-specific scope with the standard sections (General Requirements, Technical Specification, Performance Standards, Programme & Sequencing, Compliance & Regulatory, Insurances & Licensing, and more).



Optional, but strongly recommended. A scope of works is not mandatory to publish, however it is what tenderers price against, so a clear scope means cleaner, more comparable bids. You can import one now or add it later.

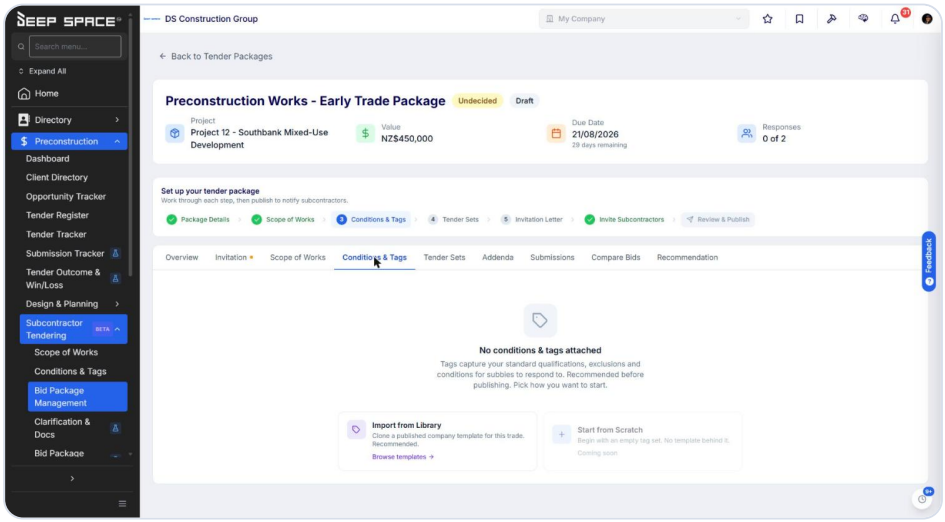
12 Edit any scope section OPTIONAL

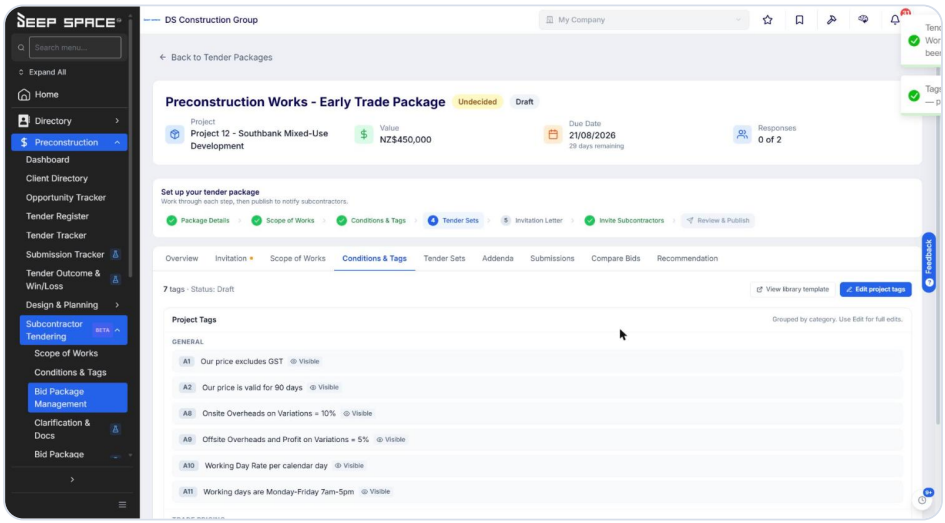
Click a section to expand and edit it, or use **Edit project scope** for full edits. Each section has a visibility toggle controlling what tenderers see.



13 Add Conditions & Tags RECOMMENDED

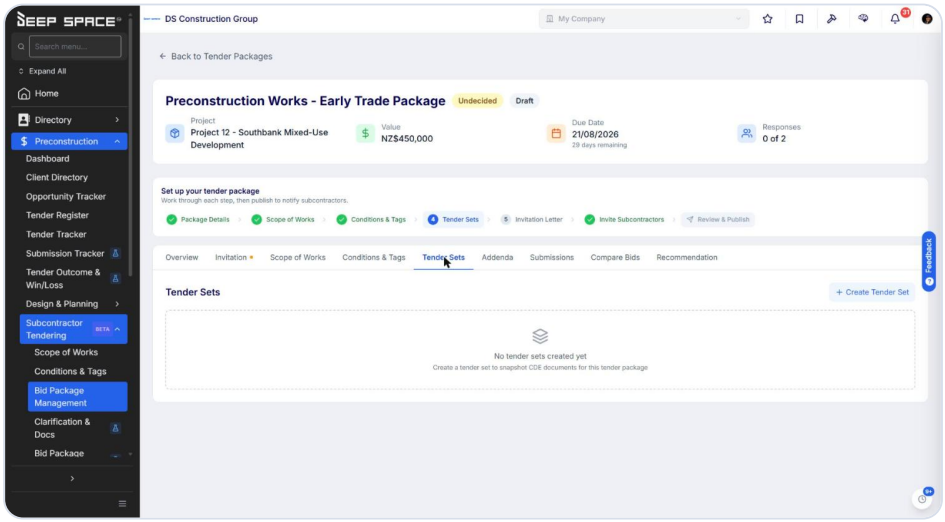
Open the **Conditions & Tags** tab and click **Import from Library**. These are your standard qualifications, exclusions and conditions (for example GST exclusions, price validity, overheads on variations, working days). Pick the template and **Import to package**; tags load grouped by category and can be edited with **Edit project tags**.





14 Create a Tender Set (document snapshot) OPTIONAL

Open **Tender Sets** and click **Create Tender Set** to snapshot documents from the Common Data Environment (CDE) that tenderers price against. Browse the project folders, tick the documents, then **Add to Tender Set**. Documents must already be uploaded to the project's CDE folders to appear here.

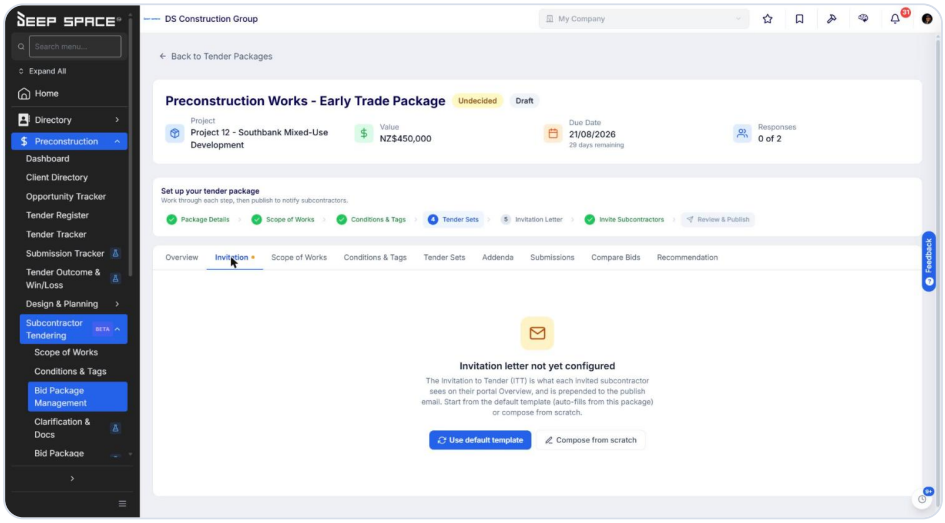


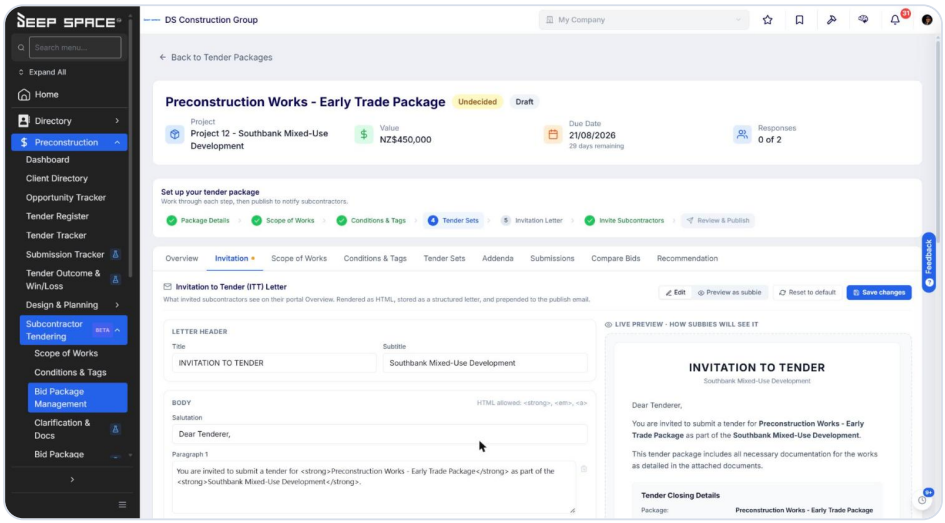
If you have already shared documents via the public link in Part A, a tender set is optional. Use it when you want a locked, versioned snapshot of specific CDE files tied to this tender.

15 Configure the Invitation to Tender (ITT) letter

RECOMMENDED

Open the **Invitation** tab and click **Use default template** (auto-fills from the package) or **Compose from scratch**. Edit the header, salutation and body. The **live preview** shows exactly what invited subbies see, including the tender closing details.

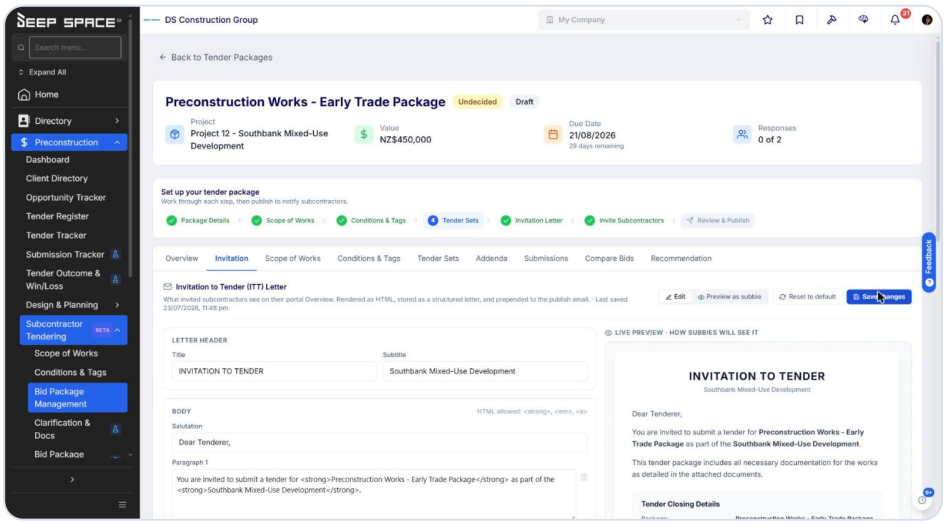




Optional but recommended: if you skip this, invited subbies see a plain generated stub instead of a branded ITT.

16 Save the invitation RECOMMENDED

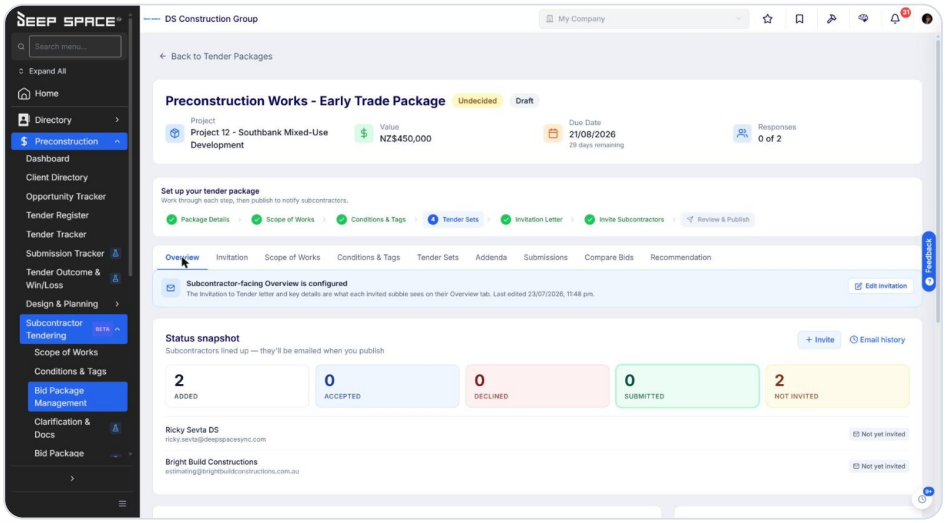
Click **Save changes**. The letter shows a **Last saved** timestamp, the **Invitation Letter** step is ticked, and this ITT is prepended to the publish email.



17 Return to the Overview tab to publish (final step)

REQUIRED

Publishing always happens from the **Overview** tab, so when you are ready, come back to **Overview**. The banner reads **Subcontractor-facing Overview is configured** and the **Status snapshot** shows your tenderers as *Not yet invited*. From here, **publish the tender**: this issues the ITT and sends the invitations to everyone on the list, using the Invite Delivery sender you chose earlier. Their status flips from *Not yet invited* to invited, and you can then track responses from the same view. This is the last step.



Nothing is sent until you publish here. Up to this point the package is a draft. Publishing from the Overview tab is what actually emails the subbies, so do it once the tender is ready.

Draft vs publish: Saving a draft creates the package but emails no one. Invitations are only sent when you publish, so you can complete every step and confirm recipients first. **Post-issue tabs** (Addenda, Submissions, Compare Bids, Recommendation) are used after publishing to issue clarifications and manage and compare subbie responses.

DEEP SPACE®

Subcontractor Tendering, complete walkthrough. Screens captured live in the DS Construction Group workspace.