



Supplier Guide – Responding to an Opportunity

Introduction

BC Bid is an online marketplace where public sector organizations (including municipalities, school districts, health authorities, Crown corporations and the B.C. government) advertise opportunities for a wide range of goods and services contracts.

The BC Bid application is a key tool, supporting B.C.'s Procurement Strategy transformation goals. This application provides a modern platform for government sourcing projects, increases transparency, and makes it easier for businesses of all sizes to do business with the public sector entities.

The application is easy to navigate and allows users to complete many tasks online:

- Buyers can set up opportunities, communicate with team members and suppliers, and post and award contracts.
- Suppliers can subscribe to or renew e-Bidding accounts and opportunity subscriptions, view and respond to opportunities (some via e-Bids) and manage a dashboard of their opportunities and communicate with buyers.

This guide provides information to suppliers on how to respond to opportunities in the BC Bid application.

How to Use this Guide

Hyperlinks throughout this guide take you to the appropriate sections, as well as to short video clips demonstrating key functions.

Opening the Navigation Pane on the left of your screen allows you to quickly move between sections of the document – click any heading to jump directly to that section. To open the Navigation Pane, click the **View** tab in the ribbon at the top of your screen, select the check box beside **Navigation Pane**.

Condensed Quick Reference Guides (QRG) are available on the BC Procurement Resources site. For suppliers there are two QRGs, one for registration and one for submissions.

Information Icons

Information icons are included throughout this document and other BC Bid Guides to provide additional context and navigation support.



This icon indicates important information such as instructions that will have impact further ahead in the process or provides additional information or context for a process.



This icon indicates additional information about or related to a process.



This icon indicates a link to a video clip demonstrating a function.

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Getting Started

Introduction

By registering for BC Bid suppliers will gain access to their own Supplier Dashboards and be able to:

- Create a short list of proposals
- Manage proposals
- Update company information
- Have multiple users within the business collaborate on proposals
- Receive notifications on amendments and addenda on opportunities of interest by clicking the Start Submission button
- Draft a submission online with the BC Bid application (some opportunity types)
- Submit response via e-Bidding (subscription required)

Business BCeIDs

To register for and login to BC Bid as a supplier, a Business BCeID is required. The first Business BCeID user for a company will be designated the Business Profile Manager.

See the Supplier Registration Guide for information on how to prepare and register for BC Bid.

Registering in BC Bid

The first user to register a business in BC Bid will be assigned the **Supplier Admin** role for the company. The Supplier Admin is responsible for adding and activating additional users ("Contacts") for the company in BC Bid. Each additional Contact must have their own Business BCeID. See [Appendix 3](#), [Appendix 4](#), and [Appendix 5](#) for more information on the role responsibilities.

Sites

The Supplier Admin can create multiple sites for their legal entity. This is useful when different sites for the same legal entity want to submit competing bids for the same opportunity. To navigate between supplier sites, click the arrow beside the company name in the upper right-hand corner.

Subscription Expiry Dates

When users are subscribed to e-Bidding or Notification subscriptions, the expiry date listed is the date that the subscription is expired. Eg: expiry date June 1, 2022, the service is expired, and the user cannot use their subscription. The last date of the subscription is May 30, 2022.

General Interface

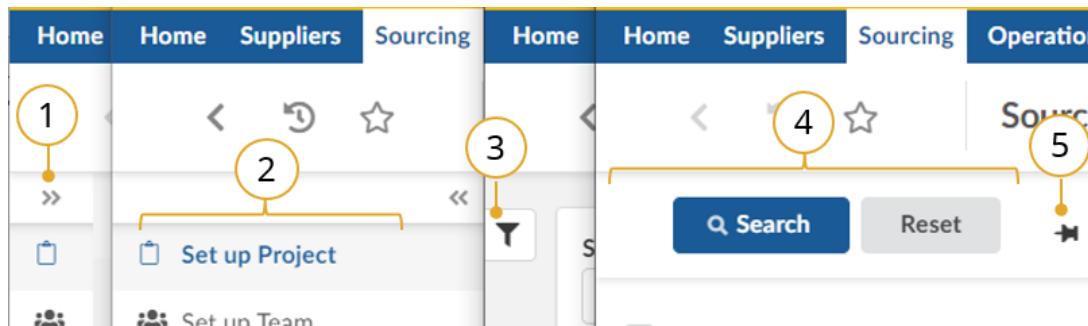
This section describes some general functionality of BC Bid.

Browser Types

BC Bid will work with all modern web browsers. Microsoft Edge or Google Chrome are recommended. **BC Bid is not compatible with Internet Explorer.**

If using Firefox, ensure that popups are allowed. Do not click the “Don’t allow env.ivalua.ca to prompt you again” message.

Expand/Collapse Menu and Expand/Collapse Filters



1. The left-hand menu can be expanded or collapsed by selecting the **double arrow**. When collapsed the icon related to each step is visible, hover over the icon to see the name.
2. Expanded view.
3. Filters on tables can be expanded by clicking the **funnel icon**.
4. Expanded.
5. Click **pin icon** to keep open.

Search Commodity Codes

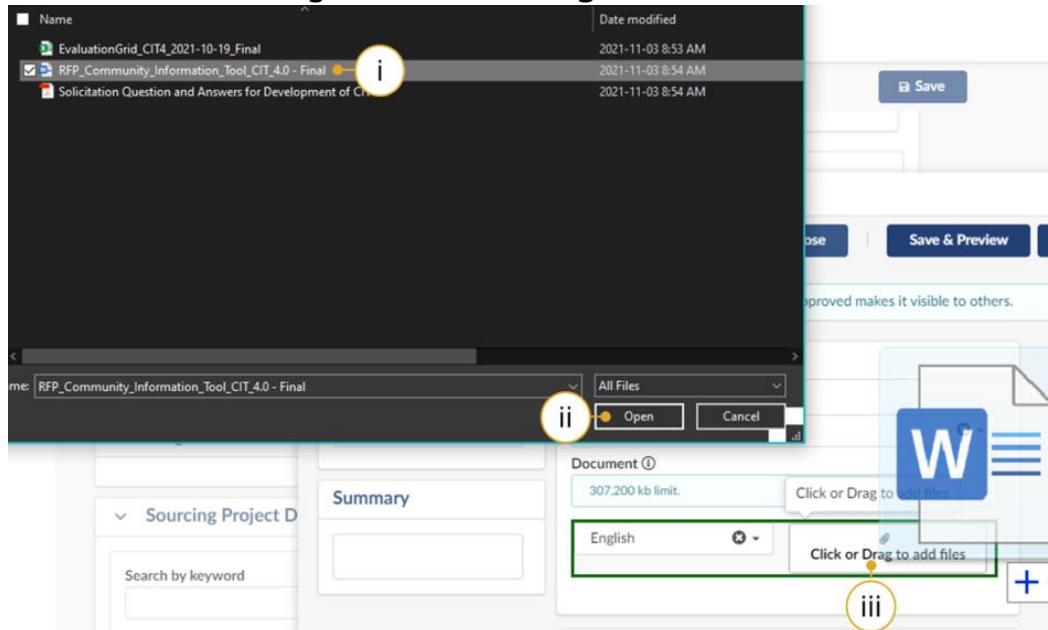
In the Commodity Code search pop-up (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

Note that when there is an active search, the commodity code selector sticks to the search results. Be sure to reset the search to allow you to expand the selection you want. You can also update your search to include results with terms in that specific tree.

For more details, please see the [Commodity Codes video](#).

Adding files

Files are added using the **Click or Drag to add files** button.



- i. Select the document to upload.
- ii. Click **Open**.
- iii. Alternatively, open Windows Explorer and drag the file to the Click or Drag to add files button.

File Size and File Formats

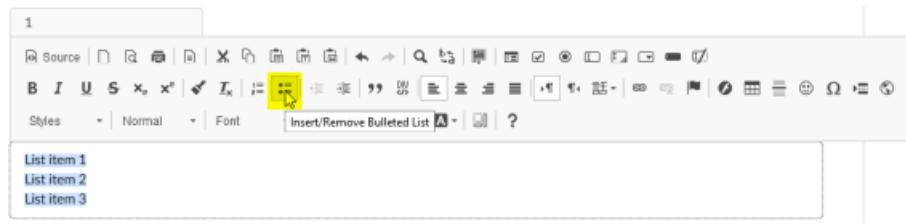
File uploads are limited to 500 MB per file. File types include common business application file types. There are an unlimited number of attachments.

Text Fields Editing Toolbar

Most text fields in the application allow for the entry of rich text using the editor or What You See Is What You Get (WYSIWYG) toolbar. Only some of the buttons on this toolbar are operational.

Copy/Paste: Use CTRL+C for copy and CTRL+V for paste instead of mouse-click (right-click).

Also note that pasting in a bulleted list from an external document may not work as expected. Copy in an un-bulleted list of text, select these rows of text, and then click the Bulleted List icon in the toolbar.



Close to Save Using "X"

In many instances throughout BC Bid, you will make selections in a dialog box. In cases where you do not see a Save & Close button, click the "X" at the top-right of the dialog box, the application saves your entry.

Excel Response Form (Invitation to Quote, Timber Auction, and Invitation to Tender only)

If completing the Excel response form outside BC Bid, some fields may have long instructions. Turning on text wrapping in Excel will make viewing content easier.

If completing the Excel response form outside BC Bid, answers to questions are case sensitive (eg: yes/Yes). Refer to the response form in BC Bid for how to complete the fields.

Accessibility Features

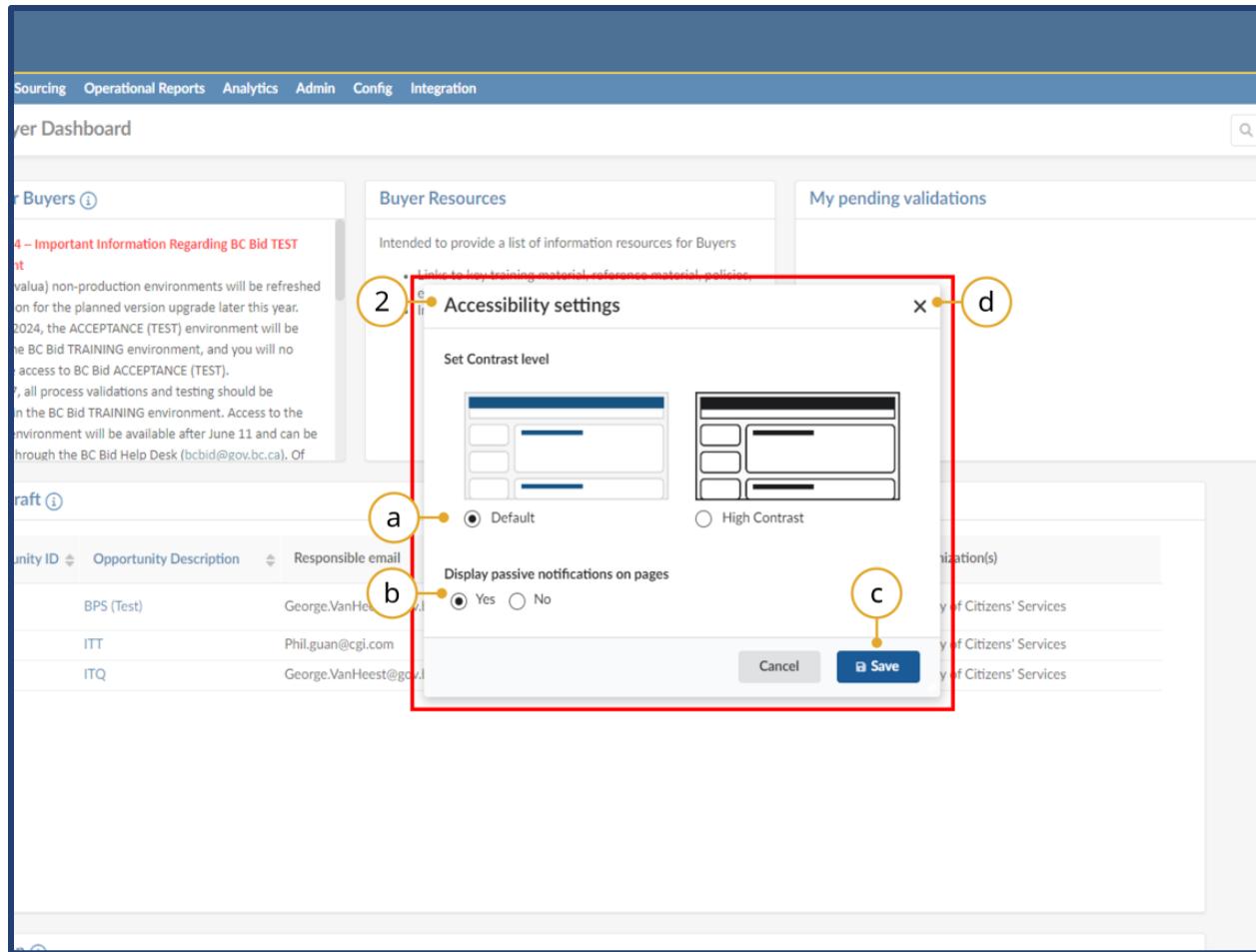
In the BC Bid application you can toggle accessibility features in 2 different ways. Contrast can be adjusted and passive notifications can be turned off.

Please Note: The accessibility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. We have not updated every single screenshot, but it will now be in the top right (it can also be turned off in the settings).

The screenshot shows the BC Bid application interface. At the top right, there is a user profile for 'George V.' and a circular accessibility icon. A yellow circle labeled 'b' points to this icon. Another yellow circle labeled 'a' points to the user profile area, where a dropdown menu is open. The dropdown menu includes options: 'My settings' (which is highlighted), 'My addresses', 'Turn on demo mode', and 'Logout'. Below the top navigation bar, there are two main sections: 'Buyer Resources' and 'My pending validations'. The 'Buyer Resources' section contains a list of links related to training material, policies, and helpdesk information. The 'My pending validations' section shows a table with three rows of validation requests. The table columns are: 'Email', 'Lot', 'Amdmt', 'Opportunity Type', 'Closing Date/Time (PT)', and 'Organization(s)'. The data in the table is as follows:

Email	Lot	Amdmt	Opportunity Type	Closing Date/Time (PT)	Organization(s)
anHeest@gov.bc.ca	1	0	Request for Proposal (BPS)	2024-11-30 12:00:00 AM	Ministry of Citizens' Services
@cgi.com	1	0	Invitation to Tender	2024-11-30 12:00:00 AM	Ministry of Citizens' Services
anHeest@gov.bc.ca	1	0	Invitation to Quote	2024-11-30 12:00:00 AM	Ministry of Citizens' Services

1. There are 2 ways to access accessibility settings.
 - a. Click the **circular symbol** in the top right hand corner.
 - b. Click on your name and click on **my settings** in the drop-down menu.



2. The **accessibility settings** window will open after clicking on the circular icon in the top right hand corner.
- Here you can adjust **contrast settings** between the default and high contrast modes.
 - You can turn **passive notifications** (blue) on or off in this section.
 - Always click **Save** to save your updated settings choices.
 - Optional:* Click the **x** to exit this menu without saving, if you simply need to close it.

My settings : George VAN HEEST

Save

Profile

General preferences **3**

Orga. perimeter

Commodity perimeter

Delegations

Accessibility Settings **a**

High contrast level **b**

Display passive notifications on pages

Display the contrast settings button in header **d**

My preferences

Time Zone
(UTC -08:00) Pacific Time (US and Canada)

Name format
First Name Last name

Date format
yyyy-MM-dd h:mm tt

Number format
-1,234,567.89

Customized number format

Page size (PBI export) **i**

Letter **o**

3. After clicking on your name in the top right hand corner, and clicking on **My Settings**, you will be taken to the My Settings page. Click on **General Preferences** on the left hand side.

- a. Under the **Accessibility Settings** you can make adjustments to certain features.
- b. You can turn **high contrast** on by checking this box.
- c. You can chose to turn off **passive (blue) notifications** but unchecking this box.
- d. You can chose to hide the **circular accessibility settings icon** from the top right hand corner of BC Bid by unchecking this box.

Note: Please save your settings after any changes by clicking the save button.

Supplier Dashboard

The screenshot shows the BC Bid Supplier Dashboard. At the top, there's a navigation bar with 'Home' (highlighted), 'General Info.', and 'Sourcing'. On the right, there are links for 'Acceptance', 'Adjust Contrast', a bell icon, and a user profile for 'Alfred A.'. Below the navigation, the main content area is titled 'Supplier Dashboard'. It features several sections: 'Submissions in Progress' (0), 'Welcome Suppliers!' (1), 'My Subscriptions' (2), 'Performance' (3), 'Supplier Resources' (4), 'Closing Soon' (5), 'Supplier Status' (6), and 'Recently Amended' (7). On the left, there's a sidebar with 'Company Profile', 'Opportunities', and 'My Subscriptions' buttons. At the bottom, there are links for 'Site map' and 'Legal mentions', and the text 'BC Bid v1.2 ©'.

1. Submissions in Progress
- a. Welcome Suppliers!
- b. My Subscriptions
- c. Supplier Resources
- e. Closing Soon

1. Navigate to the **Home** tab to see the Supplier Dashboard.
 - a. Click the **Submissions in Progress** to review all of your organization's In Progress submissions.
 - b. Review the **My Subscriptions** to see the e-Bidding and Notifications expiry dates.
 - c. Click a **Quick Access** button to navigate quickly to a particular area of BC Bid.
 - d. Check the **Supplier Resources** for important information
 - e. Review the **Closing Soon** list to view the opportunities you are interested in that are closing the soonest.

[Exploring the Supplier Dashboard](#)



Closing Soon and **Recently Amended** lists are based on selecting showing interest in an opportunity by selecting the "Start Submission" button. They are unique to each user.

Home General Info Sourcing

Welcome Suppliers! ⓘ

All kinds of exciting things are happening and coming up! Watch this space for updates.

My Subscriptions ⓘ 1 Results

Ebidding Expiry Notifications Expiry

Performance ⓘ

Supplier Resources

Intended to provide a list of information resources for Suppliers

- Links to key training material, reference material, policies, etc.
- Information for contacting helpdesk

Closing Soon ⓘ

Supplier Status ⓘ f

Registration Onboard Pending

Preparation Gather Information

Recently Amended ⓘ g

There is no item requiring your attention at the moment.

[Site map] [Legal mentions]

BC Bid v1.2 ©

- f. Check the **Supplier Status** area to review any items that may require attention.
- g. Review the **Recently Amended** list to view opportunities of interest that have been recently amended.
- h. Optional: Click **Adjust Contrast** to change the theme for accessibility.

Explore Opportunities

This section outlines how to search for opportunities, contract awards, unverified bids and Manage Submissions. All are included in the Sourcing menu drop-down.

Search for Opportunities

The screenshot shows the BC Bid Supplier Dashboard. On the left, there is a vertical sidebar with three buttons: 'Company Profile' (highlighted with a yellow circle), 'Opportunities' (highlighted with a yellow circle), and 'My Subscriptions'. The main content area has several sections: 'Welcome Suppliers!' (with a note about updates), 'My Subscriptions' (1 result), 'Performance', 'Supplier Resources' (with a list of links), 'Closing Soon', 'Supplier Status' (with 'Registration Onboard Pending' and 'Preparation Gather Information'), and 'Recently Amended' (empty). The top right corner shows user information: 'Alfred A.' and '(Sample Company A)'. The top navigation bar includes 'Home', 'General Info', 'Sourcing' (highlighted with a yellow circle), 'Supplier Dashboard', and a search bar.

1. On the main menu, click **Sourcing**, then click **Opportunities** or click **Opportunities** on the Supplier Dashboard.

Search by keyword (e.g. title, number, topic)
park maintenance services 2

Filter by:

Status Open	Opportunity Type Request for Proposal	Region	Issue Date (From) <input type="text"/> (To) <input type="text"/>
Organization	Industry Category	Goods & Services Commodity Code (BC only)	Closing Date (From) <input type="text"/> (To) <input type="text"/> Date format must be YYYY-MM-DD

Search **Reset** 2a

Filters
Opportunity Type : Request for Proposal X
Status : Open X

Status	Opportunity ID	Opportunity Description	Commodities	Type	Ends in	Issue Date and Time (Pacific Time)	Closing Date and Time (Pacific Time)	# of Amendments	Last Updated	On
Open	155982	Park Maintenance Services	<ul style="list-style-type: none"> Highway lawn maintenance services Lawn care services Parks management or maintenance services 	Request for Proposal	76d 22h 53min 25s	2022-03-11 2:04:00 PM	2022-05-27 2:00:00 PM	0	Mi Se	
Open	155186	Park Maintenance Services	Exterior grounds maintenance	Request for Proposal	49d 22h 53min	2022-02-02 11:46:19 AM	2022-04-30 2:00:00 PM	2	Mi Se	

[Site map] [Legal mentions] BC Bid v1.2 ©

2. Use the **Search by keyword** text box to search based on **opportunity title, number, or topic**.
a. Click **Search**.
3. Additional filters can be applied. Once additional filters have been applied, click **Search**.

Note: If searching using the Industry Category, not all opportunities will display as the field is only used by some opportunity types. Use Commodity Code for best results.

4. The results from the search and filter are listed below. This list can be sorted by clicking on the titles of each column.
5. To view details of the desired sourcing event, click the **Opportunity ID**.

Begin [Step 1: Opportunity Overview](#).



The search results only display public opportunities. If suppliers were invited to an opportunity that is not public, it will not be listed. To see these opportunities, view [Manage Submissions](#)

Explore Opportunities: Keyword Search

The screenshot shows the BCBid Public Portal Opportunities page. At the top, there is a navigation bar with tabs for Opportunities, Contract Awards, Unverified Bid Results, and Login. The Opportunities tab is highlighted. Below the navigation bar, there are two search fields: 'Search by keyword (in Description, ID, Summary, Commodity)' and 'Search by Opportunity ID'. There are also filter options for Status (with 'Open' selected), Opportunity Type, Region, Organization, Industry Category, and Goods & Services Commodity Code (BC only). At the bottom of the page, there is a table of opportunities with columns for Status, Opportunity ID, Opportunity Description, Commodities, Type, Issue Date and Time (Pacific Time), and Closing Date and Time (Pacific Time). The first row of the table shows an opportunity with ID 1065936, description ITT Test, commodity Live Plant and Animal Material and Accessories and Supplies, type Invitation to Tender, issue date 2025-01-20 7:36:18 AM, and closing date 2025-01-31 12:00:00 AM.

1. Click the **Opportunities** tab at the top left of the Public Portal page.

Note: When you load this page, the Captcha will run and you may see the following message:

Please wait while we are checking your browser.

You don't need to do anything at this stage.

2. On the opportunities page the **status** filter will always default to Open.
3. You will see any open results displayed at the bottom of the page. Look through them as needed.

Note: If there are no keywords entered you will see a message stating: No records loaded yet. Please define at least one filter criteria to display records. You need at least one keyword to display any records.

Search Your Manage Submissions Page

The Manage Submissions page will list opportunities where the Start Submission button has been selected or where the supplier has been invited to an opportunity.

The screenshot shows the BC Bid Supplier Dashboard. At the top, there's a navigation bar with the BC Bid logo, user profile (Alfred A.), and a dropdown for 'Acceptance' (Sample Company A). Below the navigation is a main content area with several sections:

- General Info.** (highlighted with a yellow circle labeled '1')
 - Submissions in Progress:** 0
 - Welcome Suppliers!**: All kinds of exciting things are happening and coming up! Watch this space for updates.
 - My Subscriptions:** 1 Results (E bidding Expiry, Notifications Expiry)
 - Performance:** (empty)
- Supplier Resources:** Intended to provide a list of information resources for Suppliers
 - Links to key training material, reference material, policies, etc.
 - Information for contacting helpdesk
- Closing Soon:** (empty)
- Supplier Status:**
 - Registration:** Onboard Pending (green checkmark)
 - Preparation:** Gather Information (green checkmark)
- Recently Amended:** (empty)

At the bottom, there are links for [Site map] and [Legal mentions], and the footer text 'BC Bid v1.2 ©'.

1. On the main menu, click **Sourcing**, then click **Manage Submissions**.

The screenshot shows the 'Manage Submissions' page of the BC Bid system. At the top, there are navigation tabs: Home, General Info., and Sourcing (which is selected). Below the tabs, there's a search bar labeled 'Search by keyword' and a 'Filter by:' section with dropdowns for 'Submission Progress', 'Opportunity ID', 'Status' (set to 'Open'), and 'Organization'. A large orange bracket labeled '2' points to the 'Status' and 'Organization' fields. Below the filter section is a search button labeled 'Search' with a magnifying glass icon, circled in orange and labeled '3'. Underneath, a status message says 'Filters Status : Open'. The main area displays a table of opportunities:

Submission Progress	Opportunity Description	Opportunity ID	Opportunity Type	Organization	Lot #	Amendment #	Last Updated	Status	Remaining Time
● ● In Progress	Park Maintenance Services	155982	Request for Proposal	<ul style="list-style-type: none">• BC Parks - Provincial Services Branch• Ministry of Citizens' Services• Ministry of Environment and Climate Change Strategy	1	0	73d 00h 03min 04s	Open	2022-01-18 20:03:04
○ ● Submitted	Paving Roads	155894	Notice of Intent	<ul style="list-style-type: none">• Information Management & Strategic Initiatives• BC Bid Replacement Project	2	0	31d 10h 03min 04s	Open	2022-01-18 20:34:04

At the bottom left, there are links for '[Site map]' and '[Legal mentions]'. On the right side of the table, there's a small note: 'Issuing agency (Pacific Northwest)'.

2. Use the **Search by keyword** field and additional filters as needed.

Note: the Status field defaults to searching for Open opportunities.

3. Click **Search**.

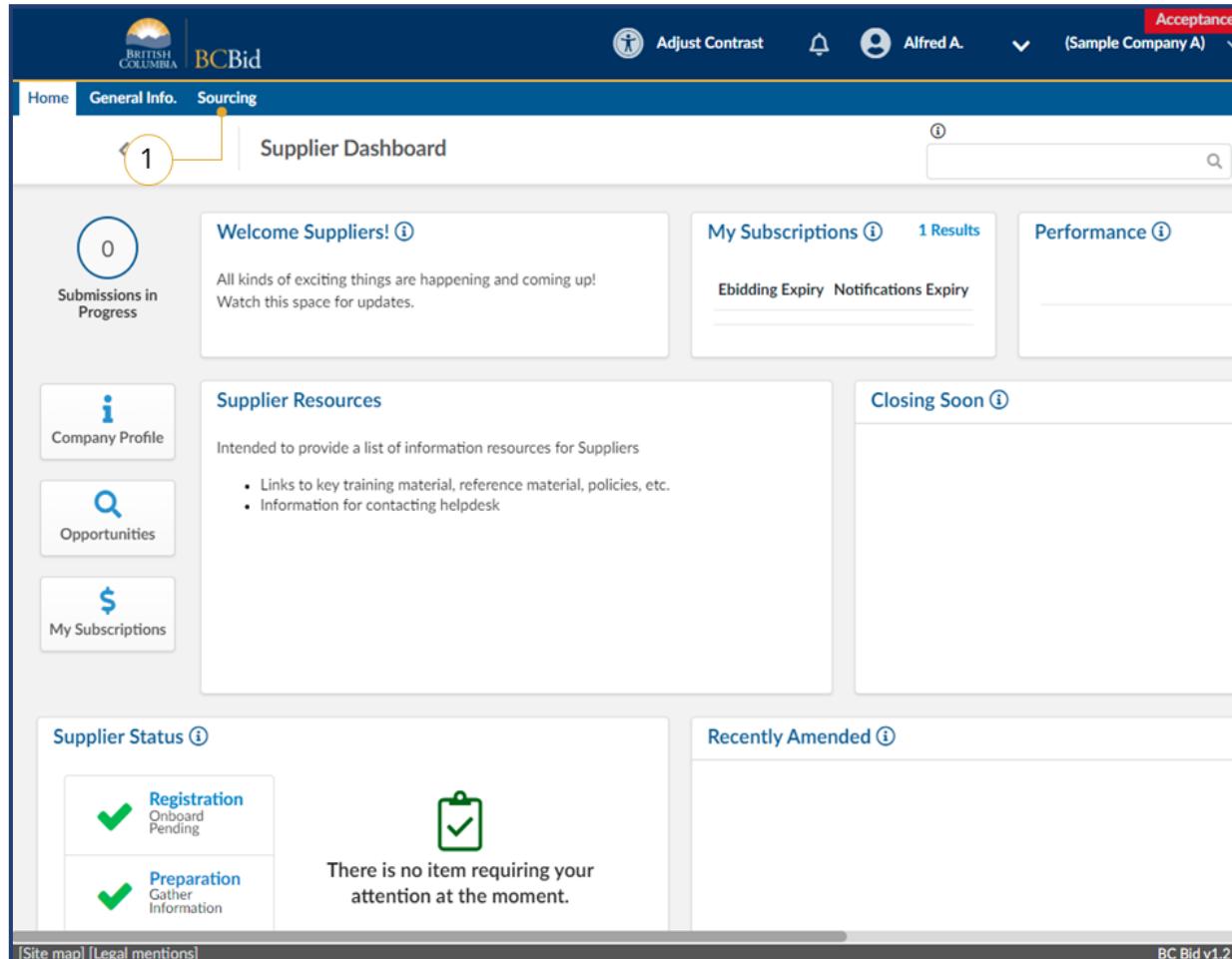
4. Click the submission progress to view the submission.

For a list of Submission Progress status see [Appendix 6](#).



To search of an opportunity in a status other than Open, use the **Status** drop-down to select the appropriate status.

Search for Contract Awards



The screenshot shows the BC Bid Supplier Dashboard. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing' (which is highlighted with a yellow circle and the number 1). Other items in the top right include 'Acceptance', 'Adjust Contrast', a user profile for 'Alfred A.', and '(Sample Company A)'. Below the navigation is a search bar.

The main content area has several sections:

- Submissions in Progress:** Shows 0 submissions.
- Welcome Suppliers!**: A message: "All kinds of exciting things are happening and coming up! Watch this space for updates."
- My Subscriptions:** Shows 1 result with tabs for "Bidding Expiry" and "Notifications Expiry".
- Performance:** A section showing performance metrics.
- Supplier Resources:** Intended to provide a list of information resources for Suppliers. It includes links to training material and helpdesk information.
- Closing Soon:** A section showing items closing soon.
- Recently Amended:** A section showing recently amended items, which currently has no items.
- Supplier Status:** Shows registration and preparation status:
 - Registration:** Onboard Pending (green checkmark)
 - Preparation:** Gather Information (green checkmark)
- Recently Amended:** Shows a message: "There is no item requiring your attention at the moment."

At the bottom, there are links for "[Site map]" and "[Legal mentions]" and a copyright notice "BC Bid v1.2 ©".

1. On the main menu, click **Sourcing**, then click **Contract Awards**.

The screenshot shows the BC Bid platform's search interface for Contract Awards. The search bar at the top contains the keyword "155363". The "Opportunity Type" dropdown is set to "Request for Proposal". The "Search" button is highlighted with a yellow circle and the number 4. A filter bar below the search bar shows the applied filter "Opportunity Type : Request for Proposal". The main results table displays one result for "Online Platform Management and Support Services" from the "Ministry of Citizens' Services" in Victoria, B.C., with a contact email of "@gov.bc.ca" and a contract value of "240,000.00".

Opportunity ID	Opportunity Description	Opportunity Type	Issuing Organization	Issuing Location	Contact Email	Contract Value	Successful Sup
155363	Online Platform Management and Support Services	Request for Proposal	Ministry of Citizens' Services	Victoria, B.C.	@gov.bc.ca	240,000.00	Company A Corporation

1 Result(s) Result(s)

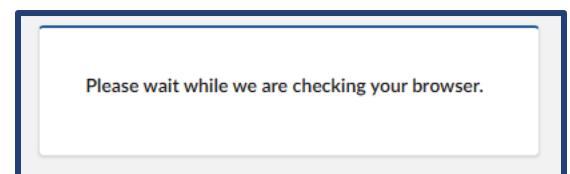
2. Use the **Search by keyword** field to search for the opportunity.
3. *Optional:* Use the filters as needed
4. Click **Search**.
5. Review the results listed below.

Explore Contract Awards: Keyword Search

The screenshot shows the BCBid Public Portal's Contract Awards page. At the top, there is a navigation bar with links for Opportunities, Contract Awards (which is the active tab), Unverified Bid Results, and Login. Below the navigation bar, there is a search bar labeled "Search by keyword" (marked with a yellow circle 1). To the right of the search bar are filter options: "Issuing Organization", "Opportunity ID", and "Opportunity Type" (marked with a yellow bracket 3). Under "Filter by:", there are dropdowns for "Value of the Contract" (Min value and Max value) and "Award Date" (Min value and Max value). Below these filters are two buttons: "Search" and "Reset". A note at the bottom left states: "The Contract Value includes the estimated value of any options to extend or renew the contract." In the center of the page, there is a large exclamation mark icon (marked with a yellow circle 2) and the text "No records loaded yet. Please define at least one filter criteria to display records". At the bottom left, it says "0 Record(s)".

1. Click the **Contract Awards** tab at the top left of the Public Portal page.

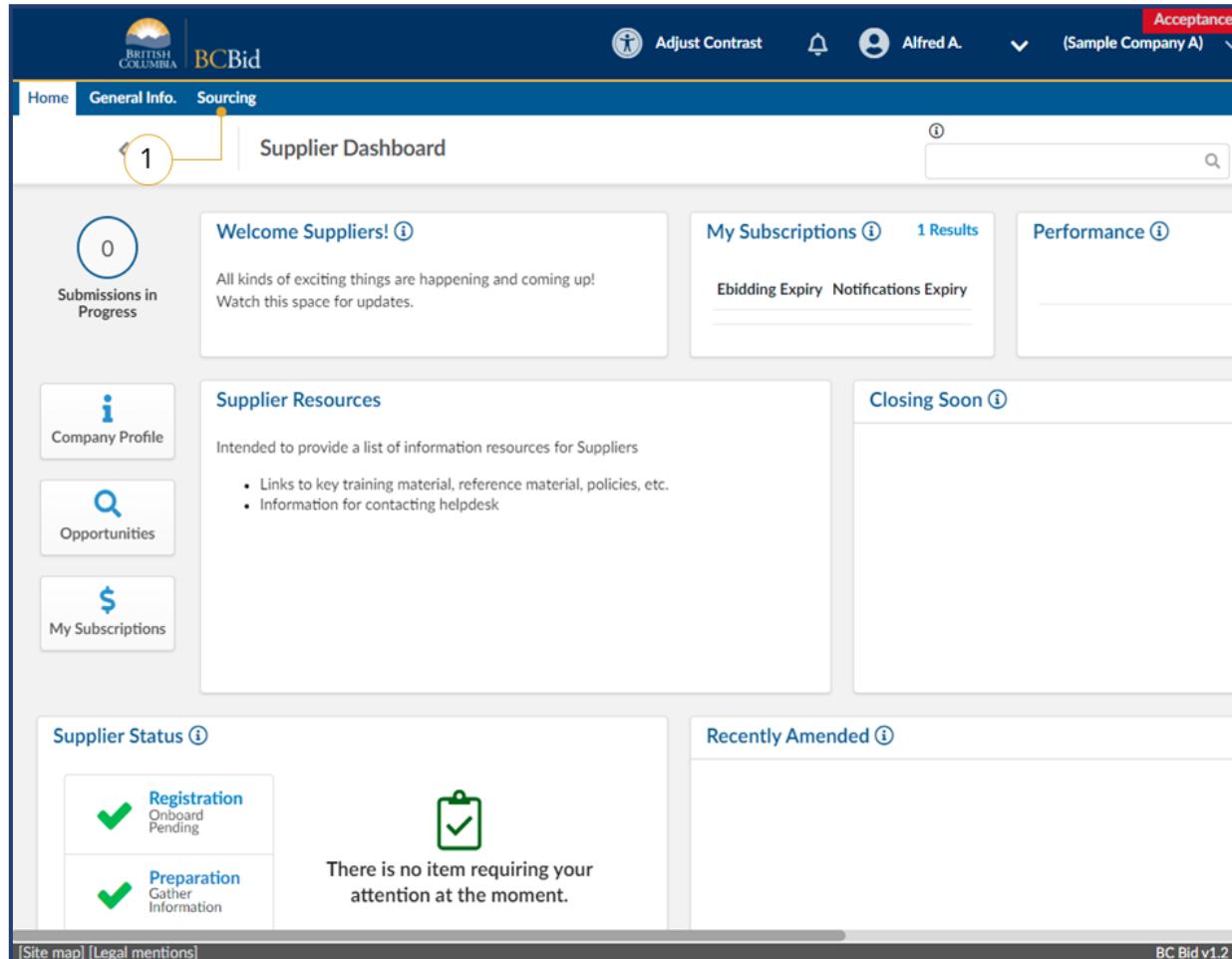
Note: When you load this page, the Captcha will run and you may see the following message:



You don't need to do anything at this stage.

2. Since the page loads with no keywords yet entered, you will see a message at the bottom of the page stating: No records loaded yet. Please define at least one filter criteria to display records.
3. Enter in the keywords you wish to search by to display results (if they exist). You need to enter in at least one keyword search to display results.

Search for Unverified Bid Results



The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo, a user profile for Alfred A., and a dropdown for 'Acceptance'. Below the navigation bar, the main menu has tabs for Home, General Info., and Sourcing, with Sourcing being the active tab. A callout bubble with the number 1 points to the 'Sourcing' tab. On the left side, there is a sidebar with icons for Company Profile, Opportunities, and My Subscriptions. The main content area includes sections for Welcome Suppliers!, My Subscriptions (1 Result), Performance, Supplier Resources (with a list of links to training material and helpdesk information), Closing Soon, Recently Amended (which says 'There is no item requiring your attention at the moment.'), and Supplier Status (with sections for Registration and Preparation). At the bottom, there are links for [Site map] and [Legal mentions], and a footer note 'BC Bid v1.2 ©'.

1. On the main menu, click **Sourcing**, then click **Unverified Bid Results**.

This information is unverified and provided prior to determining compliance or completing any evaluation process. Each Submission is subject to review and evaluation in accordance with the Conditions of Tender. Therefore, conclusions should not be drawn from this information regarding the eventual final ranking of bids.

Enter the Opportunity ID and click on Search to view the associated Unverified Bid Results. If you do not have the Opportunity ID, use the Search by Keyword or Issuing Organization.

Search by keyword 2

Filter by:

Issuing Organization 3

Opportunity ID

Search 4

Filters Issuing Organization : Ministry of Citizens' Services ×

Opportunity ID	Opportunity Description	Issuing Organization	Closing Date and Time (Pacific Time)	Opening Date and Time (Pacific Time)
155848	bps 030722	Ministry of Citizens' Services	2022-03-07 7:17:17 AM	2022-04-18 12:15:00 AM
23009 5	itt 121321	Ministry of Citizens' Services	2021-12-13 7:15:51 AM	2022-01-23 12:30:00 AM
23076	itt 121621	Ministry of Citizens' Services	2021-12-16 7:46:54 AM	2022-01-10 12:15:00 AM

[Site map] [Legal mentions]

BC Bid v1.2 ©

2. Use the **Search by keyword** field or the Issuing organization to see if there is an unverified bid for the opportunity.
3. Click **Search**.
4. Review the listing.
5. Copy the **Opportunity ID** of interest.

Unverified Bid Results

This information is unverified and provided prior to determining compliance or completing any evaluation process. Each Submission is subject to review and evaluation in accordance with the Conditions of Tender. Therefore, conclusions should not be drawn from this information regarding the eventual final ranking of bids.

Enter the Opportunity ID and click on Search to view the associated Unverified Bid Results. If you do not have the Opportunity ID, use the Search by Keyword or Issuing Organization.

Search by keyword

Filter by:

Issuing Organization: Ministry of Citizens' Services Opportunity ID: 23009 a

b Search

Filters: Issuing Organization : Ministry of Citizens' Services Opportunity ID : 23009 c

Opportunity ID	Opportunity Description	Issuing Organization	Closing Date and Time (Pacific Time)	Opening Date and Time (Pacific Time)	Supplier Name	Supplier Location	Bid amount/rank
23009	itt 121321	Ministry of Citizens' Services	2021-12-13 7:15:51 AM	2022-01-23 12:30:00 AM	Company A Corporation	Victoria, B.C	#1

1 Result(s) Result(s) c

[Site map] [Legal mentions] BC Bid v1.2

6. To view the details of the unverified bid:

- a. Paste the opportunity ID in the **Opportunity ID** field.
- b. Click **Search**.
- c. View the details of the unverified bid.

Explore Unverified Bid Results: Keyword Search

The initial table shows which Opportunities have Unverified Bid Results, but not details on bids.

To access details, follow these steps:

Step 1. Find an Opportunity ID using Search by keyword and/or Issuing Organization. Click Search. Copy your ID of interest.
Step 2. Paste the opportunity ID into the Opportunity ID field and click Search a second time. A detailed listing will be displayed.

Search by keyword

Filter by:

Issuing Organization Opportunity ID

Search Reset

No records loaded yet
Please define at least one filter criteria to display records

1. Click the **Unverified Bid Results** tab at the top left of the Public Portal page.

Note: When you load this page, the Captcha will run and you may see the following message:

Please wait while we are checking your browser.

You don't need to do anything at this stage.

2. Since the page loads with no keywords yet entered, you will see a message at the bottom of the page stating: No records loaded yet. Please define at least one filter criteria to display records.
3. Enter in the keywords you wish to

search by to display results (if they exist). You need to enter in at least one keyword search to display results.

Step 1: Opportunity Overview

Reviewing the opportunity information will help organizations decide if they want to participate in the opportunity.

Pre-Advertisement

Some opportunities may be pre-advertised. This means that they are posted on BC Bid but not available for bidding initially. They have status of pre-advertisement.

Amendments

Amendments reflect substantial changes to a specific lot. If an amendment has been issued, any previously received submissions for that opportunity (in the same lot) are rejected and will need to be resubmitted. For more information see [Addenda and Amendments](#).

Lots

Opportunities that have multiple stages are managed using Lots. An example is running the first Lot to generate a list of qualified suppliers followed by a second Lot with shortlisted suppliers. Lots can also be used to break up large item sets into smaller sets.

Review Opportunity Information

When organizations are reviewing an opportunity to determine their interest, they want to review the opportunity information to determine if they can provide the product and/or service that is being requested.

The screenshot shows the BC Bid platform interface. At the top, there's a navigation bar with links for Home, General Info., Sourcing, and a user profile for Alfred A. (Sample Company A). Below the navigation, a breadcrumb trail indicates the current location: Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0. A circled 'a' is placed near the breadcrumb trail. The main content area has a heading 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. A circled '1' is placed next to the number '1' in the breadcrumb. A 'Start Submission' button is visible. A note below it says: "After clicking "Start Submission", (1) you will be added to a notifications list and will receive change (amendment and addendum) notifications; (2) you can make enquiries to the Official Contact within BC Bid; (3) you can add yourself to an interested supplier list or planholders list if these are available; and (4) you can submit an electronic submission through BC Bid if you have an e-bidding subscription, if applicable." An 'Enquiries Deadline' field shows '2022-04-22 10:00:00 AM'. A note at the bottom states: "Note all times shown are in Pacific Time." A circled 'b' is placed near the 'RFx General Information' section. This section contains fields for Opportunity Type ('Request for Proposal'), Opportunity Description ('Park Maintenance Services - Sample Opportunity'), Opportunity ID ('156010'), Status ('Open'), and Issued by ('Ministry of Citizens' Services'). A link to 'RFx General Information' is also present. To the right, under 'RFx Documents', there's a table with two rows:

Title	Type	Att.
Park Maintenance Services	RFx Documents (Approved)	RFP for Park Maintenance Services.xlsx
Park Maintenance Services	RFx Documents (Approved)	Request for Proposal for Park Maintenance Ser

At the bottom left, there are links for [Site map] and [Legal mentions]. The bottom right corner shows 'BC Bid v1.2 ©'.

1. Once you've selected an opportunity from the [search](#), on the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
 - a. **Opportunity Description and Lot/Amendment numbers** will be identified.
 - b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, and Summary Details.

The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with links for Home, General Info, and Sourcing. On the right side of the header, there are user profile icons for 'Adjust Contrast', 'Alfred A.', and 'Acceptance (Sample Company A)'. Below the header, the main content area displays a 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0' page. The page includes a 'Start Submission' button, a 'Remaining time' indicator (44d 23h 22min 20s), and an 'Enquiries Deadline' (2022-04-22 10:00:00 AM). A note states that all times are in Pacific Time. To the right, there is a section titled 'RFx General Information' containing fields for Opportunity Type (Request for Proposal), Opportunity Description (Park Maintenance Services - Sample Opportunity), Opportunity ID (156010), Status (Open), and Issued by (Ministry of Citizens' Services). On the far right, there is a 'RFx Documents' section with a table showing two results:

Title	Type	Att.
Park Maintenance Services	RFx Documents (Approved)	RFP for Park Maintenance Services.xlsx
Park Maintenance Services	RFx Documents (Approved)	Request for Proposal for Park Maintenance Se

[Site map] [Legal mentions] BC Bid v1.2 ©

c. **RFx Documents** are the attachments related to the opportunity. The documents may need to be completed and included with the submission.



There may be additional documents provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.

Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0

Remaining time: **Start Submission**

44d 23h 19min 22s

After clicking "Start Submission", (1) you will be added to a notifications list and will receive change (amendment and addendum) notifications; (2) you can make enquiries to the Official Contact within BC Bid; (3) you can add yourself to an interested supplier list or planholders list if these are available; and (4) you can submit an electronic submission through BC Bid if you have an e-bidding subscription, if applicable.

Enquiries Deadline ⓘ
2022-04-22 10:00:00 AM

Note all times shown are in Pacific Time.

Official Contact Information

Enquiries related to this RFx may only be directed in writing to the Official Contact using the "enquiries" interface if available, or the email address identified on the "opportunity details" tab. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the "process rules" tab or within the attached RFx documents.

Official Contact

Contact	Contact
Lauren	Pinkerton

Contact email: procurement@gov.bc.ca

Delivery Location for Goods, Services, or Construction

The goods/services must be delivered at the following delivery location.

[Site map] [Legal mentions]

BC Bid v1.2 ©

2. On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **Delivery location**, **Trade Agreements**, and **Mandatory Criteria**.

Note: These options are different for each opportunity type. There may be more or less information depending on the opportunity.

The screenshot shows the BC Bid website interface for a Park Maintenance Services opportunity. The left-hand menu is visible with tabs for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda (which is highlighted with a yellow circle and the number 3), and Interested Supplier List. The main content area displays the opportunity details for "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0". A large button labeled "Start Submission" is prominent. Below it, a box contains instructions about what happens after submission, mentioning notifications, enquires, and addendum responses. It also specifies an "Enquiries Deadline" of 2022-04-22 at 10:00:00 AM. A note states that all times are in Pacific Time. At the bottom, there is a message from the official contact regarding site photos, with three attachments: photo 1.jpg, photo 3.jpg, and photo 2.jpg, created on 2022-03-15 at 2:55:19 PM. A yellow circle with the letter 'a' highlights the message content.

3. On the left-hand menu, click **Addenda** to view any addenda issued.
 - a. Addenda are minor changes to an opportunity, such as providing clarifying information or a buyer replying to a question. Addenda will not require responses to be resubmitted.

For more information, see the [Amendments & Addenda](#) section.

The screenshot shows the BC Bid supplier interface. At the top, there's a navigation bar with links for Home, General Info., and Sourcing. The main title is "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0". Below the title, there's a "Start Submission" button with a yellow circle containing the number 4. To the left of the main content area, there's a sidebar with links for Overview, Opportunity Details, Addenda, and Interested Supplier List. The main content area has two sections: "RFx General Information" and "RFx Documents". The "RFx General Information" section includes fields for Opportunity Type (Request for Proposal), Opportunity Description (Park Maintenance Services - Sample Opportunity), and Opportunity ID (156010). The "Status" field is shown as Open. The "RFx Documents" section lists two documents: "RFP for Park Maintenance Services (Approved)" and "Request for Proposal for Park Maintenance Services (Approved)".

- To proceed in participating in the opportunity, click the **Start Submission** button.

By clicking **Start Submission** (or by being added as a known supplier by the buyer), the supplier will:

- Receive notifications of addenda and amendments
- Easily access the project on the Manage Submissions list
- Submit Enquiries to the Official Contact within BC Bid
- Begin drafting the opportunity in the application (for e-Bidding or offline submission) for ITQ, Timber Auction, or ITT



The buyer will see a list of suppliers who are interested in the opportunity based on the **Start Submission** button being selected.

Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0

Acceptance

Save | Download Documents | Cancel Submission

✓ Contact ALLIGATOR Alfred for supplier Sample Company A has been added to your 'Manage Submissions' listing. Your interest has been registered with the Issuing Organization.

① Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
Click on save to update your selections

Remaining time:
44d 05h 23min 50s

You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable.

Enquiries Deadline ①
2022-04-22 10:00:00 AM

Note all times shown are in Pacific Time.
- ⚠ No Submission has been sent

RFx General Information			RFx Documents		
Opportunity Type	Request for Proposal		Title	Type	Att.
Opportunity Description			Park	RFx	RFP for Park Maintenance

[Site map] [Legal mentions]

5. Once the Start Submission button has been clicked, there will be a notification displayed.
6. The **Start Submission** button will not be visible once it has been selected. If the buyer added the supplier as a interested supplier, the **Start Submission** button will not be visible.

Step 2: Questions for Buyer

You may have some questions for the buyer regarding the opportunity.

Submit a Question in BC Bid

The screenshot shows the BC Bid platform interface. At the top, there is a navigation bar with the BC Bid logo, user profile (Alfred A.), and a dropdown for 'Acceptance' (Sample Company A). Below the navigation bar, the main content area displays a 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. The left sidebar contains links: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, **Enquiries** (circled with a yellow dot), E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The 'Enquiries' link is highlighted with a yellow circle and a number '2'. In the main content area, there is a search bar for 'Search by keyword' and date filters '(From)' and '(To)'. Below this, the 'Ask a question' section contains a note about directing inquiries to the Official Contact. A 'Compose' button (circled with a yellow dot and number '3') is located at the bottom of this section. A table below shows a single result: 'Addenda #1 - site photos' with 1 message from Lauren PINKERTON last updated on 2022-03-15 at 2:55:19 PM. At the bottom of the page, there are links for [Site map] and [Legal mentions], and the text 'BC Bid v1.2 ©'.

1. Ensure that the **Start Submission** button has been selected.
2. On the left-hand menu click **Enquiries**.
Note: The Enquiries menu is not visible until the **Start Submission** button is selected.
3. In the **Ask a question** section, click **Compose**, a box will open on the right-hand side of the page.

Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0

Home General Info. Sourcing

Overview Opportunity Details Addenda

Enquiries E-bidding Submission History Interested Supplier List Manage Your Team

Original sender Last sender Lauren PINKERTON Lauren PINKERTON

[Site map] [Legal mentions] BC Bid v1.2 ©

4. In the **Message Type** drop-down list, **Enquiries** will be selected.
5. In the **From** field, the supplier contact name associated with the BCeID account will be auto populated.
6. In the **To** drop-down list, select the **Official Contact**.
7. In the **Subject** field, enter an appropriate subject for the message. For ease of reference, include the **Opportunity ID** in the subject field.
8. In the **text box**, enter the content of the message.
9. *Optional:* Click the **Click or Drag to add files** button to add an attachment related to the question.
10. Click **Send**.

Note: Clicking save on this page will not save a draft of the message.



Some opportunities may have an enquiries deadline. Questions received after this deadline may not be answered. The Enquiries Deadline is displayed on the Opportunity Details page.

View Responses to Questions

Buyers can respond directly to suppliers (for process related questions) or reply to a question publicly via an Addendum (for clarification of specifications). The steps below show how to view a direct response. See [Addenda](#) for how to view a response received via Addenda.

The screenshot shows the BCBid platform interface. On the left, there's a sidebar with links: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries (highlighted with a yellow circle containing '1'), E-bidding, Submission History, Interested Supplier List, and Manage Your Team. Below this is a note about email addresses. In the center, there's a message history table with two entries:

User	Last sender
ERTON	Lauren PINKERTON
ATOR (Sample Company A)	Alfred ALLIGATOR (Sample Company A)
ERTON	Lauren PINKERTON

Number 2 is circled around the 'Last sender' column of the first row. To the right, a detailed message is shown for Lauren PINKERTON, dated 2022-03-16 at 10:00:40 AM. The message content is: "The information you are looking for can be found in the RFP document, page 23." Number 3 is circled around the message ID "question - 156010". The top navigation bar includes: Adjust Contrast, Alfred A. (User Profile), (Sample Company A), and Acceptance.

1. When viewing the opportunity, on the left-hand menu click **Enquiries**.
2. In the **Ask a question** section, select the message by clicking on any part of it.
3. View the message on the right-hand side of the screen (side to side scrolling may be needed). Message content will include:
 - a. Who the message was from.
 - b. Created date and time.
 - c. Review the message content.

Submit a Question by e-mail

In addition to the **Enquiries** screen, questions may also be submitted to the Official Contact via the email address indicated in the opportunity. The Start Submissions button does not need to be clicked to send a question by email.

The screenshot shows the BC Bid system interface for a sample opportunity. The left sidebar includes links for Home, General Info, Sourcing, Overview, Opportunity Details (circled with number 1), Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area displays the 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. At the top right are buttons for Save, Download Documents, and Cancel Submission. Below these are sections for 'Official Contact Information' (circled with number 2) and 'Delivery Location for Goods, Services, or Construction'. The 'Official Contact' section shows Lauren Pinkerton with the contact email procurement@gov.bc.ca. The 'Delivery Location' section includes a map of Goldstream Provincial Park and a street address field containing 'Goldstream Provincial Park'. Navigation links at the bottom include [Site map] and [Legal mentions].

1. Click the **Opportunity Details** tab.
2. In the **Official Contact Information** section, copy the Contact email address.
3. Using an email application, send an email to the Official Contact using the email address provided. Ensure that the Opportunity ID is referenced in the subject line.
4. The Official Contact may respond by email (for process related enquiries) or by issuing an addendum or amendment (for clarification or changes to specifications).

Addenda

Addenda are minor changes or clarifications to the opportunity. It is the supplier's responsibility to review any addenda. Addenda does not require a supplier to resubmit a response to the opportunity. Addenda may be issued in response to an Enquiry. Any addenda issued are also visible from the Enquiries screen. Addenda are not used for the Invitation to Tender.

The screenshot shows the BC Bid website interface. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and an 'Acceptance' button. The left sidebar has links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda (circled with a yellow number 1), Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area displays a 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0' page. It shows a message about remaining time (44d 03h 48min 29s), expresses interest in the opportunity, and provides an Enquiries Deadline (2022-04-22 at 10:00:00 AM). It notes that all times are in Pacific Time and indicates 'No Submission has been sent'. Below this, a note says to go to the 'overview' tab for addenda. A table titled 'Message' lists one result: 'Addenda #1 - site photos' with a note 'Site photos provided for reference.' and three attachments: photo 1.jpg, photo 2.jpg, and photo 3.jpg. The table also shows the creation date as 2022-03-15 2:55:19 PM. At the bottom, there are links for [Site map] and [Legal mentions].

1. When viewing the opportunity, on the left-hand menu click **Addenda**.
2. Review the listed addenda, including any attachments provided.
For more information, see the [Amendments & Addenda](#) section.

Step 3a: Start Your Submission

Note: Not all fields are used for each Opportunity Type. If a field isn't visible, it means that it isn't used in that Opportunity.

This section provides instruction for Starting Your Submission for most opportunity types including Request for Proposal (RFP) Request for Quotation (RFQ), Request for Information (RFI) and many more.

The submission process for Invitation to Quote (ITQ), Timber Auction and Invitation to Tender (ITT) is different, see [Step 3b: Start Your Submission – ITQ, Timber Auction, and ITT](#) for that process.

Opportunity Information

Once interested in an opportunity, organizations will want to thoroughly review all the opportunity information.

The screenshot shows the BC Bid interface for a sample opportunity. At the top, there's a navigation bar with the BC Bid logo, user profile (Alfred A.), and a dropdown for 'Acceptance'. Below the header, the main content area displays the opportunity details:

- Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0**
- Start Submission** button (highlighted with a yellow circle)
- Remaining time:** 44d 05h 25min 20s
- Enquiries Deadline:** 2022-04-22 10:00:00 AM
- Note:** All times shown are in Pacific Time.

Below this, two sections are visible:

- RFx General Information:**
 - Opportunity Type:** Request for Proposal
 - Opportunity Description:** Park Maintenance Services - Sample Opportunity
 - Opportunity ID:** 156010
 - Status:** Open
- RFx Documents:**

Title	Type	Att.
Park Maintenance Services	RFx Documents (Approved)	RFP for Park Maintenance Services (Approved)
Park Maintenance Services	RFx Documents (Approved)	Request for Proposal fo

At the bottom left, there are links for [Site map] and [Legal mentions]. The bottom right corner shows the version BC Bid v1.2 ©.

1. Ensure that the **Start Submission** button has been clicked.

Note: The user that clicks on the **start submission** button will become the default contact for the opportunity, as well as the default contact for any downstream opportunities that result from this initial submission. Please ensure that you have the specific user you wish to be the default contact for the opportunity logged in, and that they are the one pressing the button.

Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0

Acceptance

Save | Download Documents | Cancel Submission

✓ Contact ALLIGATOR Alfred for supplier Sample Company A has been added to your 'Manage Submissions' listing. Your interest has been registered with the Issuing Organization.

1 Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
2 Click on save to update your selections

Remaining time:
44d 05h 23min 50s

You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable.

Enquiries Deadline ⓘ
2022-04-22 10:00:00 AM

Note all times shown are in Pacific Time.
- ⚠ No Submission has been sent

RFx General Information

Opportunity Type
Request for Proposal

Opportunity Description

RFx Documents

Title	Type	Att.
Park	RFx	RFP for Park Maintenance

BC Bid v1.2 ©

2. Once the Start Submission button has been clicked, there will be a notification displayed.
3. The **Start Submission** button will not be visible once it has been selected. If the buyer added the supplier as a interested supplier, the **Start Submission** button will not be visible.



Responding to an Opportunity

The screenshot shows the BC Bid interface for a supplier. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. A user profile for 'Alfred A.' is shown, along with 'Acceptance' and 'Sample Company A' dropdowns. On the left, a sidebar lists 'Overview' (circled 'a'), 'Opportunity Details', 'Addenda', 'Enquiries', 'E-bidding', 'Submission History', 'Interested Supplier List', and 'Manage Your Team'. The main content area displays an opportunity titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. It shows a remaining time of '44d 03h 20min 37s'. Below this, there's a message about expressing interest and receiving notifications. An 'Enquiries Deadline' is set for '2022-04-22 10:00:00 AM'. A note states that all times are in Pacific Time, and a warning says 'No Submission has been sent'. The 'RFx General Information' section (circled 'b') includes fields for 'Opportunity Type' ('Request for Proposal'), 'Opportunity Description' ('Park Maintenance Services - Sample Opportunity'), and 'Opportunity ID' ('156010'). The 'Status' is 'Open'. The 'RFx Documents' section shows two entries:

Title	Type	Att.
Park Maintenance Services	RFx Documents	RFP for Park Maintenance Services (Approved)
Park Maintenance Services	RFx Documents	Request for Proposal for Park Maintenance Services (Approved)

[Site map] [Legal mentions]

4. On the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
 - a. **Opportunity Description and Lot/Amendment numbers.**
 - b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, Public Opening (if applicable), and Summary Details.

The screenshot shows the BC Bid platform interface. At the top, there's a navigation bar with links for Home, General Info., Sourcing, and a user profile for Alfred A. (Sample Company A). Below the navigation is a main content area for a 'Park Maintenance Services - Sample Opportunity'. The opportunity details include a remaining time of '44d 03h 20min 37s' and an 'Enquiries Deadline' of '2022-04-22 10:00:00 AM'. A note states that all times are in Pacific Time. There's also a warning message: '- No Submission has been sent'. On the left, a sidebar lists various tabs: Overview, Opportunity Details, Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. At the bottom of the sidebar are links for [Site map] and [Legal mentions]. The main content area features two sections: 'RFx General Information' and 'RFx Documents'. The 'RFx General Information' section contains fields for Opportunity Type ('Request for Proposal'), Opportunity Description ('Park Maintenance Services - Sample Opportunity'), and Opportunity ID ('156010'). The 'Status' field is shown as 'Open'. The 'RFx Documents' section displays a table with two rows of attachments:

Title	Type	Att.
Park Maintenance Services	RFx Documents (Approved)	
Park Maintenance Services	RFx Documents (Approved)	

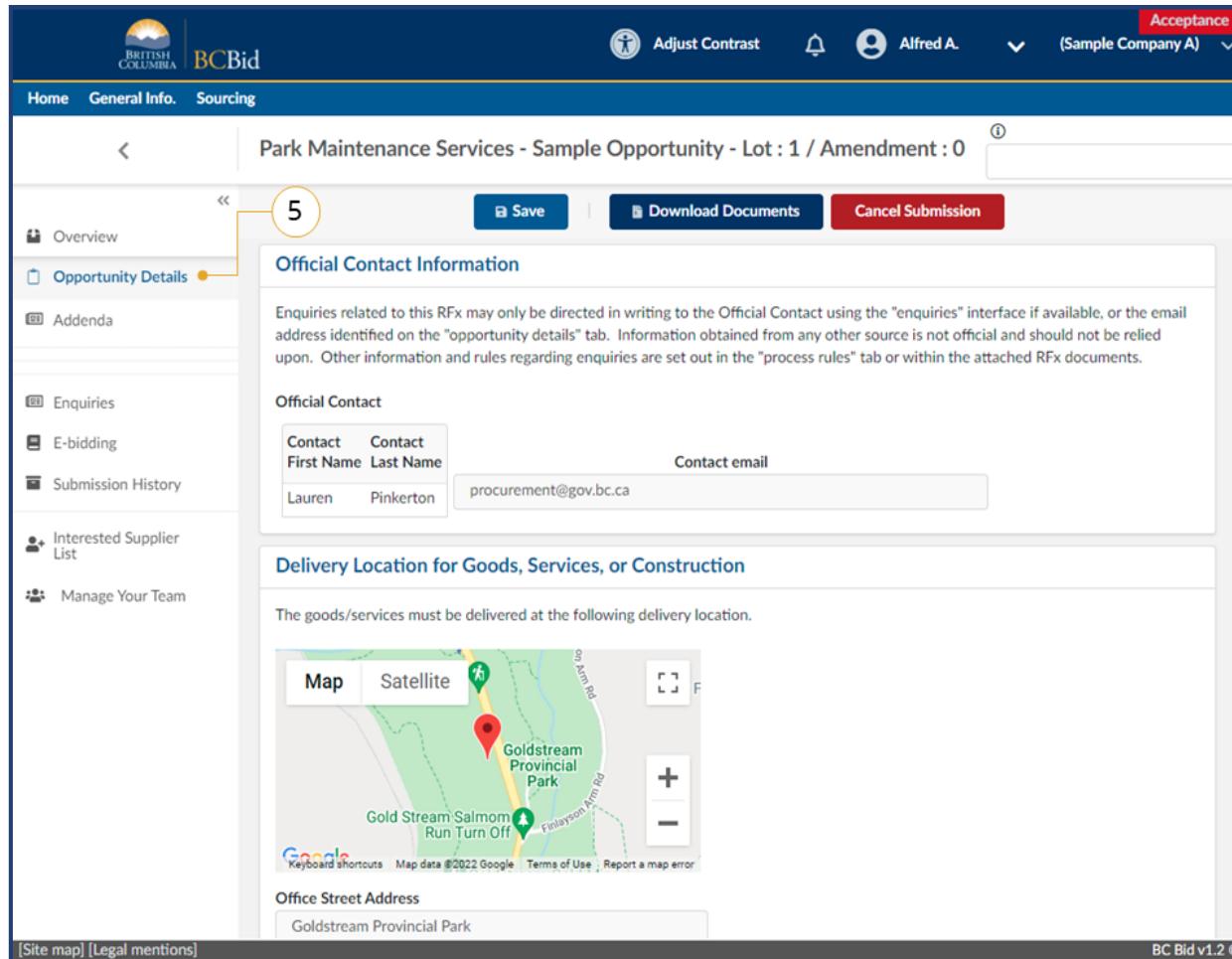
Below the table, it says '2 Result(s)'. The footer of the page includes the text 'BC Bid v1.2 ©'.

c. **RFx Documents** are the attachments related to the opportunity. Depending on the opportunity, the Opportunity Documents may need to be completed and included with the submission.

- i. Click the file to download a copy
- ii. To download all documents, **Download Documents**.



There may be additional attachments provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0 Acceptance

Save | Download Documents | Cancel Submission

5

Official Contact Information

Enquiries related to this RFx may only be directed in writing to the Official Contact using the "enquiries" interface if available, or the email address identified on the "opportunity details" tab. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the "process rules" tab or within the attached RFx documents.

Official Contact

Contact	Contact	First Name	Last Name	Contact email
Lauren	Pinkerton			procurement@gov.bc.ca

Delivery Location for Goods, Services, or Construction

The goods/services must be delivered at the following delivery location.

Map Satellite 

Office Street Address
Goldstream Provincial Park

[Site map] [Legal mentions]

BC Bid v1.2 ©

- On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **Delivery location**, **Trade Agreements**, and **Mandatory Criteria**.

Note: These options are different for each opportunity type.

The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with links for Home, General Info., and Sourcing. On the right side of the header, there are icons for Adjust Contrast, a bell notification, user profile (Alfred A.), and dropdown menus for Acceptance (Sample Company A) and a user dropdown.

The main content area displays a "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0" page. The left sidebar contains a menu with several items: Overview, Opportunity Details, Addenda (which is highlighted with a yellow circle and the number 4), Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team.

The central panel shows the opportunity details. It includes a "Save" button, a "Download Documents" button, and a "Cancel Submission" button. A message box indicates "Remaining time: 44d 03h 12min 47s". Below this, a note states: "You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable." An "Enquiries Deadline" is listed as 2022-04-22 at 10:00:00 AM. A note below says "Note all times shown are in Pacific Time." and includes a warning: "- ⚠ No Submission has been sent".

At the bottom of the central panel, a message from the "Official Contact" regarding addenda is displayed:

Message	Created On (Pacific Time)
Addenda #1 - site photos Site photos provided for reference. 1 a (s)	2022-03-15 2:55:19 PM

Below the main content, there are links for [Site map] and [Legal mentions]. The footer of the page includes the text "BC Bid v1.2 ©".

6. On the left-hand menu, click **Addenda** to view any addenda issued including any additional documents provided.
- a. Addenda are minor changes to an opportunity. Addenda will not require responses to be resubmitted.

For more information, see [Amendments & Addenda](#) section.

The screenshot shows the BC Bid application interface. At the top, there's a navigation bar with the BC Bid logo, user profile (Alfred A.), and a dropdown for '(Sample Company A)'. A red 'Acceptance' button is visible in the top right. Below the navigation is a header for 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. On the left, a vertical menu includes 'Home', 'General Info.', 'Sourcing', 'Overview', 'Opportunity Details', 'Addenda', 'Enquiries' (which is highlighted and has a circled '7' next to it), 'E-bidding', 'Submission History', 'Interested Supplier List', and 'Manage Your Team'. The main content area shows a search bar with 'Search by keyword' and 'Search' and 'Reset' buttons. It also includes a date range selector for 'From' and 'To'. Below this is a section titled 'Ask a question' with a note about directing inquiries to the Official Contact. A 'Compose' button is present. A table lists messages, with one entry: 'Addenda #1 - site photos' from Lauren PINKERTON on 2022-03-15 at 2:55:19 PM. At the bottom, links for '[Site map]' and '[Legal mentions]' are shown, along with the text 'BC Bid v1.2 ©'.

7. *Optional:* On the left-hand menu, click the **Enquiries** tab. This is where suppliers can send a message to the Official Contact and receive a response within the BC Bid application. This Enquiries tab will only be visible if **Start Submission** was selected on the Overview screen.

See the [Submit a Question](#) section for instructions on how to compose a message.

See the [View Responses to a Question](#) section for instructions on how to view a response to a message.

The screenshot shows the BC Bid platform interface. At the top, there's a navigation bar with the BC logo, user profile (Alfred A.), and a dropdown for 'Sample Company A'. The main title is 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. Below the title are three buttons: 'Save' (blue), 'Download Documents' (blue), and 'Cancel Submission' (red).
On the left, a vertical sidebar lists menu items: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding (highlighted with a yellow circle containing the number 8), Submission History, Interested Supplier List, and Manage Your Team.
The main content area is divided into sections:

- Submission Information:** Title is 'Submission # 1', Status is 'In progress', Type is 'Original'.
- Supplier Documents:** A section for uploading files with a 307,200 kb limit, featuring a button 'Click or Drag to add files'.
- Your Submission Summary:** Shows 'Total number of attached documents: 0'.
- E-bidding Authorization:** Instructions to enter Business BCeID username and click 'Authenticate'. A required field message is shown: 'Your Business BCeID username is required to submit Your Submission'.

At the bottom, there are links for [Site map] and [Legal mentions], and a footer note 'BC Bid v1.2 ©'.

8. *Optional:* In the left-hand menu, click **e-Bidding**.

See [e-Bidding Submission](#) for further information on how to submit an e-Bidding response.

The screenshot shows the BC Bid platform interface. At the top, there's a navigation bar with links for Home, General Info., Sourcing, and a user profile for Alfred A. (Sample Company A). The main content area displays a "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0". Below this, there are buttons for Save, Download Documents, and Cancel Submission. A note states: "opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable." It also shows the Enquiries Deadline as 2022-04-22 at 10:00:00 AM, noting all times are in Pacific Time. A message indicates "No Submission has been sent". On the left sidebar, under the "Submission History" section, there's a circled number "9" indicating multiple submissions. Below this, there's a search bar for submissions, filters for Status (Cancelled, In progress, Received), and a note about withdrawing submissions. A table lists one result: "Park Maintenance Services - Sample Opportunity - 0 Submission # 1 In progress". At the bottom, there are links for Site map and Legal mentions, and a footer note: "BC Bid v1.2 ©".

9. *Optional:* In the left-hand menu, click **Submission History**. This view will list all in progress, cancelled or submitted responses for this opportunity.
- To view the details of any of the submissions listed, click the Title of that submission.

Manage Team

Adding contacts to your team allows collaboration when drafting a response to an opportunity.

The screenshot shows the BC Bid application interface. At the top, there's a navigation bar with the BC Bid logo, a British Columbia flag icon, and user information like 'Acceptance' and '(Sample Company A)'. Below the navigation bar, the main content area displays a 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0' page. On the left, a sidebar lists various menu items: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team (which is highlighted with a yellow circle and the number 1). The main content area includes a date and time input field (2022-04-22, 10:00:00 AM), a note about Pacific Time, and a message stating 'No Submission has been sent'. It also features a section titled 'Unable to answer some questions for this opportunity? Get help from your colleagues!' with instructions to invite colleagues. A 'Select Contact' dropdown is open, showing two results: 'ALLIGATOR Alfred' (email: alfred@sampleA.com) and 'ANTELOPE Anita' (email: anita@sampleA.com). Both results have trashcan icons next to them. At the bottom of the content area, there are links for '[Site map]' and '[Legal mentions]'. The footer of the page says 'BC Bid v1.2 ©'.

1. *Optional:* In the left-hand menu, click **Manage Your Team**. Invite someone within the organization to participate in drafting the response to the opportunity.
 - a. Using the **Select Contact** drop-down list, select the name of the person to add to the opportunity. To add a person not listed, the BCeID Business Profile Manager for the organization will need to create an account. For more information, see the Supplier Guide – account management, Additional Users section.
 - b. Click the trashcan icon to remove a user's access to the opportunity.



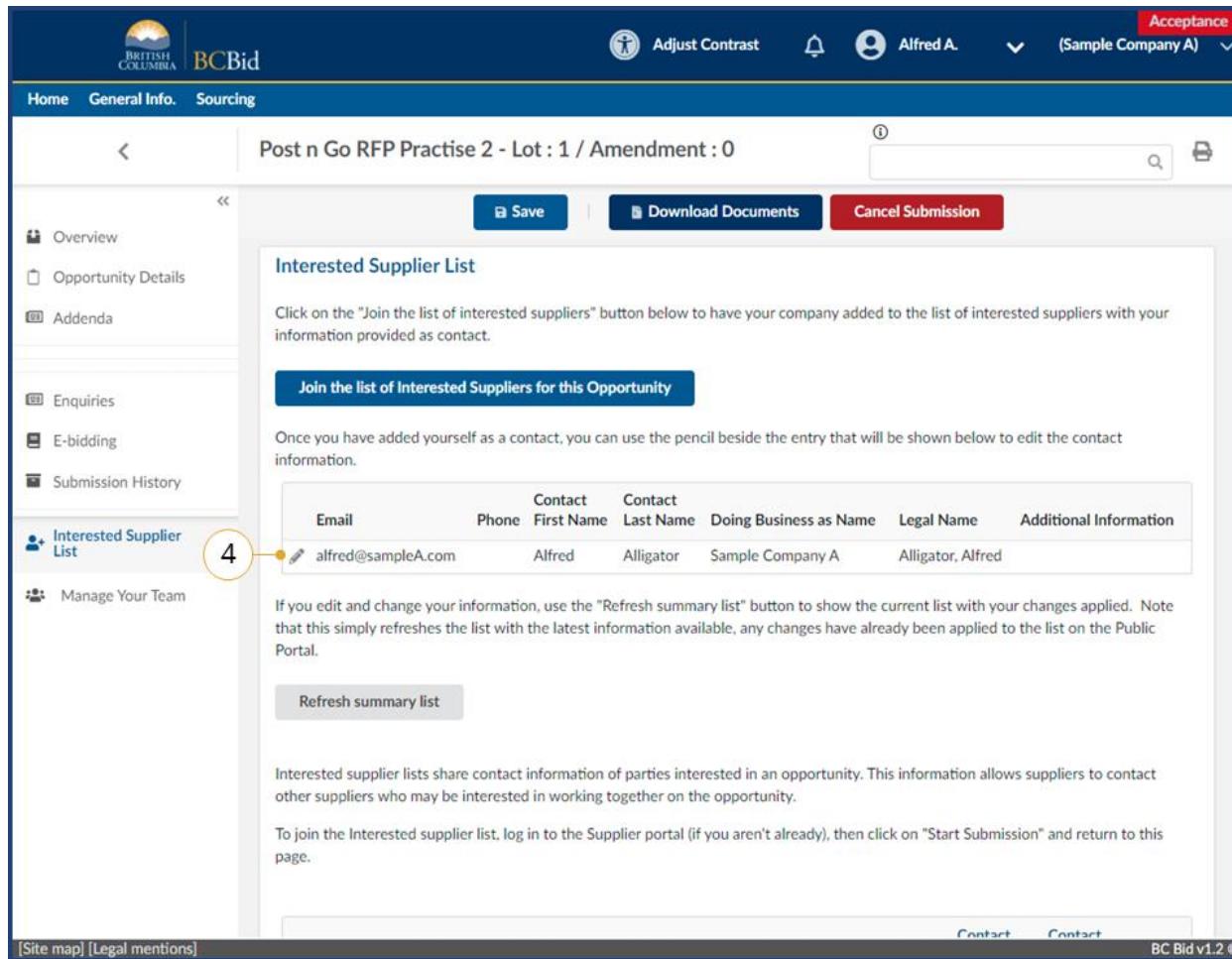
Additional users are also added if they click "Start Submission" and there is already a submission started by another user.

Planholders & Interested Suppliers List

Some opportunities may have a Planholders or Interested Suppliers list. These tabs, if used, will be on the left-hand menu. Click the tabs to view the relevant information. If a Planholders List is used, suppliers must join the Planholders List to view the RFx documents.

The screenshot shows the BC Bid Supplier Portal interface. On the left, there's a vertical navigation menu with links like Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List (which is highlighted with a yellow circle and labeled '1'), and Manage Your Team. The main content area is titled 'Post n Go RFP Practise 2 - Lot : 1 / Amendment : 0'. It features a 'Save' button, a 'Download Documents' button, and a 'Cancel Submission' button. Below these are sections for 'Interested Supplier List' and 'Join the list of Interested Suppliers for this Opportunity' (button labeled '3'). A note says, 'Once you have added yourself as a contact, you can use the pencil beside the entry that will be shown below to edit the contact information.' Another note says, 'If you edit and change your information, use the "Refresh summary list" button to show the current list with your changes applied. Note that this simply refreshes the list with the latest information available, any changes have already been applied to the list on the Public Portal.' A 'Refresh summary list' button is shown. At the bottom, there's a table with columns: Legal Name, Doing Business as Name, Additional Information, Email, Contact First Name, Contact Last Name, and Phone. The table contains one row: Company A Corporation, Company A Corp, company.a@example.com, Ally, Acorn. At the very bottom, there are links for [Site map] and [Legal mentions].

1. On the left-hand menu, click **Planholders or Interested Suppliers** list.
2. If used in the opportunity, view the listing of Planholders or Interested suppliers.
3. To join the Planholders or Interested Suppliers list, click the Join Planholders or Interested suppliers button.
 - a. In the dialog box, click **Save and Close**.



Post n Go RFP Practise 2 - Lot : 1 / Amendment : 0

Interested Supplier List

Click on the "Join the list of interested suppliers" button below to have your company added to the list of interested suppliers with your information provided as contact.

Join the list of Interested Suppliers for this Opportunity

Once you have added yourself as a contact, you can use the pencil beside the entry that will be shown below to edit the contact information.

Email	Contact First Name	Contact Last Name	Doing Business as Name	Legal Name	Additional Information
alfred@sampleA.com	Alfred	Alligator	Sample Company A	Alligator, Alfred	

If you edit and change your information, use the "Refresh summary list" button to show the current list with your changes applied. Note that this simply refreshes the list with the latest information available, any changes have already been applied to the list on the Public Portal.

Refresh summary list

Interested supplier lists share contact information of parties interested in an opportunity. This information allows suppliers to contact other suppliers who may be interested in working together on the opportunity.

To join the Interested supplier list, log in to the Supplier portal (if you aren't already), then click on "Start Submission" and return to this page.

[Site map] [Legal mentions]

4. Optional: Once added to the Planholders or Interested suppliers list, use the **pencil icon** to edit the contact information if needed.
5. Optional: Once added to the Planholders or Interested Suppliers list, you may now remove yourself from the list if desired.

Update Interested Supplier Information

Doing Business as Name
Sample Company A

Legal Name
Alligator, Alfred

Your contact information is taken from your profile. To change this information (for all opportunities) use "My Profile" using the down-arrow beside your name in the header. Alternatively, you can also simply change the email and/or Phone that will show publicly on the interested suppliers list for this one opportunity in the fields below. You may even select another contact for your organization for this opportunity but be sure to adjust the email and phone below before saving this change.

Contact
Alligator Alfred

Email*
alfred@sampleA.com

Phone

Provide any additional information regarding this opportunity that you want visible to other suppliers. For example, if you are looking for a firm to partner, you may want to provide such information.

Additional Information

[Site map] [Legal mentions]

- a. In the dialog box, update Supplier Information as needed
- b. Click **Save and Close**.

Submitting the Response

e-Bid Submission

Note: e-Bidding requires a current e-Bidding subscription. For more information, see the Supplier Guide – account management, Subscriptions section.

The screenshot shows the BC Bid e-Bidding submission interface. The top navigation bar includes the British Columbia logo, 'BCBid', 'Adjust Contrast', 'Alfred A.', and 'Acceptance (Sample Company A)'. The left sidebar has links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding (highlighted with a yellow circle), Submission History, Interested Supplier List, and Manage Your Team. The main content area displays a submission for 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. It features sections for 'Submission Information' (Title: 'Sample A submission', Status: 'In progress', Type: 'Original'), 'Supplier Documents' (upload area showing 'Response - Sample A.xlsx' and 'Request for Proposal for Park Maintenance Services.docx'), 'Your Submission Summary' (Total number of attached documents: 2), and 'E-bidding Authorization' (Enter your Business BCeID username, Authenticate button). A note at the bottom states: '- Your Business BCeID username is required to submit Your Submission.' The footer includes links for [Site map] and [Legal mentions], and the text 'BC Bid v1.2 ©'.

1. In the left-hand menu, click **e-Bidding**.
2. Upload related **Supplier Documents** using the **Click or Drag to add files** area.
Note: document count field will detail the number of documents attached to the submission
3. Click **Save**.
4. In the **Submission information** box:
 - a. *Optional:* Edit/update the **Title** of the submission
 - b. Review the **Your Submission Summary** section which lists attached documents (may vary depending on the opportunity).
 - c. Enter the **BCeID username**
 - d. Click **Authenticate**.

Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0

Save | Download Documents | **Validate & Send** | Cancel Submission

Submission Information

Title *: Sample A submission

Submission Status: In progress

Submission Type: Original

Your Submission Summary

Total number of attached documents: 2

E-bidding Authorization

To submit your Submission electronically, please enter your Business BCeID username and click Authenticate.

Submitter's BCeID Signature: SampleA

Remove BCeID Signature

Supplier Documents

Upload your submission here: 307,200 kb limit.

Click or Drag to add files

Response - Sample A.xlsx

Request for Proposal for Park Maintenance Services.docx

[Site map] [Legal mentions]

BC Bid v1.2 ©

5. Click Validate & Send.

The screenshot shows the BC Bid software interface. At the top, there is a navigation bar with the BC logo, user profile (Alfred A.), and a dropdown for 'Acceptance' (Sample Company A). Below the navigation bar, the main content area shows a title 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. There are buttons for 'Save', 'Download Documents', 'Validate & Send' (highlighted in green), and 'Cancel Submission'. On the left, a sidebar lists various menu items: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding (selected), Submission History, Interested Supplier List, and Manage Your Team. A message 'Data has been saved.' is displayed above a modal dialog. The modal asks 'Do you really want to submit your Submission?' and contains terms of service information. It also lists two points: 'You have attached one or more documents. Please confirm they are the desired files. (see E-bidding tab)' and 'Please check your Submission summary on the E-bidding tab to confirm the number of documents attached.' At the bottom of the modal are 'Cancel' and 'I Agree and Submit' buttons. A yellow circle with the number '6' is overlaid on the 'I Agree and Submit' button. Below the modal, a message '- No Submission has been sent' is shown. The 'Submission Information' and 'Supplier Documents' sections are visible at the bottom.

6. In the dialog box, review the terms and click **I Agree and Submit**.

The screenshot shows the BC Bid platform interface. At the top, there is a navigation bar with the BC Bid logo, user profile (Alfred A.), and a dropdown for '(Sample Company A)'. The main content area displays a submission for 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. The submission information includes:

- Title:** Sample A submission
- Submission Status:** Received (highlighted with a yellow circle and the number 7)
- Submission Type:** Original

The 'Supplier Documents' section shows two attachments:

- Response - Sample A.xlsx
- Request for Proposal for Park Maintenance Services.docx

Below these sections are the 'Your Submission Summary' and 'E-bidding Authorization' sections.

On the left sidebar, under the 'E-bidding' section, the 'Submission History' item is highlighted with a yellow circle and the number 7.

At the bottom of the page, there are links for [Site map] and [Legal mentions], and the text 'BC Bid v1.2 ©'.

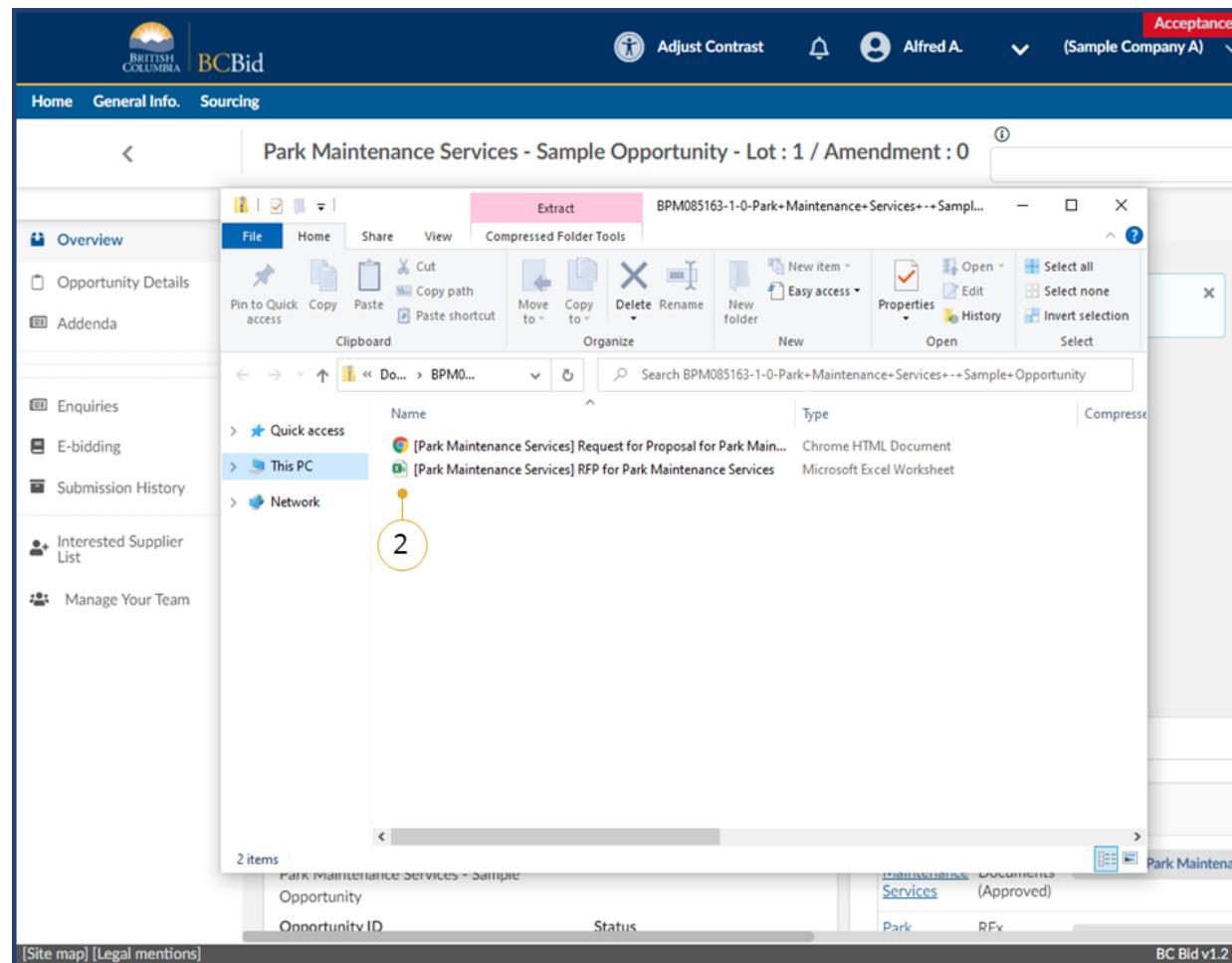
7. In the **Submission information** box, the **Submission Status** will update to Received (from In progress).

Offline Submission

Offline submissions methods are specified in the opportunity and may include hardcopy, or email.

The screenshot shows the BC Bid platform interface for a 'Park Maintenance Services - Sample Opportunity'. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and a dropdown for 'Acceptance (Sample Company A)'. The main content area displays the opportunity details, including the title, remaining time (44d 03h 20min 37s), and an 'Enquiries Deadline' of 2022-04-22 at 10:00:00 AM. A note states that all times are in Pacific Time. Below this, there is a section for 'RFx General Information' with fields for 'Opportunity Type' (Request for Proposal), 'Opportunity Description' (Park Maintenance Services - Sample Opportunity), and 'Opportunity ID' (156010). The 'Status' is listed as 'Open'. To the right, a 'RFx Documents' section lists two documents: 'RFP for Park Maintenance Services' (Approved) and 'Request for Proposal for Park Maintenance Services' (Approved). Both documents have download icons. At the bottom left, there are links for '[Site map]' and '[Legal mentions]'. The bottom right corner shows the version 'BC Bid v1.2 ©'.

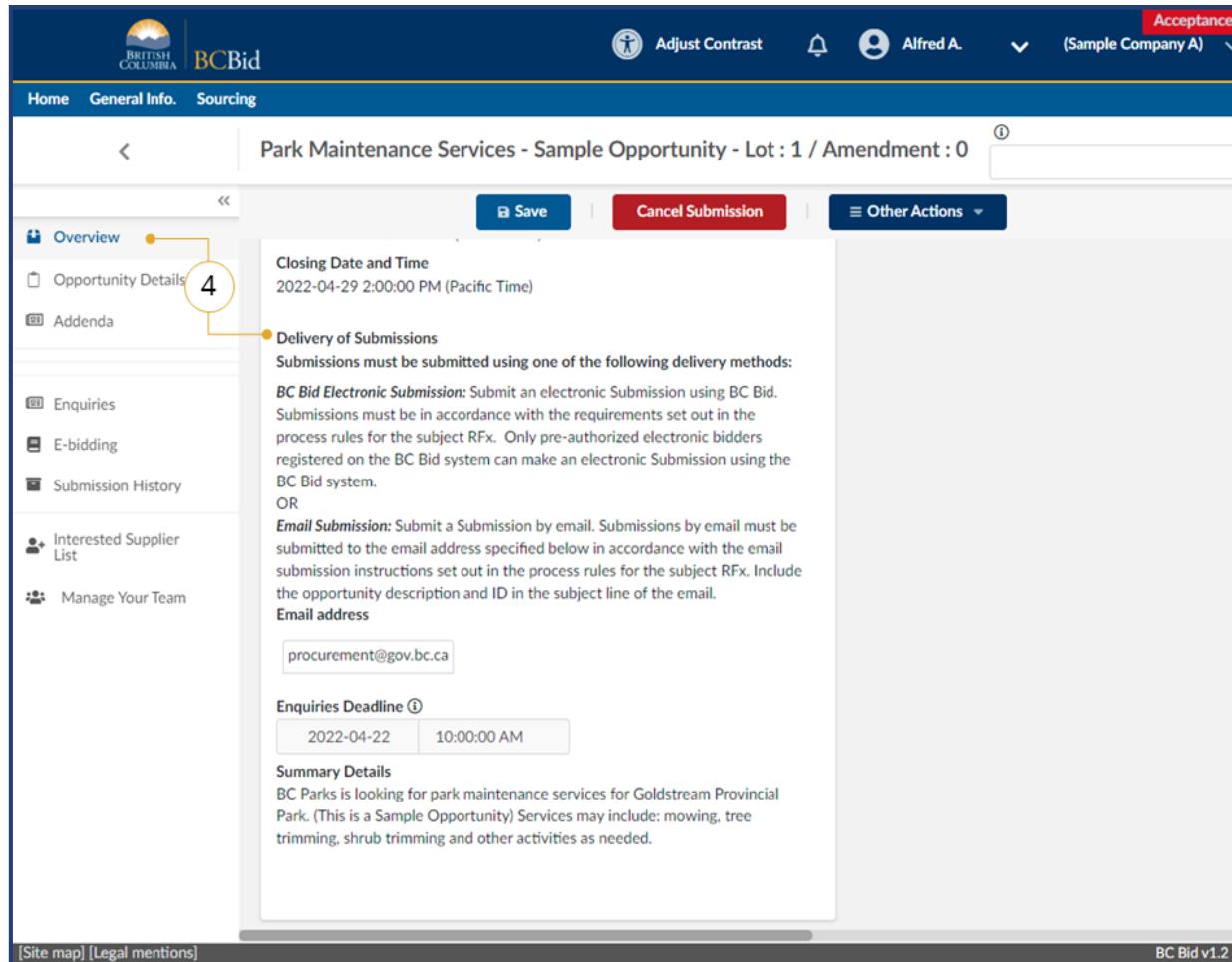
1. Ensure the RFx documents are downloaded. Click **Download Documents**.



2. Check the computer's **Downloads** folder for the zipped file. The zipped file contains all documents related to the RFx (listed on the Overview screen).

Note: Check the Addenda tab for any additional documents that may have been added.

3. Complete the documents as directed.



Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0

Save | Cancel Submission | Other Actions

Opportunity Details

Closing Date and Time
2022-04-29 2:00:00 PM (Pacific Time)

Delivery of Submissions

Submissions must be submitted using one of the following delivery methods:

BC Bid Electronic Submission: Submit an electronic Submission using BC Bid. Submissions must be in accordance with the requirements set out in the process rules for the subject RFx. Only pre-authorized electronic bidders registered on the BC Bid system can make an electronic Submission using the BC Bid system.

OR

Email Submission: Submit a Submission by email. Submissions by email must be submitted to the email address specified below in accordance with the email submission instructions set out in the process rules for the subject RFx. Include the opportunity description and ID in the subject line of the email.

Email address

Enquiries Deadline
2022-04-22 10:00:00 AM

Summary Details

BC Parks is looking for park maintenance services for Goldstream Provincial Park. (This is a Sample Opportunity) Services may include: mowing, tree trimming, shrub trimming and other activities as needed.

[Site map] [Legal mentions]

BC Bid v1.2 ©

4. Submit all necessary documents according to the submission instructions of the opportunity.

Note: When submitting using an offline submission method, ensure that the **Opportunity ID** is clearly referenced with the submission.

Step 3b: Start Your Submission – Invitation to Quote, Timber Auction and Invitation to Tender Only

Note: If responding to an opportunity type other than Invitation to Quote (ITQ), Timber Auction and Invitation to Tender (ITT), see [the Step 3a: Start your Submission](#) section.

Submissions for Invitation to Quote (ITQ), Timber Auction and Invitation to Tender (ITT) can be prepared in the BC Bid application or in the downloadable templates and submitted via e-Bidding or an offline submission method.

Opportunity Information

The screenshot shows the BC Bid Supplier Guide interface. At the top, there's a navigation bar with the BC Bid logo, user profile (Alfred A.), and a dropdown for 'Acceptance' (Sample Company A). Below the header, the main content area has a title 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. On the left, a sidebar lists navigation links: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, and Pricing. The main content area includes a 'Start Submission' button with a '1' indicating notifications, a note about remaining time (15d 00h 35min 56s), and a detailed description of what happens after submission. It also shows 'RFx General Information' (Opportunity Type: Invitation to Quote, Opportunity Description: Custom Picnic Tables - Sample Opportunity, Opportunity ID: 156042, Status: Open, Issued by: Ministry of Citizens' Services) and 'RFx Documents' (a table with three rows: RFx Specifications, RFx Drawings, and Appendix A. Standard Contract PO terms and conditions).

5. Ensure that the **Start Submission** button has been clicked.

The screenshot shows the BC Bid supplier interface. At the top, there's a navigation bar with links for Home, General Info., Sourcing, and a user profile for Alfred A. (Sample Company A). Below the navigation is a main content area for a specific opportunity: "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The content includes a "Save" button, a "Download Documents" button, and a "Cancel Submission" button. A message box at the top right says: "✓ Contact ALLIGATOR Alfred for supplier Sample Company A has been added to your 'Manage Submissions' listing. Your interest has been registered with the Issuing Organization." Below this, two informational boxes are highlighted with orange circles and numbers: "Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time." (labeled 2) and "Click on save to update your selections" (labeled 2). The main body of the page displays "RFx General Information" and "RFx Documents". The "RFx General Information" section contains fields for Opportunity Type (Invitation to Quote), Opportunity Description (Custom Picnic Tables - Sample Opportunity), Opportunity ID (156042), and Status (Open). The "RFx Documents" section lists two attachments: "Specifications" (RFx Documents, Approved, file type .docx) and "Drawings" (RFx Documents, file type .pdf).

6. Once the Start Submission button has been clicked, there will be a notification displayed.
7. The **Start Submission** button will not be visible once it has been selected. If the buyer added the supplier as a interested supplier, the **Start Submission** button will not be visible.



Responding to an Opportunity

The screenshot shows the BC Bid RFx General Information page for a specific opportunity. The opportunity details are as follows:

- Opportunity Type:** Invitation to Quote
- Opportunity Description:** Custom Picnic Tables - Sample Opportunity
- Opportunity ID:** 156042
- Status:** Open
- Issued by:** Ministry of Citizens' Services
- Issued for:** Ministry of Environment and Climate Change Strategy
BC Parks - Provincial Services Branch
- Main Commodity:** Outdoor tables or picnic tables

The RFx Documents section lists three documents:

Title	Type	Att.
Specifications	RFx Documents (Approved)	specifications.docx
Drawings	RFx Documents (Approved)	drawings.pdf
Appendix A, Standard Contract PO terms and Conditions for Goods	RFx Documents (Approved)	Standard Contract PO terms and Conditions for Goods

There are 3 Result(s) listed.

8. On the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
 - a. **Opportunity Description and Lot/Amendment numbers.**
 - b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, Public Opening (if applicable), and Summary Details.

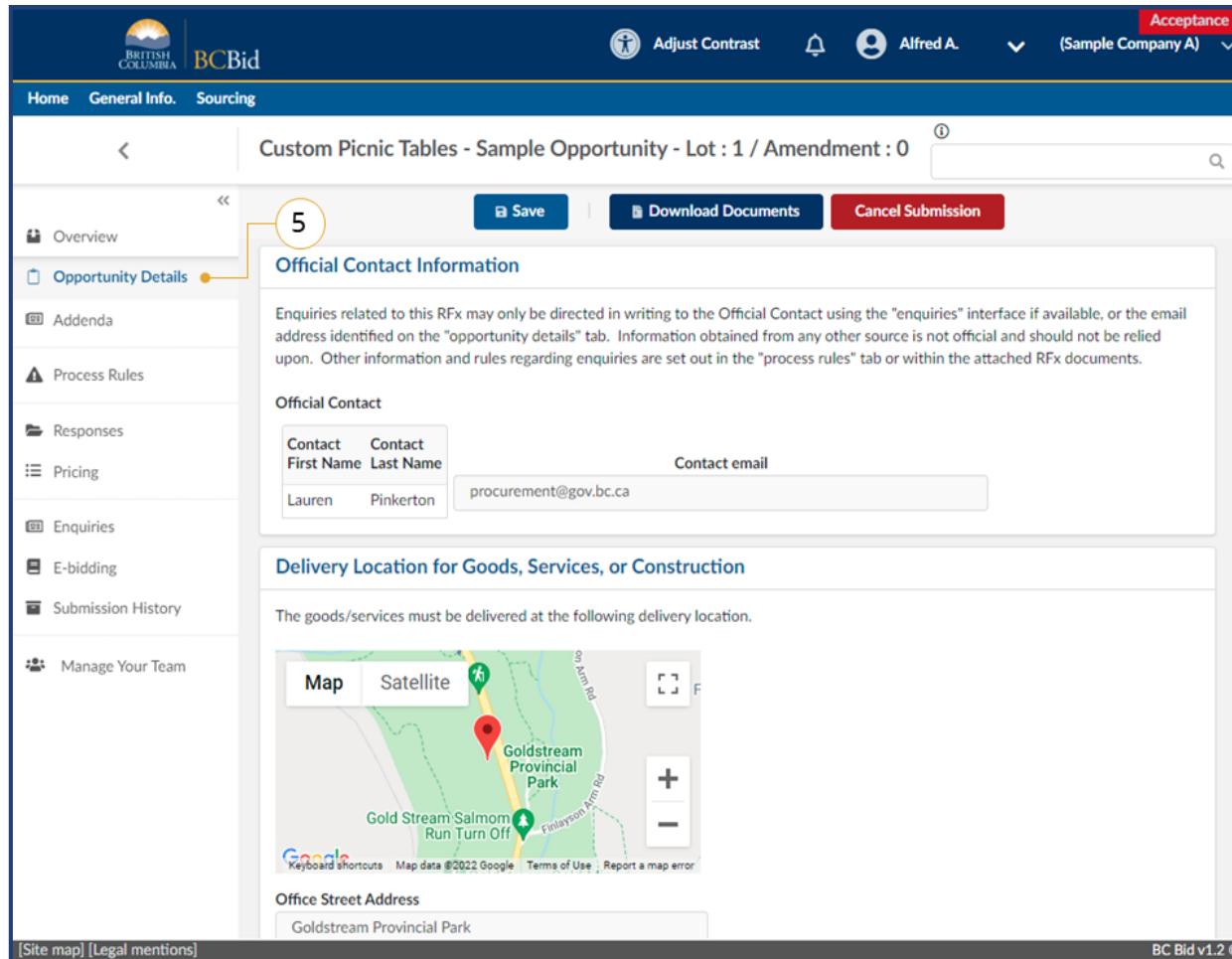
The screenshot shows the BCBid platform interface for a specific opportunity. On the left, there's a sidebar with various navigation links: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area has two tabs: 'RFx General Information' (selected) and 'RFx Documents'. The 'RFx General Information' tab contains fields for Opportunity Type (Invitation to Quote), Opportunity Description (Custom Picnic Tables - Sample Opportunity), Opportunity ID (156042), Status (Open), Issued by (Ministry of Citizens' Services), Issued for (Ministry of Environment and Climate Change Strategy, BC Parks - Provincial Services Branch), Main Commodity (Outdoor tables or picnic tables), Lot # (1), and Amendment #. The 'RFx Documents' tab lists three attachments: 'Specifications' (RFx Documents, Approved, file: specifications.docx), 'Drawings' (RFx Documents, Approved, file: drawings.pdf), and 'Appendix A, Standard Contract PO terms and Conditions for Goods' (RFx Documents, Approved, file: Standard Contract PO). There are also buttons for Save, Download Documents, and Cancel Submission.

c. **RFx Documents** are the attachments related to the opportunity. Depending on the opportunity, the Opportunity Documents may need to be completed and included with the submission.

- i. Click the file to download a copy
- ii. To download all documents, **Download Documents**.



There may be additional attachments provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0

Save | Download Documents | Cancel Submission

Official Contact Information

Enquiries related to this RFx may only be directed in writing to the Official Contact using the "enquiries" interface if available, or the email address identified on the "opportunity details" tab. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the "process rules" tab or within the attached RFx documents.

Official Contact

Contact	Contact	First Name	Last Name	Contact email
Lauren	Pinkerton			procurement@gov.bc.ca

Delivery Location for Goods, Services, or Construction

The goods/services must be delivered at the following delivery location.

Map Satellite



Office Street Address

Goldstream Provincial Park

[Site map] [Legal mentions]

BC Bid v1.2 ©

- On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **Delivery location**, **Trade Agreements**, and **Mandatory Criteria**.

Note: These options are different for each opportunity type.

The screenshot shows the BC Bid website interface for a procurement opportunity. The left sidebar includes links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda (circled with a yellow dot), Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area displays the opportunity details for "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". It shows a remaining time of "14d 22h 42min 11s". A message indicates interest has been expressed and provides instructions for receiving notifications and submitting enquiries. A note states that all times are in Pacific Time. A warning message "- ⚠ No Submission has been sent". Below this, a section about addenda clarifies responses to supplier questions. A specific addendum is listed:

Message	Created On (Pacific Time)
Addenda # 1 Photos included for reference.	2022-03-16 3:17:32 PM

[Site map] [Legal mentions] BC Bid v1.2 ©

10. On the left-hand menu, click **Addenda** to view any addenda issued.
- Addenda are minor changes to an opportunity. Addenda will not require responses to be resubmitted.

Note: Addenda are not used for the Invitation to Tender.

For more information, see [Amendments & Addenda](#) section.

The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with links for Home, General Info., Sourcing, and a user profile for Alfred A. (Sample Company A). The main content area displays a "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0" page. On the left, a vertical menu lists various options: Overview, Opportunity Details, Addenda, Process Rules (which is highlighted and circled with a yellow marker containing the number 7), Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The central panel shows a message about remaining time (14d 06h 43min 56s) and expresses interest in the opportunity. It also notes that all times are in Pacific Time and that the current submission has not been submitted. Below this, the "ITQ Process Rules" are displayed, updated on January 27th, 2021. The rules define terms like Definitions, Addenda, Amendment, BC Bid, Closing Location, Closing Date and Time, Contract, Contractor, GEMS, and goods. At the bottom of the page are links for [Site map] and [Legal mentions], and the text "BC Bid v1.2 ©".

11. On the left-hand menu, click **Process Rules**. This page provides the terms and conditions related to the opportunity. These are specific to each type of opportunity.

The screenshot shows the BC Bid supplier interface. At the top, there's a navigation bar with the BC Bid logo, user profile (Alfred A.), and dropdown menus for 'Acceptance' and '(Sample Company A)'. Below this is a left-hand sidebar with links like Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses (with a circled '8'), Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area is titled 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. It features a 'Save' button, a 'Download Documents' button, and a 'Cancel Submission' button. A callout box labeled 'a' points to the 'Responses' tab in the sidebar. The central panel has a 'Complete Response Form' section with tabs for Overview, Specifications (2/2), Delivery (0/1), and Proponent Identification (2/6). It also includes sections for Export / Import (with links to download in Excel 2007-2016 or 97-2003 formats, and an option to drop files), a note about 307,200 kb limit, and a file upload area. At the bottom, there are links for [Site map] and [Legal mentions], and the text 'BC Bid v1.2 ©'.

12. On the left-hand menu, click **Responses**. The responses tab is where suppliers will reply to questions or information needed by the buyer. Complete the required information as indicated on the Response Form.
- Each section of the response form will appear as a tab on the left side of the page.

For additional information, see [Responses Tab](#) section.

The screenshot shows the BC Bid software interface. The left-hand menu is visible with various options like Home, General Info., Sourcing, etc. A yellow circle labeled '9' is on the Pricing button. A yellow bracket labeled 'a' points to the 'Enter your pricing' section. The main content area shows a search bar for line items and a table for entering prices. The table has columns for Order, Item #, Type, Description, Qty, Unit, Deliv. date, Unit price, and Amount. Two results are listed: I1_1 (Required Item, Custom Picnic Table bases) and I1_2 (Required Item, Custom Picnic Table seat boards & table tops). The bottom right corner of the interface says 'BC Bid v1.2 ©'.

Order	Item #	Type	Description	Qty	Unit	Deliv. date	Unit price *	Amount
	I1_1	Required Item	Custom Picnic Table bases	500.00000	Each			
	I1_2	Required Item	Custom Picnic Table seat boards & table tops	500.00000	Set			

13. On the left-hand menu, click **Pricing**.

- The pricing tab may have one or more pricing grids with the items being purchased.

For additional information, see [Pricing Tab](#) section.

The screenshot shows the BC Bid application interface. At the top, there's a navigation bar with the British Columbia logo, 'BCBid', and user information like 'Acceptance' and 'Alfred A.' Below this is a main content area for a 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. The left sidebar contains links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries (with a red circle containing '10'), E-bidding, Submission History, and Manage Your Team. The 'Enquiries' link is highlighted with a yellow circle. The main content area includes a search bar, a date range selector, and a section titled 'Ask a question'. It also displays a table of messages related to an addendum. At the bottom, there are links for [Site map] and [Legal mentions].

Subject	Messages	Last update (Pacific Time)	Original sender	Last sender
Addenda # 1	1 / 1	2022-03-16 3:17:32 PM	Lauren PINKERTON	Lauren PINKERTON

14. On the left-hand menu, click the **Enquiries** tab. This is where suppliers can send a message to the Official Contact and receive a response within the BC Bid application. This Enquiries tab will only be visible if **Start Submission** was selected on the Overview screen.

See the [Submit a Question](#) section for instructions on how to compose a message.

See the [View Responses to a Question](#) section for instructions on how to view a response to a message.

The screenshot shows the BC Bid e-bidding platform. The left sidebar has a menu with items: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding (with a red circle containing '11'), Submission History, and Manage Your Team. The E-bidding item is highlighted. The main content area shows a submission for "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The submission information includes a title "Submission # 1", status "In progress", and type "Original". The submission summary shows 0/2 required items priced, 1/4 mandatory questions answered, a total price of \$ 0.00, and 0 attached documents. The e-bidding authorization section instructs users to enter their Business BCeID username. At the bottom, there are links for [Site map] and [Legal mentions].

15. *Optional:* In the left-hand menu, click **e-Bidding**.

See [e-Bidding Submission](#) for further information on how to submit an e-Bidding response.

The screenshot shows the BC Bid platform interface. At the top, there's a navigation bar with links for Home, General Info., Sourcing, and a search bar. On the right, there are user profile icons for Alfred A. and Sample Company A, and a red 'Acceptance' button. The main content area displays a 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0' page. It includes a sidebar with various menu items like Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, and Submission History (which is highlighted and has a circled '12' next to it). Below the sidebar is a 'Search submissions' section with a search bar, a 'Status' dropdown set to 'Cancelled, In progress, Received', and a 'Search' button. A note says 'To withdraw a Submission, select value "Submission withdrawn" from the Withdraw Submission field below and click the Save button to confirm'. A table lists one result: 'Custom Picnic Tables - Sample Opportunity - 0 Submission # 1 In progress'. The table columns are Opportunity Description, Title, Status, Received on (Pacific Time), Total, Decision, and Withdraw Submission. At the bottom, there are links for [Site map] and [Legal mentions], and a BC Bid v1.2 copyright notice.

16. *Optional:* In the left-hand menu, click **Submission History**. This view will list all in progress, cancelled or submitted responses for this opportunity.

- To view the details of any of the submissions listed, click the Title of that submission.

Responses Tab

The Response Form is highly customizable by the buyer, it will appear differently between opportunities. The Responses form can be configured so items are mandatory or optional.

The screenshot shows the BC Bid platform interface. At the top, there's a navigation bar with the BC Bid logo, user profile (Alfred A.), and dropdown menus for Acceptance (Sample Company A). Below the header, a sub-navigation bar includes Home, General Info., Sourcing, and a search bar. The main content area displays a "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0" page. On the left, a vertical menu lists various sections: Overview, Opportunity Details, Addenda, Process Rules, Responses (with a circled '1'), Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The "Responses" section is highlighted with a yellow circle. The main content area has tabs for Overview, Specifications (2/2), Delivery (0/1), and Proponent Identification (2/6). A prominent green button labeled "Complete Response Form" is circled with '2'. Below it, instructions say to provide responses to questions from the issuing organization, either directly in the application or by downloading an Excel file. An "Export / Import" section allows users to download response forms in Excel 2007-2016 or 97-2003 formats, or to drop their own Excel files. At the bottom, links for [Site map] and [Legal mentions] are available, along with a note about version BC Bid v1.2.

1. On the left-hand menu, click the **Responses** tab.
2. On the **Overview** sub-tab, click **Complete Response Form**.



The screenshot shows the BCBid software interface for a procurement opportunity. The main window displays the 'Delivery' section of the response form. The left sidebar lists various sections: Overview, Specifications, Delivery (which is highlighted), and Proponent Identification. The main content area shows a requirement for delivery by June 30, 2022, with the user having entered the date 2022-06-28. Navigation buttons for 'Previous' and 'Next' are visible at the bottom of the section. A large orange circle labeled '3' points to the 'Delivery' tab in the sidebar. Another orange circle labeled '5' points to the 'Save' button at the top right. A third orange circle labeled '4' points to the 'Next' button at the bottom right. A fourth orange circle labeled 'a' points to the date entry field.

3. Complete the different section(s) as needed.
 - a. Each response field will indicate if it is a required field by a red star.
4. Click **Next** at the bottom of each section until the final section is reached.
 - a. To go back to a previous section, click **Previous** at the bottom of the screen or click the section name on the left-hand sub-menu.
5. Click **Save**.



Response form questions may contain attachments. These are in addition to documents included in the RFx Documents section on the Overview tab.

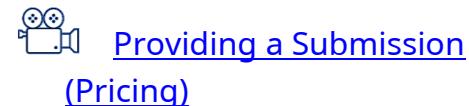
Pricing Tab

The Pricing section is highly customizable by the buyer, it will appear differently between opportunities. The Pricing form can be configured so items are a Required Item, Optional Item or Additional Fees. Items can also be identified in parent or group relationships. Opportunities can also have multiple grids, depending on what is being purchased.

The screenshot shows the BCBid platform's Pricing tab for a specific opportunity. The left sidebar includes links for Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing (highlighted with a yellow circle), Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area displays a grid of items for a "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The grid columns are Order, Item #, Type, Description, Qty, Unit, Deliv.date, Unit price *, and Amount. Two items are listed: I1_1 (Required Item) and I1_2 (Required Item). The "Unit price *" field for I1_1 is highlighted with a yellow circle labeled '2'. The "Amount" field for I1_1 is highlighted with a yellow circle labeled '6'. Other UI elements include a "Total Price" section at the top left, a "Search line items" bar, and a "Save" button at the top right.

Order	Item #	Type	Description	Qty	Unit	Deliv.date	Unit price *	Amount
	I1_1	Required Item	Custom Picnic Table bases	500.00000	Each		111.00	55,500.00
	I1_2	Required Item	Custom Picnic Table seat boards & table tops	500.00000	Set		111.00	55,500.00

1. On the left-hand menu, click the **Pricing** tab.
2. Complete the **unit price** for each line item.
3. *Optional:* Complete any other required information.
4. Review the **Type** column for Required, *Optional* and Additional Fees items.
5. Click **Save**.
6. Confirm the calculated **amount** (item level) and the **total**.
7. *Optional:* Complete any other additional fields or additional pricing grids.
8. Click **Save**.



Note: items grid displays 150 lines max per page. If more than 150 items, navigate between pages.

Manage Team

Adding contacts to your team allows collaboration when drafting a response to an opportunity.

The screenshot shows the BC Bid application interface. In the top left, there's a logo for the British Columbia government and the BC Bid logo. The top right features user profile information: 'Acceptance' status, 'Alfred A.' name, and '(Sample Company A)' organization. The main content area displays a message about managing your team and a 'Select Contact' dialog. The 'Select Contact' dialog has a dropdown menu labeled 'a' and a list of two results: 'ALLIGATOR Alfred' with email 'alfred@sampleA.com' and 'ALLIGATOR Ali' with email 'ali@sampleA.com'. At the bottom of the dialog, it says '2 Result(s)'. The left sidebar contains a navigation menu with items like Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team (which is highlighted with a yellow circle and the number '1'). Below the sidebar, there are links for [Site map] and [Legal mentions]. The bottom right corner of the page says 'BC Bid v1.2 ©'.

1. *Optional:* In the left-hand menu, click **Manage Your Team**. Invite someone within the organization to participate in drafting the response to the opportunity.
 - a. Using the **Select Contact** drop-down list, select the name of the person to add to the opportunity. To add a person not listed, the BCeID Business Profile Manager for the organization will need to create an account. For more information, see the Supplier Guide – account management, Additional Users section.
 - b. Click the trashcan icon to remove a user's access to the opportunity.



Additional users are also added if they click "Start Submission" and there is already a submission started by another user.

Submitting the Response

e-Bid Submission

Note: e-Bidding requires a current e-Bidding subscription. For more information, see the Supplier Guide – account management, subscriptions section.

The screenshot shows the BC Bid e-Bidding interface. The left-hand menu is visible with the 'E-bidding' option highlighted (step 1). The main content area displays the 'Submission Information' box (step 2), which includes fields for Title (Submission #1), Submission Status (In progress), and Submission Type (Original). Below this is the 'Your Submission Summary' box (step b), which shows 2/2 required items have been priced, 4/4 mandatory questions have been answered, a Total Price of \$111,000.00, and 0 attached documents. At the bottom is the 'E-bidding Authorization' box (step c), which asks for a Business BCeID username and has an 'Authenticate' button (step d).

1. In the left-hand menu, click **e-Bidding**.
2. In the **Submission information** box:
 - a. *Optional:* edit/update the **Title** of the submission
 - b. Review the **Your Submission Summary** section, which lists the number of response questions completed, pricing items and attached documents.
- c. Enter the **BCeID username**
- d. Click **Authenticate**.

The screenshot shows the BC Bid e-bidding platform interface. The top navigation bar includes the British Columbia logo, BC Bid, and user account information for Alfred A. (Sample Company A). The main content area displays a submission for "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The submission information section shows the title "Submission # 1" and status "In progress". The submission type is listed as "Original". The "Your Submission Summary" section provides an overview: "2/2 required items have been priced", "4/4 mandatory questions have been answered", "Total Price: \$111,000.00", and "Total number of attached documents: 0". The "E-bidding Authorization" section instructs users to enter their Business BCeID username and click "Authenticate". A large green button labeled "Validate & Send" is highlighted with a yellow circle containing the number "3", indicating the current step in the process. The left sidebar lists various navigation options: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding (which is selected), Submission History, and Manage Your Team. At the bottom, links for [Site map] and [Legal mentions] are provided, along with the BC Bid v1.2 copyright notice.

3. Click Validate & Send.

The screenshot shows the BC Bid application interface. At the top, there's a navigation bar with the British Columbia logo, user profile (Alfred A.), and a dropdown for '(Sample Company A)'. The main content area shows a listing for 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', 'Validate & Send' (highlighted in green), and 'Cancel Submission'. A modal dialog box is open, asking 'Do you really want to submit your Submission?'. It contains terms and conditions for the RFX, a list of steps to confirm completion, and three buttons: 'Cancel' (red), 'I Agree and Submit' (green), and a circled number '4' at the bottom center. On the left sidebar, there are links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding (which is selected), and Submission History. At the bottom, there are links for [Site map] and [Legal mentions], and the text 'BC Bid v1.2 ©'.

4. In the dialog box, review the terms and click **I Agree and Submit**.

The screenshot shows the BC Bid e-bidding platform interface. On the left is a sidebar with navigation links: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding (which is selected), Submission History, and Manage Your Team. The main content area has a title bar for 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. Below this are three sections: 'Submission Information' (Title: 'Submission # 1', Submission Status: 'Received' highlighted with a yellow circle containing the number 5, Submission Type: 'Original'), 'Your Submission Summary' (2/2 required items have been priced, 4/4 mandatory questions have been answered, Total Price: \$111,000.00, Total number of attached documents: 0), and 'E-bidding Authorization' (Submitter's BCeID Signature: 'SampleA'). At the bottom are links for [Site map] and [Legal mentions], and the text 'BC Bid v1.2 ©'.

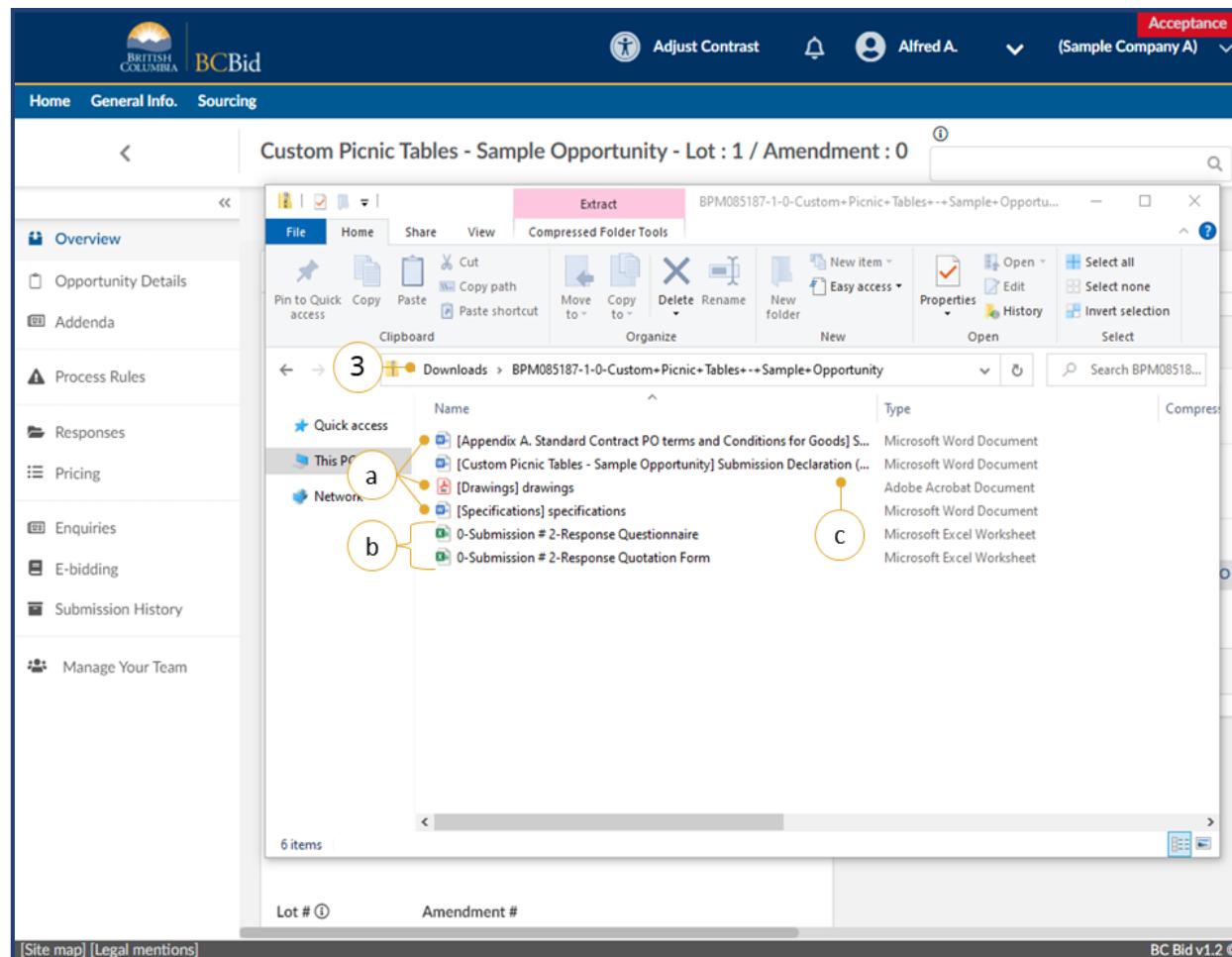
5. In the **Submission information** box, the **Submission Status** will update to Received (from In progress).

Offline Submission – Drafting Submission in BC Bid

One way to draft an Offline submission is to draft it directly in BC Bid (some opportunity types only – ITQ, Timber Auction and ITT). Offline submissions methods are specified in the opportunity and may include hardcopy or Email

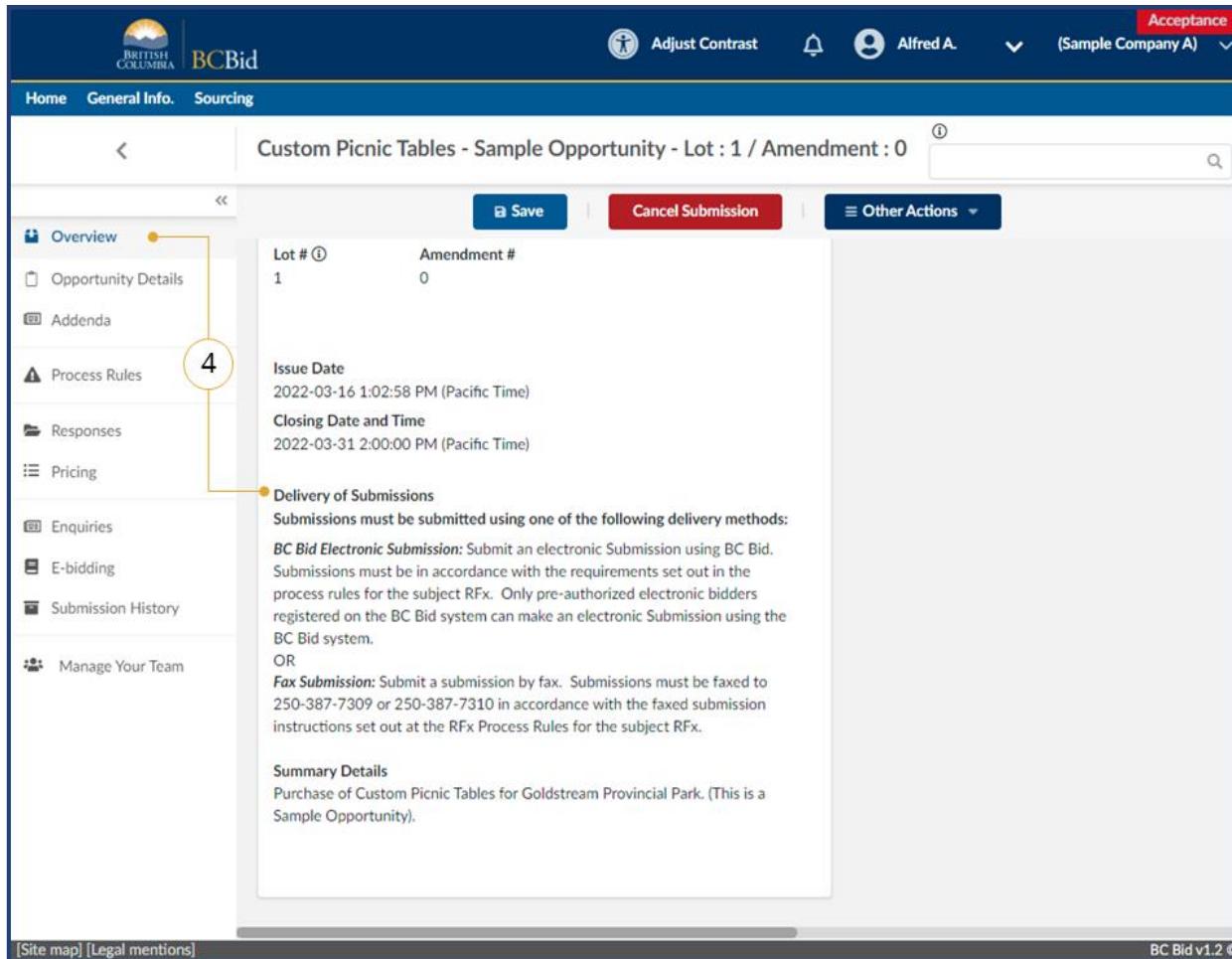
The screenshot shows the BC Bid software interface for drafting a submission. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and a dropdown for 'Acceptance'. The main content area displays an opportunity titled 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. On the left, a sidebar lists various navigation options: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The central panel is divided into two main sections: 'RFx General Information' and 'RFx Documents'. The 'RFx General Information' section contains fields for Opportunity Type (Invitation to Quote), Opportunity Description (Custom Picnic Tables - Sample Opportunity), Opportunity ID (156042), Status (Open), Issued by (Ministry of Citizens' Services), Issued for (Ministry of Environment and Climate Change Strategy), Main Commodity (Outdoor tables or picnic tables), Lot #, and Amendment #. The 'RFx Documents' section lists three documents: 'RFx Specifications' (Approved, type: Documents, attachment: specifications.docx), 'RFx Drawings' (Approved, type: Documents, attachment: drawings.pdf), and 'Appendix A. Standard Contract PO terms and Conditions for Goods' (Approved, type: Documents, attachment: Standard Contract PO). A callout bubble with the number '2' points to the 'Download Documents' button in the top right of the general information section.

1. Draft the response in BC Bid as described above.
2. Click the **Other Actions** button, then click **Download Documents**.



3. Check the computer's **Downloads** folder for the zipped file. The zipped file contains:
 - a. All documents related to the RFx (listed on the Overview screen).
 - b. Copies of the Responses and Pricing forms (if applicable for the opportunity).
 - c. Any additional documents that may be required for submission.

Note: Check the Addenda tab for any additional documents that may have been added.



The screenshot shows the BC Bid system interface. At the top, there's a navigation bar with the British Columbia logo, 'BCBid', and user information for 'Alfred A.' and '(Sample Company A)'. Below this is a breadcrumb trail: 'Home > General Info. > Sourcing > Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. The main content area displays details for the opportunity, including 'Lot # 1', 'Amendment # 0', 'Issue Date 2022-03-16 1:02:58 PM (Pacific Time)', 'Closing Date and Time 2022-03-31 2:00:00 PM (Pacific Time)', and instructions for 'Delivery of Submissions'. It also includes a 'Summary Details' section about the purchase of custom picnic tables. The left sidebar contains a navigation menu with various tabs like 'Overview' (which is highlighted), 'Opportunity Details', 'Addenda', 'Process Rules', 'Responses', 'Pricing', 'Enquiries', 'E-bidding', 'Submission History', and 'Manage Your Team'. A yellow circle with the number '4' is drawn around the 'Overview' tab.

4. Submit all necessary documents according to the submission instructions of the opportunity using one of the methods indicated in the opportunity on the **Overview** tab.
5. The submission status will remain in progress until the buyer enters the submission. Depending on the opportunity type, the buyer may need to wait until after the opportunity closes to enter the offline submissions.



When submitting using an offline submission method, ensure that the Opportunity ID is clearly referenced with the submission.

Offline Submission – Drafting Submission outside BC Bid using Excel Templates

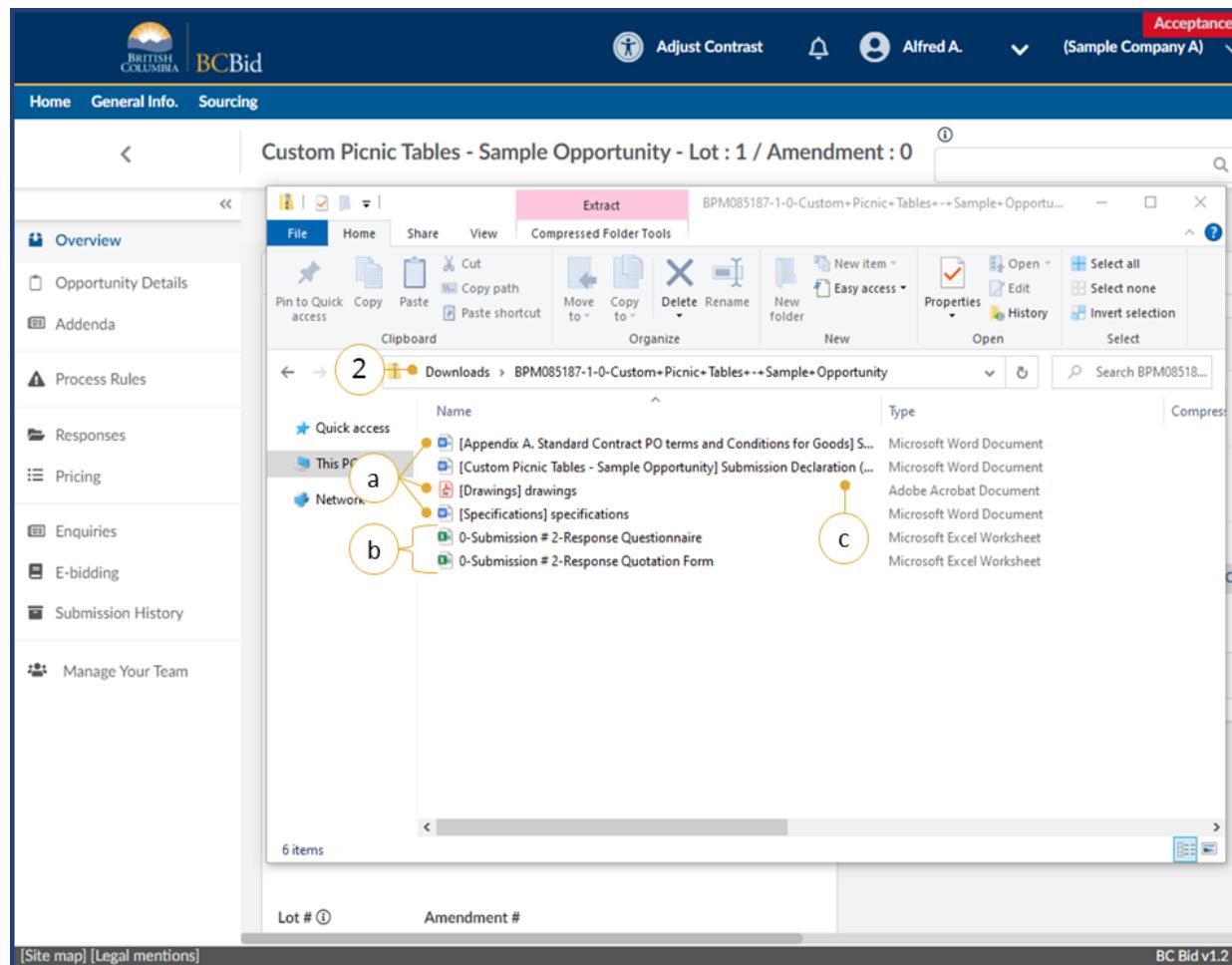
Another way to draft a document for offline submission is to download the documents and complete them outside of BC Bid. Offline submissions methods are specified in the opportunity and may include hardcopy, or email.

The screenshot shows the BC Bid software interface for a sample opportunity. On the left, there's a sidebar with various navigation links like Home, General Info, Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area has tabs for 'RFx General Information' and 'RFx Documents'. The 'RFx General Information' tab is active, displaying details such as Opportunity Type (Invitation to Quote), Opportunity Description (Custom Picnic Tables - Sample Opportunity), Opportunity ID (156042), Status (Open), Issued by (Ministry of Citizens' Services), and Issued for (Ministry of Environment and Climate Change Strategy). Below these are sections for Main Commodity (Outdoor tables or picnic tables) and Lot # (1) and Amendment # (0). The 'RFx Documents' tab shows a list of downloaded files:

Title	Type	Att.
RFx Specifications	RFx Documents	specifications.docx
Drawings	RFx Documents	drawings.pdf
Appendix A, Standard Contract PO terms and Conditions for Goods	RFx Documents	Standard Contract PO

At the bottom, there are links for [Site map] and [Legal mentions].

1. Click **Download Documents** button to download all the RFx Documents.



2. Check the computer's **Downloads** folder for the zipped file. The zipped file contains:
 - a. All documents related to the RFx (listed on the Overview screen).
 - b. Copies of the Responses and Pricing forms (if applicable for the specific RFx).
 - c. Any additional documents that may be required for submission.

Note: Check the Addenda tab for any additional documents that may have been added.

3. Complete the downloaded Response and Pricing forms (if applicable for the specific RFx) and any other documents required for the opportunity outside BC Bid.

The screenshot shows the BC Bid system interface for a sample opportunity. The left sidebar lists various navigation options: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. A yellow circle with the number '4' is drawn around the 'Delivery of Submissions' section. The main content area displays the following details:

- Lot #: 1
- Amendment #: 0
- Issue Date: 2022-03-16 1:02:58 PM (Pacific Time)
- Closing Date and Time: 2022-03-31 2:00:00 PM (Pacific Time)
- Delivery of Submissions**: Submissions must be submitted using one of the following delivery methods:
 - BC Bid Electronic Submission**: Submit an electronic Submission using BC Bid. Submissions must be in accordance with the requirements set out in the process rules for the subject RFx. Only pre-authorized electronic bidders registered on the BC Bid system can make an electronic Submission using the BC Bid system.
 - OR**
 - Fax Submission**: Submit a submission by fax. Submissions must be faxed to 250-387-7309 or 250-387-7310 in accordance with the faxed submission instructions set out at the RFx Process Rules for the subject RFx.
- Summary Details**: Purchase of Custom Picnic Tables for Goldstream Provincial Park. (This is a Sample Opportunity).

[Site map] [Legal mentions] BC Bid v1.2 ©

4. Submit all necessary documents according to the submission instructions of the opportunity.

Note: When submitting using an offline submission method, ensure that the Opportunity ID is clearly referenced with the submission.

Step 4: Amendments & Addenda

Overview

If an opportunity is amended, any bids previously submitted will be rejected. Interested suppliers will need to submit a new response to the amended version of the opportunity. Amendments represent a large/substantial change to the opportunity. Minor updates, clarifications and answers to questions will be processed as an Addendum via the Addenda tab and will not require bids to be resubmitted. For more information, see the [Questions for Buyer](#) section.

Suppliers are responsible for monitoring BC Bid for both amendments and addenda. If a supplier user has clicked the **Start Submission** button, that user will receive notification that an amendment has been issued.

Opportunities that have been amended can be identified by:

- In Manage Submissions, the submission will revert back to the **Start** submission status (from **In Progress** or **Submitted**)
- Receive an email indicating that there was an update to the opportunity

Note: Addenda are not used for the Invitation to Tender.

Note: Anytime an opportunity is amended, or a new lot is created, the Supplier must re-add their team members to the opportunity. A new button has been created under the 'Manage Your Team' section of the opportunity called 'Add Supplier Team'. You can click this to quickly re-add your team members once the amendment/new lot has been created.

Amendment

Look for Changes

The screenshot shows the BC Bid system interface for a procurement opportunity. The left-hand menu includes options like Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area displays the following details:

- Title:** Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 2
- Lot #:** 1
- Amendment #:** 2
- Amendment reason:** Further services are required. Documents have been updated.
- Amendment History:** Additional services are required. The both 1 attachments have been updated to reflect the change in services. (Date & time (Pacific Time): 2022-03-17 10:01:04 AM)
- Issue Date:** 2022-03-15 12:56:20 PM (Pacific Time)
- Closing Date and Time:** 2022-04-29 2:00:00 PM (Pacific Time)
- Amendment Date & Time:** 2022-03-17 11:43:06 AM
- Delivery of Submissions:** Submissions must be submitted using one of the following delivery methods:
 - BC Bid Electronic Submission:** Submit an electronic Submission using BC Bid. Submissions must be in accordance with the requirements set out in the process rules for the subject RFx. Only pre-authorized electronic bidders registered on the BC Bid system can make an electronic Submission using the BC Bid system.
 - OR**
 - Email Submission:** Submit a Submission by email. Submissions by email must be submitted to the email address specified below in accordance with the email submission instructions set out in the process rules for the subject RFx. Include the opportunity description and ID in the subject line of the email.

1. In the left-hand menu, click **Overview**.
 - a. The Title of the opportunity will indicate what Lot/Amendment version is issued.
 - b. In the **Amendment Reason** section, review the reason for the current amendment.
 - c. If present, in the **Amendment History** section, review any previous amendment details.
2. Proceed in drafting a response to the amended opportunity. This new draft response has blank information in the Responses and Pricing Sections (if they are used). To copy a previous response, see the [Step 5: Creating Alternate or Replacement Submissions](#) section.

Addenda

Look for Changes

The screenshot shows the BC Bid platform interface. The left sidebar has a 'Addenda' tab highlighted with a yellow circle labeled '1'. The main content area displays a message about expressing interest in an opportunity, including an 'Enquiries Deadline' of 2022-04-22 at 10:00:00 AM. A note states 'No Submission has been sent'. Below this, a section titled 'Message' lists an 'Addenda #1 - site photos' from March 15, 2022, which includes three attachments: photo 1.jpg, photo 2.jpg, and photo 3.jpg. A yellow circle labeled '2' points to the '1 Result(s)' link, and another labeled 'a' points to the attachment links.

1. In the left-hand menu, click **Addenda**.
2. Review the content of any **Addenda** issued.
 - a. Additional documents may be included.
3. If changes are required, update the submission if in **In Progress** status. Alternatively, [create an alternate or replacement submission](#) if the opportunity was previously submitted.

Note: Addenda are not used for the Invitation to Tender.

Note: Supplier teams must be re-added when creating an amendment or new lot. Once the amendment/new lot is created, please go to the 'Manage Your Team' tab and click the new button titled 'Add Supplier Team' to re-add your team members.

Step 5: Creating Alternate or Replacement Submissions

Finding Previous Submissions

Manage Submissions

The screenshot shows the BCBid interface for managing submissions. At the top, there's a navigation bar with links for Home, General Info., Sourcing, and Acceptance. Below that is a search bar and filter options for Submission Progress, Opportunity ID, Status (Open), and Organization. A search button and a reset button are also present. The main area displays a table of opportunities:

Submission Progress	Opportunity Description	Opportunity ID	Opportunity Type	Organization	Lot #	Amendment #	Last Updated	Status	Remaining Time
●○○ Start	Park Maintenance Services - Sample Opportunity	156010	Request for Proposal	<ul style="list-style-type: none">• BC Parks - Provincial Services Branch• Ministry of Citizens' Services• Ministry of Environment and Climate Change Strategy	1	2		Open	43d 02h 16min 23s
○●○ In Progress	Custom Picnic Tables - Sample Opportunity	156042	Invitation to Quote	<ul style="list-style-type: none">• BC Parks - Provincial Services Branch• Ministry of Citizens' Services	1	0		Open	14d 02h 16min 23s

At the bottom left, there are links for [Site map] and [Legal mentions]. The bottom right corner shows the version BC Bid v1.2 ©.

1. On the main menu, select **Sourcing** then click **Manage Submissions**, or select **Submissions in Progress** on the Supplier Dashboard.
2. On the **Manage Submissions** page, search and filter for the desired opportunity.
3. Click the **Submission Progress** to view the opportunity.

For a list of Submission Progress status see [Appendix 6](#).

Submission History

The screenshot shows the BC Bid interface for a specific opportunity. The left sidebar includes links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Enquiries, E-bidding, and Submission History (which is highlighted with a yellow circle and labeled '1'). The main content area displays the opportunity details: 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 2'. It shows a remaining time of '43d 00h 59min 36s'. A message indicates interest has been expressed, mentioning notifications, enquires, and joining lists. An 'Enquiries Deadline' is set for '2022-04-22 10:00:00 AM'. A note states all times are in Pacific Time, and there is no submission history. Below this is a search bar with 'Search submissions' (labeled '2'), 'Search' button, and a dropdown for 'Status'. A table at the bottom lists one result: 'Park Maintenance Services - Sample Opportunity - 2 Submission #1 In progress'. The table columns are Opportunity Description, Title, Status, Received on (Pacific Time), Total, Decision, and Withdraw Submission. The status for the first row is 'In progress'. The footer includes links for [Site map] and [Legal mentions].

1. When viewing the opportunity, in the left-hand menu, select Submission History.
2. Using the Search Submissions field, use the filter to locate a submission.
3. Click on the Title to view the details of that submission.

Create a New Submission

Creating a new submission will create a new (blank) proposal. To see the **Create a new Submission** button, the original submission must have been submitted via e-Bidding. The create a new submission button will not be visible if the submission was submitted via an offline method, use [Copy a Submission](#) to submit alternate and replacement submissions.

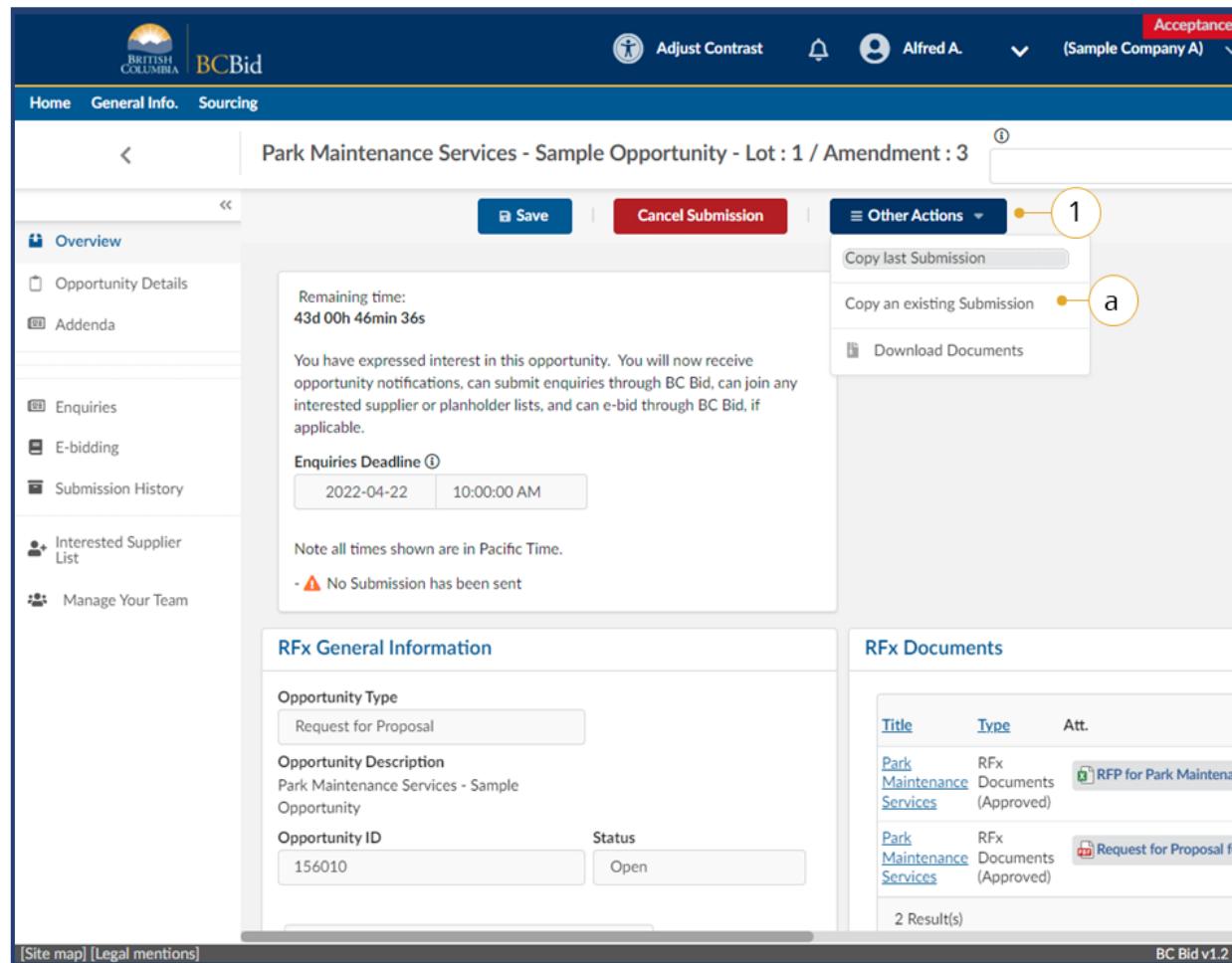
The screenshot shows the BC Bid website interface for a 'Park Maintenance Services - Sample Opportunity'. The top navigation bar includes the BC Bid logo, user profile for 'Alfred A.', and a dropdown menu for 'Acceptance (Sample Company A)'. The main content area displays the opportunity details, including the response received date (2022-03-17 1:24:36 PM) and remaining time (43d 00h 32min 03s). A callout box highlights the 'Create a new Submission' button with a circled number '1'. Below this, there is information about expressing interest in the opportunity, including an 'Enquiries Deadline' of 2022-04-22 at 10:00:00 AM. The 'Submission Information' section shows the title 'Copy of Sample A submis...', submission status 'Received', and submission type 'Original'. The 'Supplier Documents' section shows uploaded files: 'Response - Sample A.xlsx' and 'Request for Proposal for Park Maintenance Services.docx'. The bottom of the page includes links for [Site map] and [Legal mentions], and the footer notes 'BC Bid v1.2 ©'.

1. While viewing the opportunity, click **Create a new Submission**.

2. e-Bidding tab, in the Submission information section:
 - a. Create a **Title** for this submission.
 - b. Identify if this is an **Alternate Submission** or a **Replacement Submission**.
 - c. If **Replacement Submission** is selected, indicate which **previous submission** this is replacing.
3. Proceed in drafting the proposal. See [Start Submission](#) or [Start Submission \(ITQ, Timber Auction, or ITT\)](#) for more information.

Copy a Submission

Copying a submission will create a copy of a previous proposal for editing and submission (in addition to a previous submission or replacing a previous submission).



The screenshot shows the BC Bid platform interface for a 'Park Maintenance Services - Sample Opportunity'. The 'Other Actions' dropdown menu is open, with two options highlighted: 'Copy last Submission' (circled with orange marker 1) and 'Copy an existing Submission' (circled with orange marker a). The 'Copy an existing Submission' option is the one being described in the guide.

RFx General Information

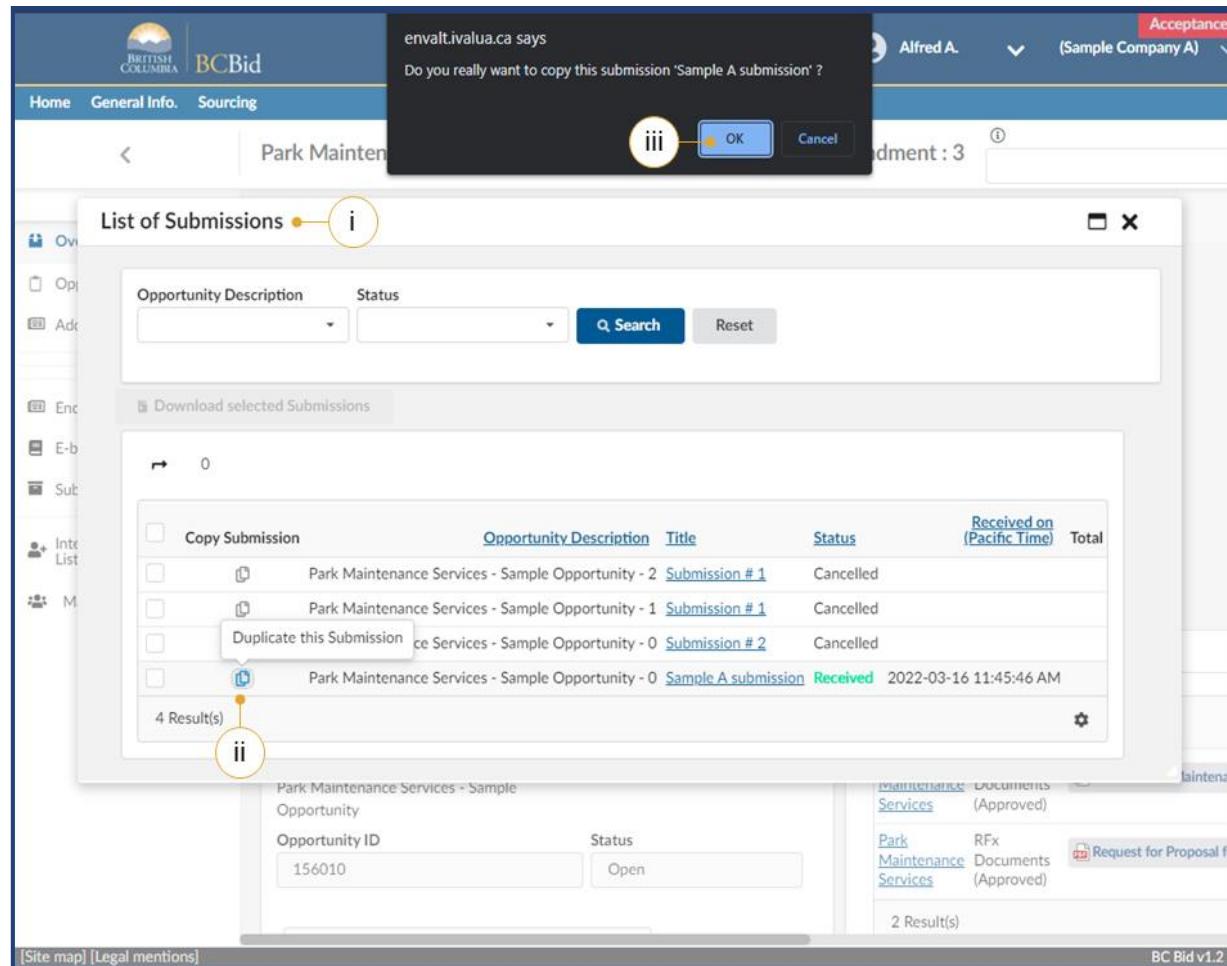
- Opportunity Type: Request for Proposal
- Opportunity Description: Park Maintenance Services - Sample Opportunity
- Opportunity ID: 156010
- Status: Open

RFx Documents

Title	Type	Att.
Park Maintenance Services	RFx Documents	RFP for Park Maintenance Services (Approved)
Park Maintenance Services	RFx Documents	Request for Proposal for Park Maintenance Services (Approved)

2 Result(s)

1. While viewing the opportunity, click the **Other Actions** drop-down list.
 - a. Click **Copy an existing submission**.



- i. In the dialog window, the list of previous proposals will be listed.

Note: The Opportunity Description and Status fields may need to be updated. They default to the current opportunity amendment and received status.

- ii. Click on the **Copy Submission** icon beside the proposal to be copied.
- iii. Click **OK** to confirm the proposal to be copied.

The screenshot shows the BC Bid e-Bidding interface. On the left, a sidebar lists various navigation options: Overview, Opportunity Details, Addenda, Enquiries, E-bidding (which is selected and highlighted with a yellow circle containing the number 2), Submission History, Interested Supplier List, and Manage Your Team. The main content area is titled "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 3". It contains a "Submission Information" section with fields for "Title" (Submission # 2, marked with a yellow circle 'a'), "Submission Status" (In progress), and "Submission Type" (radio buttons for "Alternate Submission" (selected) and "Replacement Submission", marked with a yellow circle 'b'). Below this is a "Supplier Documents" section with a file upload area ("Click or Drag to add files"). At the bottom, there's a "Your Submission Summary" section showing "Total number of attached documents: 0" and an "E-bidding Authorization" section with instructions to enter a Business BCeID username and click "Authenticate". The top right of the screen shows user information (Alfred A., Sample Company A) and an "Acceptance" button.

- Click **Copy last subm**
2. On the e-Bidding tab, update the Submission Information.
 - a. Create a **Title** for this submission.
 - b. Identify if this is an **Alternate Submission** or a **Replacement Submission**.
 - c. If **Replacement Submission** is selected, indicate which **previous submission** this is replacing.
 - d. Click **Save**.
 3. Proceed in drafting the proposal as needed. See [Start Submission](#) or [Start Submission \(ITQ, Timber Auction, or ITT\)](#) for more information.

Withdrawing an e-Bid Submission

The screenshot shows the BC Bid platform interface for withdrawing a submission. The left sidebar includes links for Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, and Submission History (circled with a yellow dot and labeled 1). The main content area displays a message about a custom picnic tables opportunity with a remaining time of 14d 00h 17min 43s. It also notes that notifications will be received and enquires can be submitted. A note states that all times are in Pacific Time. Below this, a search bar and a status filter set to 'Received' are shown. A note instructs users to select 'Submission withdrawn' from a dropdown in the 'Withdraw Submission' column and click 'Save'. A table lists one submission entry:

Opportunity Description	Title	Status	Received on (Pacific Time)	Total	Decision	Withdraw Submission
Custom Picnic Tables - Sample Opportunity - 0	Submission # 1	Received	2022-03-17 8:57:05 AM	111,000.00	CAD	<input type="button" value="▼"/>

At the top right of the main content area, there are buttons for Save (circled with a yellow dot and labeled 3), Cancel Submission, and Other Actions. The bottom of the page includes links for [Site map] and [Legal mentions].

1. When viewing the opportunity, on the left-hand menu, click **Submission History**.
2. In the **Withdraw Submission** column, use the drop-down list to select **Submission Withdrawn**.
3. Click **Save**.
4. Confirm that the **Status** has changed from **Received** to **Cancelled**.

Note: to withdraw a submission sent via an offline submission method, contact the Official Contact of the opportunity through the Enquiries tab.

Cancelling an In-Progress Submission

The screenshot shows the BC Bid system interface for managing procurement opportunities. On the left, a sidebar lists various navigation options: Home, General Info., Sourcing, Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area displays an opportunity titled "Custom Picnic Tables - Sample Opportunity". The "RFx General Information" section includes fields for Opportunity Type (Invitation to Quote), Opportunity Description (Custom Picnic Tables - Sample Opportunity), Opportunity ID (156042), Status (Open), Issued by (Ministry of Citizens' Services), and Issued for (Ministry of Environment and Climate Change Strategy / BC Parks - Provincial Services Branch). The "RFx Documents" section lists three documents: "RFx Specifications" (Approved, type: RFx Documents, file: specifications.docx), "RFx Drawings" (Approved, type: RFx Documents, file: drawings.pdf), and "Appendix A, Standard Contract PO terms and Conditions for Goods" (Approved, type: RFx Documents, file: Standard Contract PO). At the bottom, the Lot # is 1 and the Amendment # is 0. A footer at the bottom left includes links for [Site map] and [Legal mentions]. The bottom right corner shows the version BC Bid v1.2.

1. While viewing the opportunity, click **Cancel Submission**.
2. In dialog box, click **OK** to confirm cancellation of the submission.

The screenshot shows the BCBid e-Bidding interface. The left sidebar includes links for Home, General Info., Sourcing, E-bidding (highlighted with a yellow circle containing '3'), and other options like Addenda, Responses, and Enquiries. The main content area displays 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. The 'Submission Information' section shows the following details:

- Title: Copy of Submission # 1
- Submission Status: Cancelled (highlighted with a yellow circle containing '4')
- Submission Type: Replacement Submission
- Submission replaced: Submission # 1

The 'Your Submission Summary' section provides the following statistics:

- 2/2 required items have been priced
- 4/4 mandatory questions have been answered
- Total Price: \$111,000.00
- Total number of attached documents: 0

The bottom of the page includes links for [Site map] and [Legal mentions], and the footer notes BC Bid v1.2 ©.

3. Click on the **e-Bidding** tab.
4. Confirm that the **Submission Status** is **Cancelled** (previously In Progress).

Appendix 1: Provincial Help Desk

Help desk hours: 8:30 am to 4:30 pm Monday to Friday

Email Contact: bcbid@gov.bc.ca

Contact the help desk by phone:

Direct: 1-250-387-7301

Toll Free (BC only): 1-800-663-7867

View the Help Desk on the BC Bid Public Portal: www.bcbid.gov.bc.ca.

Explore [BC Bid web guides on BC Procurement Resources](#).

Appendix 2: Training Video Links

Video Name	URL (Link)
Supplier Registration	https://youtu.be/stKZj50AbBY
Exploring the Supplier Dashboard	https://youtu.be/_iiHKTHK2Sc
How to Manage Supplier Profile	https://youtu.be/mHQ1Q_TxdmY
How to Manage Subscriptions	https://youtu.be/m0V847DJ1D8
How to Manage Additional Contacts	https://youtu.be/SWxUQuSn3M4
How to Manage Additional Sites	https://youtu.be/KR5yIngS3cw
Responding to an Opportunity	https://youtu.be/kHNOob0Xtvk
Providing a Submission (Response Form)	https://youtu.be/AiD3mF5cAic
Providing a Submission (Pricing)	https://youtu.be/bkMO1AeH_o0

Appendix 3: Supplier Admin Responsibilities

In order to create and manage a supplier account within **BC Bid**, the **Supplier Admin** is responsible for completing the following activities:

Application	Responsibilities/Privileges
BCeID	<ul style="list-style-type: none">• Obtaining and activating the Business BceID account• Managing the business BCeID account• Creating Business BCeID accounts for additional users
BC Bid	<ul style="list-style-type: none">• Self registration and onboarding of the supplier account• Onboarding and activating additional users• Paying for e-Bidding and notifications on behalf of additional users (they can also pay for themselves)• Revoking and enabling e-Bidding privileges• Deactivating additional users• Relinquishing the supplier admin role• Creating and Managing Supplier Sites• Submitting Change Requests• Updating contact information (changes from BCeID don't update to BC Bid)

Appendix 4: Additional User Responsibilities

In order to be assigned to a supplier account, an additional supplier user is responsible for the following activities:

Application	Responsibilities/Privileges
BCeID	<ul style="list-style-type: none">• Contacting the Business Profile Manager to set up and activate a Business BCeID
BC Bid	<ul style="list-style-type: none">• Self registration of additional user account

Appendix 5: Supplier Role Matrix

	Supplier Admin	Additional supplier user	BC Bid Help Desk
New Supplier Account registration – Business BCeID	Yes	No	No
New Supplier Site creation and registration	Yes	No	No
Validation and approval of new Supplier Account	No	No	Yes
Validation and approval of new Supplier Site	No	No	Yes
Additional supplier user activation	Yes	No	Yes
Revoking e-Bidding privileges	Yes	No	Yes
Relinquishing Supplier Admin role to another user	Yes	No	Yes
Paying for Subscriptions on behalf of another user	Yes	No	No
Submitting a Change Request	Yes	No	Yes
Approving a Change Request	No	No	Yes

Appendix 6: Submission Progress and Submission Status

There are two areas where Suppliers can see the status of their submission. Each location has a different status list displayed.

Submission Progress: The Submission Progress is displayed in the Manage Submissions search. The status displayed are: Start, In Progress, and Submitted.

Submission Status: The Submission Status is displayed on the Submission History tab when viewing the opportunity. The status displayed are: In Progress, Received, Cancelled, Replaced, Non-admissible.

Submission Progress / Submission Status	Description
Cancelled	A Received Submission has been withdrawn. Withdrawn submissions are only visible when looking at the opportunity's Submission History. If Start Submission was selected and a Submission was Withdrawn, there will always be an In Progress submission and you will still see the Cancel Submission button. You can select Cancel Submission to cancel an In Progress Submission, but Submissions with that status have not been received by the issuing organization and nor are they accessible. It does not change to Start, unlike when the issuing organization posts an amendment because you are within the same version of the opportunity.
In Progress	The Start Submission button has been selected. If the Start Submission button has been selected, there will always be an In Progress submission (including if a submission was withdrawn), unless the issuing organization has issued an amendment. If an amendment has been issued it will show Start. If Start Submission has been selected in BC Bid, but the Submission was prepared outside BC Bid and submitted via email or another method, then submission progress will remain In Progress within BC Bid.
Non-admissible	The Submission that had been received by the issuing organization was deemed to have failed a mandatory requirement and as such cannot progress to the evaluation stage

Received	An issuing organization has received your Submission. This is different to the Submitted status as it is when the Submission was actually received within BC Bid.
Replaced	A Submission that was received by the issuing organization that has been replaced by an updated Submission.
Start	The Start Submission button had been selected, but the opportunity was amended.
Submitted	A Submission was submitted to the issuing organization. This is different to the Received status as it indicates the Submission was submitted.

BCBid