



— NEW IN SUBTRADE • PART 2

INSIDE A TENDER

Open any bid and everything about it is in one place: the site on a map, every date that matters, the GC's contact, your scope and the drawings. Then mark it awarded or lost.

KNOW IT

Dates, contacts and scope

FILE IT

Every drawing and addendum

CLOSE IT

Awarded or lost in one click

THE TENDER OVERVIEW

Press any card on the **Bid Manager** board and the tender opens. The **Overview** tab is the first thing you see.

1 Tender header

2 Project location

3 Project dates

4 General info

5 Scope of work

6 Drawings

The screenshot shows the 'Alpine Sushi Bar Fit-Out' tender page. At the top, the title 'Alpine Sushi Bar Fit-Out' is displayed, followed by 'Burton & Co · Jordan Burke · BID-2026-004'. To the right, the 'BID VALUE' is '\$19,462', and there are buttons for 'Follow-up', 'Edit', 'Mark as Awarded', and 'Mark as Lost'. Below the title, there is a tab bar with 'Overview' (selected), 'Drawings', 'Estimating 2', 'Vendors', and 'Follow-ups 1'. The main content area is titled 'Project Location' and features a map. A location pin is placed on the map, with a tooltip showing 'Project Location' and '45 Industrial Way NE, Calgary, AB T2E 6P5, Canada'. A legend at the bottom left of the map shows a pin icon and the address '45 Industrial Way NE, Calgary, AB T2E 6P5, Canada'. An 'Open in Maps' link is visible in the top right corner of the map area.

01

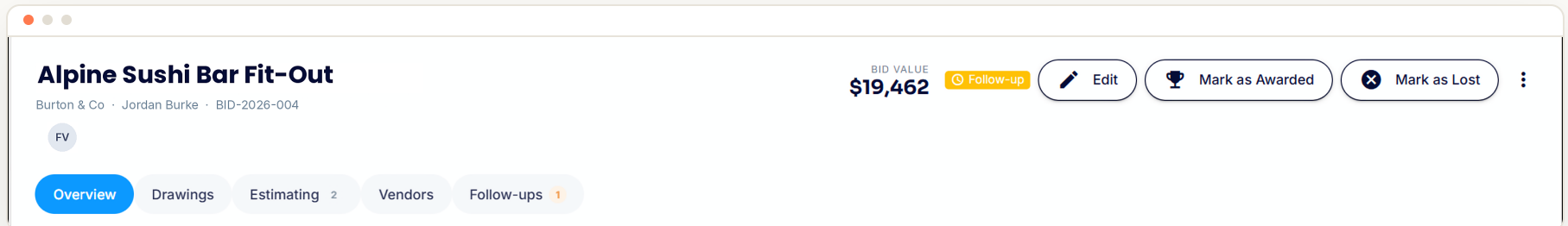
TENDER HEADER

TENDER

OVERVIEW

The bid at a glance, and the buttons you'll use most.

- 01 The **project name**, the **general contractor**, your **contact** and the **bid number**.
- 02 The **bid value** and the **status** on the right. **Edit** changes any of the details.
- 03 When the GC makes the call, press **Mark as Awarded** or **Mark as Lost**. The card moves to the right column and your win rate updates.



02

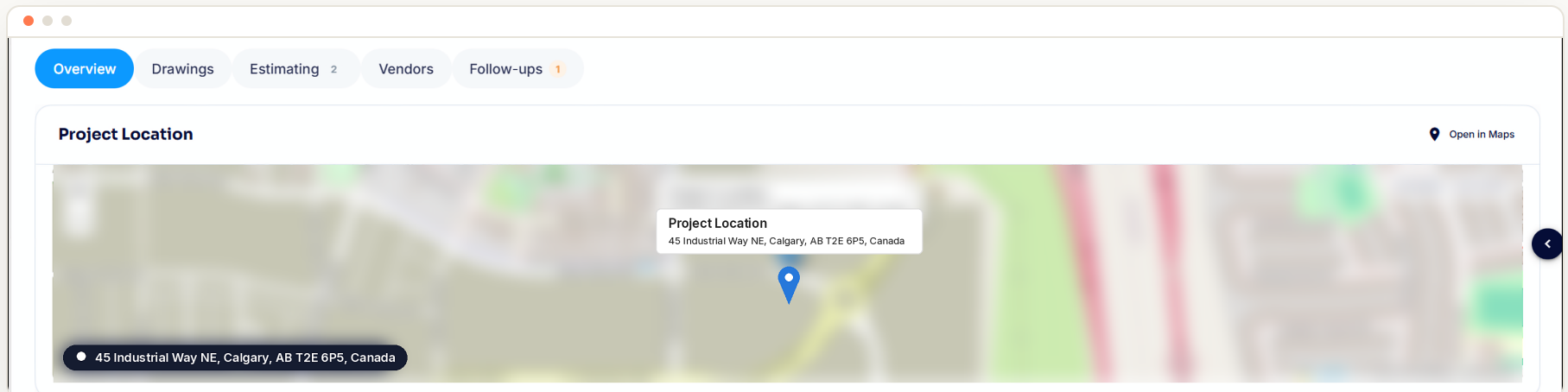
PROJECT LOCATION

OVERVIEW

MAP

Five tabs, and the site right on the map.

- 01 Tabs: **Overview**, **Drawings**, **Estimating**, **Vendors** and **Follow-ups**.
- 02 The **project location** is pinned on the map with the full address.
- 03 Press **Open in Maps** to get directions for the job walk.



03

PROJECT DATES

OVERVIEW

DATES

Every date that matters on a tender.

- 01 **Date invited** and the **job walk**.
- 02 When **RFIs are due** and the **bid due date**.
- 03 The **expected start** and **expected finish** for your manpower planning.

TIP

The due date drives the countdown on the board card.

Project Dates

Date Invited	yyyy-mm-dd	📅
Job Walk	yyyy-mm-dd	📅
RFIs Due	yyyy-mm-dd	📅
Due Date	2026-09-22	📅
Expected Start	yyyy-mm-dd	📅
Expected Finish	yyyy-mm-dd	📅

04

GENERAL INFO

OVERVIEW

CONTACTS

Who you're bidding to and how to reach them.

- 01 The **request type**, like a quote, the tender **number** and **trade names**.
- 02 The **general contractor**, **contact person**, **email** and **phone**.
- 03 How many **vendor quotes** are in, and your **estimated margin**.

General Info

Request Type	Quote	⌕
Number	—	
Trade Names	—	
General Contractor	Burton & Co	
Contact Person	Jordan Burke	
Contact Email	jordan@example.com	
Contact Phone	+1 403-555-0142	
Vendor Quotes	0 of 0 in	
Est. Margin	—	%

05

SCOPE OF WORK

OVERVIEW

SCOPE

Exactly what you're pricing.

01 **Scope of Work** spells out what's included in your number.

02 **Notes** for anything else the team should know.

03 Anyone on your team can pick up the bid and know what's in and what's out.

The image shows a mockup of a software interface for a 'Scope of Work' section. It features a window with a title bar and a main content area. The title bar has three colored dots (red, yellow, green) on the left. The main content area has a header 'Scope of Work' in bold. Below the header, there are two sections: 'Scope of Work' and 'Notes'. Each section has a horizontal line below it, indicating a text input area.

06

THE DRAWINGS

DRAWINGS

TENDER DOCUMENTS

Every drawing and addendum the GC sent, as it arrived.

- 01 Press **Upload documents** to add your PDFs.
- 02 Use **New folder** to sort them, like architectural, structural and addendums.
- 03 **Open**, **download** or **share** any file, or **move** it to another folder.

The screenshot shows a web application interface for a bid management system. At the top, the project name "Alpine Sushi Bar Fit-Out" is displayed, along with the company "Burton & Co", the user "Jordan Burke", and the bid ID "BID-2026-004". A "BID VALUE" of "\$19,462" is shown next to a "Follow-up" button. Action buttons include "Edit", "Mark as Awarded", and "Mark as Lost". A navigation bar contains tabs for "Overview", "Drawings" (which is active and shows 4 items), "Estimating" (2 items), "Vendors", and "Follow-ups" (1 item).

The "Tender Documents" section is visible, with a description: "The drawings and addendums the general contractor sent, as they arrived." There is an "Upload documents" button and a "New folder" option. A list of four PDF documents is shown, each with a PDF icon, filename, size, date, and user:

File Name	Size	Date	User	Actions
Alpine-Sushi_S_IFR.pdf	1.3 MB	Sep 27, 2026	Frank Vale	Open, Download, Delete
26-1180_M_DWG_IFC.pdf	6.7 MB	Sep 27, 2026	Frank Vale	Open, Download, Delete
26-1180_E_DWG_IFC.pdf	2.5 MB	Sep 27, 2026	Frank Vale	Open, Download, Delete
26-1180_A_DWG_IFC (Updated).pdf	7.6 MB	Sep 27, 2026	Frank Vale	Open, Download, Delete

— NEXT • PART 3

PROPOSALS, VENDORS AND FOLLOW-UPS

Part 3 builds the proposal, sends the drawings to your vendors for pricing, and sets up follow-ups so nothing slips. Questions? Send us an email and our team will get back to you.

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