
Ministry of Transportation and Infrastructure

Invitation to Tender Supplier Guide

For the BC Government BCBid System

(This guide supplements the Citizens Services BC Bid Supplier Guide and is intended for e-bidding on MoTI tender opportunities)

Ministry of Transportation and Infrastructure
Corporate Procurement and Risk Management Branch

Version 1.2
October 24, 2022

Table of Contents

1) Introduction.....	1
2) Browse Opportunities	4
3) View an ITT Opportunity	5
4) Create/ Submit an E-Bid	8
5) Revising a Bid for Ministry Issued Amendment	16
6) Revising Your Bid (Ministry has not issued an Amendment)	22
7) Browse Unverified Bids and Bid Results.....	24
8) View Contract Awards	26
9) Appendix I - BCBid Navigation Bar – Quick Reference Guide.....	28

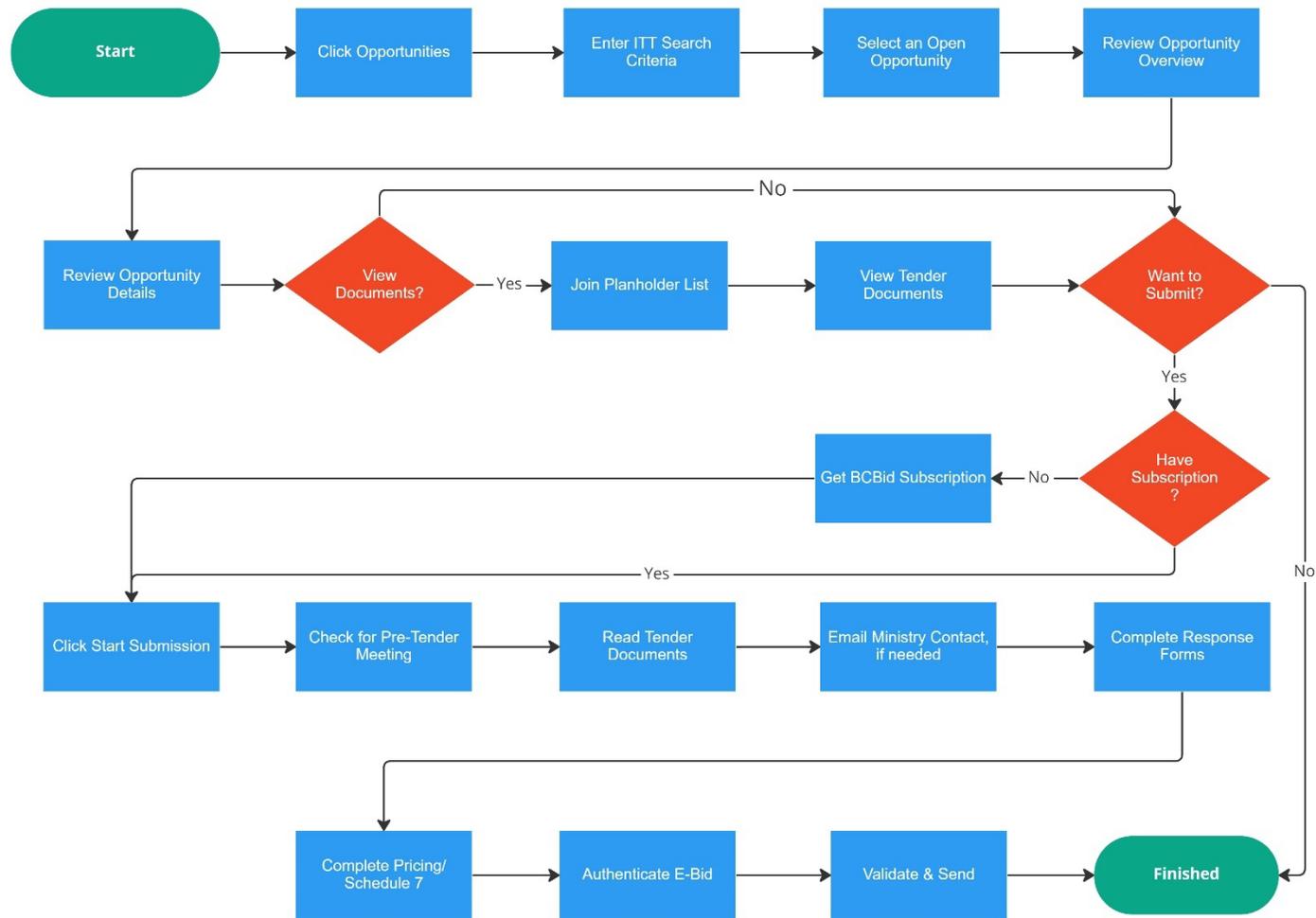
1) Introduction

The Ministry of Transportation and Infrastructure (MoTI) posts hundreds of construction tenders (or ITTs) on BCBid. This guide is intended to supplement the Citizens Services guide to assist vendors in successfully responding to MoTI tender opportunities via the electronic method through the new BCBid System. We remind bidders to carefully read the full tender package and Conditions of Tender to ensure all requirements are met when submitting a bid response.

There are two ways to submit an Invitation to Tender (ITT) for MoTI. You can submit by sending in hardcopy forms, or you can leverage the BC Bid, E-bid functionality to prepare and submit your ITT.

The MoTI ITT Supplier Guide focuses on E-Bidding. The process diagram represents the generalized E-bidding workflow in BC Bid.

E-Bid Workflow



Useful Links to BC Bid Resources

BC Procurement Resources page on the main Government of British Columbia (BC) website has links to Supplier learning resources about BC procurement processes and tools. You will find a general BC Bid Supplier guide at <https://www2.gov.bc.ca/gov/content/bc-procurement-resources>

The BC Bid Supplier guide provides excellent “general” instructions for Suppliers.

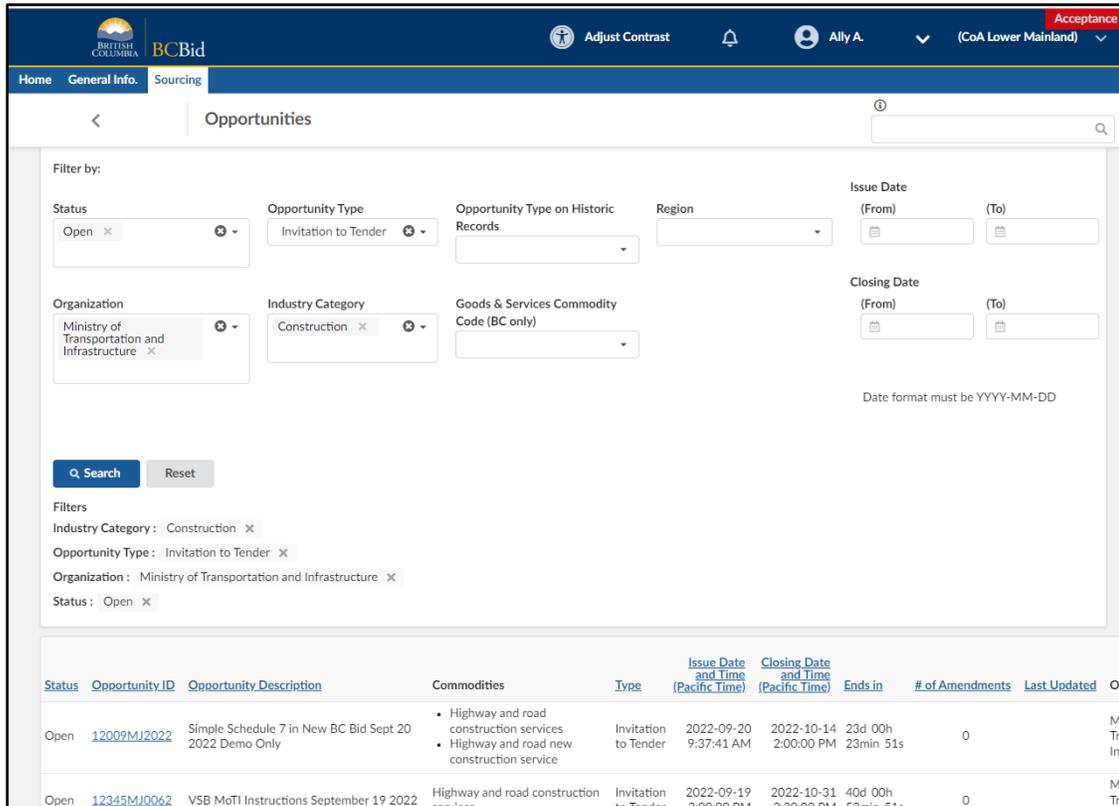


General topics include:

- a. General Interface – navigation tips - <https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/bc-bid-user-guides/bc-bid-supplier-guide/general-interface>
- b. Company registration and BCeID account set up (each company can have one or more user accounts - <https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/bc-bid-user-guides/bc-bid-supplier-guide/registration>
- c. Supplier Dashboard – navigation tips - <https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/bc-bid-user-guides/bc-bid-supplier-guide/supplier-dashboard>
- d. Account Management instructions - <https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/bc-bid-user-guides/bc-bid-supplier-guide/account-management>

2) Browse Opportunities

1. Log in to the portal, go to the **Supplier Dashboard**, click on **Home**, and navigate to **Opportunities**.
 - a. You must have a BCeID to log in, for instructions on obtaining a BCeID please go to - <https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/bc-bid-user-guides/bc-bid-supplier-guide/registration>
2. Filter the Opportunities list to find MoTI ITT opportunities
 - a. Filters that will help you to find open MoTI ITT opportunities include:
 - i. Status - Open
 - ii. Opportunity Type – Invitation to Tender
 - iii. Organization – Ministry of Transportation and Infrastructure
 - iv. Industry Category –Construction.



The screenshot shows the BC Bid 'Opportunities' page. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The main content area has a search bar and a 'Filter by:' section with the following filters applied: Status: Open, Opportunity Type: Invitation to Tender, Industry Category: Construction, and Organization: Ministry of Transportation and Infrastructure. Below the filters is a 'Search' button and a 'Reset' button. A table of results is displayed below the filters, showing two opportunities.

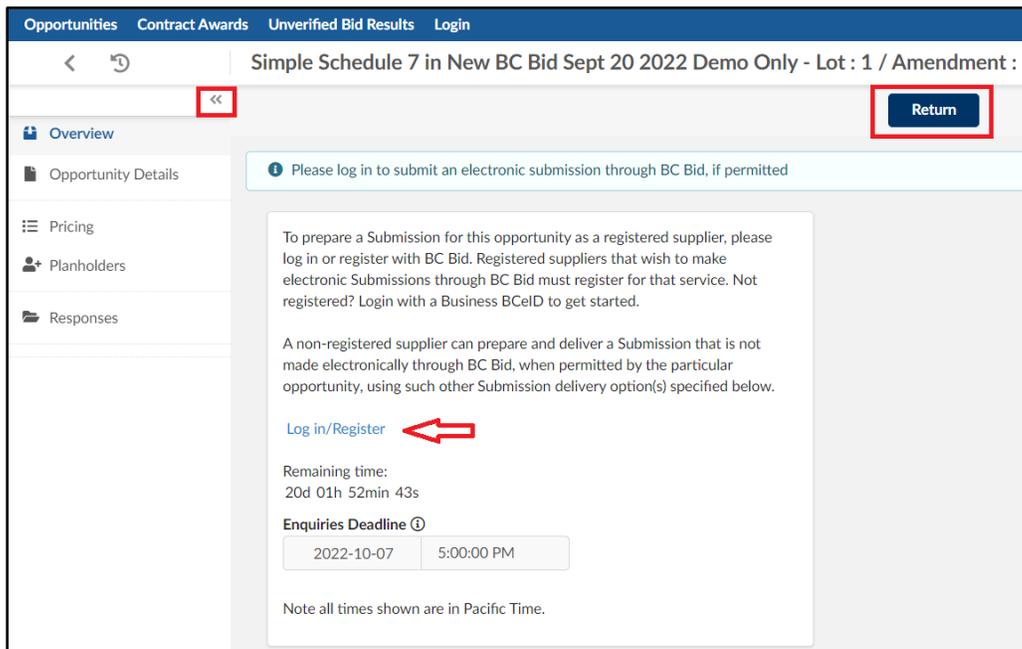
Status	Opportunity ID	Opportunity Description	Commodities	Type	Issue Date and Time (Pacific Time)	Closing Date and Time (Pacific Time)	Ends in	# of Amendments	Last Updated	
Open	12009MJ2022	Simple Schedule 7 in New BC Bid Sept 20 2022 Demo Only	<ul style="list-style-type: none"> Highway and road construction services Highway and road new construction service 	Invitation to Tender	2022-09-20 9:37:41 AM	2022-10-14 2:00:00 PM	23d 00h 23min 51s	0		M Tr In
Open	12345MJ0062	VSB MoTI Instructions September 19 2022	Highway and road construction services	Invitation to Tender	2022-09-19 2:00:00 PM	2022-10-31 2:30:00 PM	40d 00h 53min 51s	0		M Tr

Please Note: You must click the **Search** button to apply the filters to the list.

3) View an ITT Opportunity

Please Note: You can see high-level information about the ITT without logging in, however; you cannot see the tender documents until you have joined the Planholders List see instructions below.

1. Click the Opportunity ID from the browse page to open the ITT:
 - a. The double arrows icon opens and closes the left-side navigation pane.
 - b. The Return button takes you back to the Browse Opportunities page.
 - c. If you have not logged in yet, the Log In/Register link will be present.



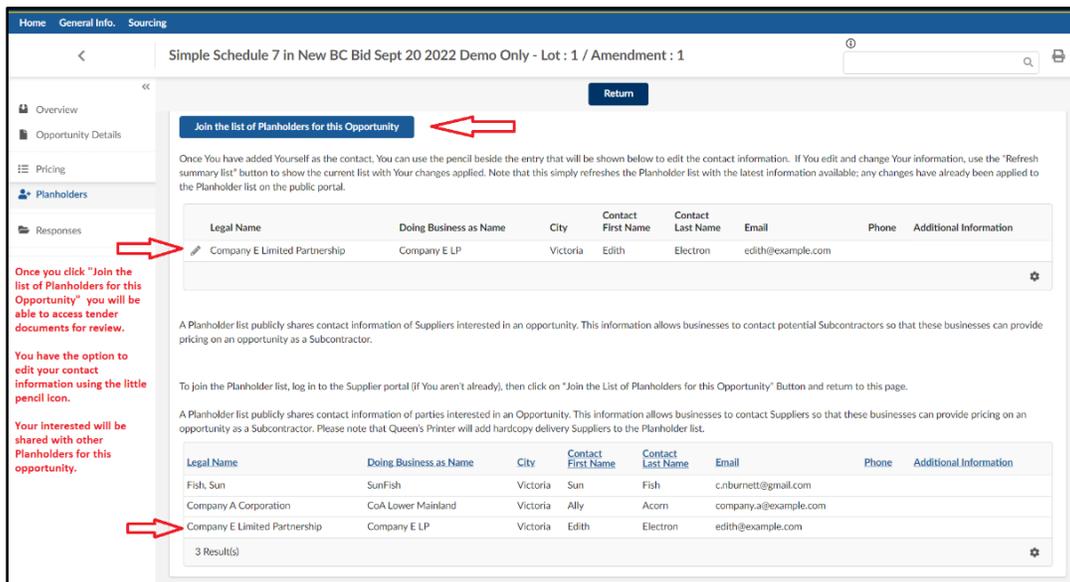
2. Go to the **Overview** page to see:
 - a. Closing Date/ Time
 - b. Closing Location
 - c. Submission options (e-bid or hardcopy delivery)
 - d. Tender Documents (must be Planholder)
 - e. Enquiries Deadline
 - f. Summary Details of the Opportunity
3. Go to the Opportunity Details page to see:
 - a. Official contact for tender call clarifications
 - b. Project Contact under Additional Information for project clarifications
 - c. Supplier Meetings (Pre-Tender Meetings) or Site visits required to bid, if applicable
 - d. Additional Information:
 - i. Supplemental Conditions of Tender

- ii. Cost of Hardcopy Tender Document from King’s Printer
- iii. Specific Reference Documents link
- e. Delivery Location for the construction
- f. Applicable Trade Agreements for the tender
- g. Mandatory Criteria - MoTI will not include mandatory criteria here. Please review the Conditions of Tender in the Tender Documents under RFX documents that are accessible once you join the plan-holder list.

Please Note: At this stage you will not have access to any information under Pricing or Responses, however, you can join the Plan-holder list for this opportunity.

4. If you are interested, and would like to see the tender documents for this opportunity, you must join the Planholder list:

- g. Go to Planholders
- h. Click **Join the list of Planholders for this Opportunity**
 - i. Confirm to join the Planholder list
 - ii. You can edit your contact information, which is visible to other Planholders for the Opportunity.



The screenshot shows the MoTI Supplier Portal interface. At the top, there are navigation tabs: Home, General Info, and Sourcing. The main heading is "Simple Schedule 7 in New BC Bid Sept 20 2022 Demo Only - Lot : 1 / Amendment : 1". A "Return" button is visible in the top right.

On the left sidebar, there are menu items: Overview, Opportunity Details, Pricing, Planholders (highlighted), and Responses. A red arrow points to the "Planholders" menu item.

The main content area features a blue button labeled "Join the list of Planholders for this Opportunity" with a red arrow pointing to it. Below this button is explanatory text: "Once You have added Yourself as the contact. You can use the pencil beside the entry that will be shown below to edit the contact information. 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 Planholder list with the latest information available; any changes have already been applied to the Planholder list on the public portal."

Below the text is a table of planholders:

Legal Name	Doing Business as Name	City	Contact First Name	Contact Last Name	Email	Phone	Additional Information
Company E Limited Partnership	Company E LP	Victoria	Edith	Electron	edith@example.com		

Below the table is a red arrow pointing to a pencil icon, indicating the edit function.

Further down, there is another explanatory text block: "A Planholder list publicly shares contact information of Suppliers interested in an opportunity. This information allows businesses to contact potential Subcontractors so that these businesses can provide pricing on an opportunity as a Subcontractor." and "To join the Planholder list, log in to the Supplier portal (if You aren't already), then click on 'Join the List of Planholders for this Opportunity' Button and return to this page."

Below this is another table of planholders:

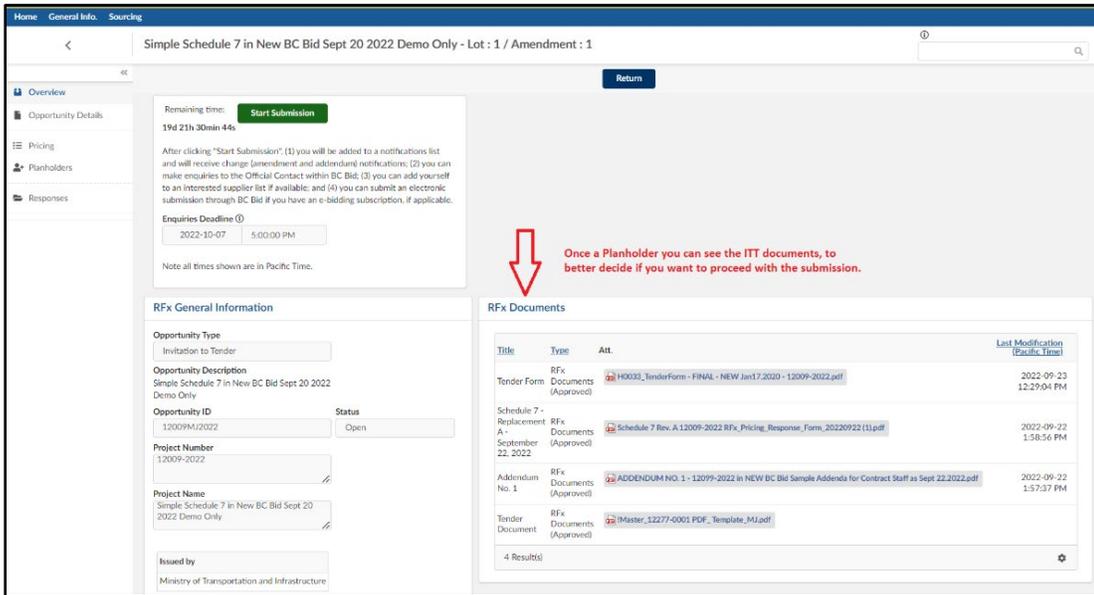
Legal Name	Doing Business as Name	City	Contact First Name	Contact Last Name	Email	Phone	Additional Information
Fish, Sun	SunFish	Victoria	Sun	Fish	c.burnett@gmail.com		
Company A Corporation	CoA Lower Mainland	Victoria	Ally	Acorn	company.a@example.com		
Company E Limited Partnership	Company E LP	Victoria	Edith	Electron	edith@example.com		

At the bottom of the table, it says "3 Result(s)".

On the left side of the screenshot, there are three red text annotations with arrows pointing to the "Join the list of Planholders for this Opportunity" button, the pencil icon, and the "3 Result(s)" text:

- Once you click "Join the list of Planholders for this Opportunity" you will be able to access tender documents for review.
- You have the option to edit your contact information using the little pencil icon.
- Your interested will be shared with other Planholders for this opportunity.

5. Go to Overview to view the ITT documents to make an informed decision before starting a submission.



Home General Info Sourcing

< Simple Schedule 7 in New BC Bid Sept 20 2022 Demo Only - Lot : 1 / Amendment : 1

Overview

Opportunity Details

Pricing

Planholders

Responses

Remainder time: **Start Submission**
19d 21h 30min 44s

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 if available; and (4) you can submit an electronic submission through BC Bid if you have an e-bidding subscription, if applicable.

Enquiries Deadline (D)
2022-10-07 5:00:00 PM

Note all times shown are in Pacific Time.

RFx General Information

Opportunity Type
Invitation to Tender

Opportunity Description
Simple Schedule 7 in New BC Bid Sept 20 2022 Demo Only

Opportunity ID
12009MJ2022

Status
Open

Project Number
12009-2022

Project Name
Simple Schedule 7 in New BC Bid Sept 20 2022 Demo Only

Issued by
Ministry of Transportation and Infrastructure

RFx Documents

Title	Type	Att.	Last Modification (Pacific Time)
Tender Form	RFx Documents (Approved)	H0003_TenderForm - FINAL - NEW Jun17.2020 - 12009-2022.pdf	2022-09-23 12:29:04 PM
Schedule 7 - Replacement A - September 22, 2022	RFx Documents (Approved)	Schedule 7 Rev. A.12009-2022 RFx Pricing Response Form_20220922 (1).pdf	2022-09-22 1:58:56 PM
Addendum No. 1	RFx Documents (Approved)	ADDENDUM NO. 1 - 12099-2022 in NEW BC Bid Sample Addenda for Contract Staff as Sept 22,2022.pdf	2022-09-22 1:57:37 PM
Tender Document	RFx Documents (Approved)	Master_12277-0001 PDF_Template_MJ.pdf	

4 Results

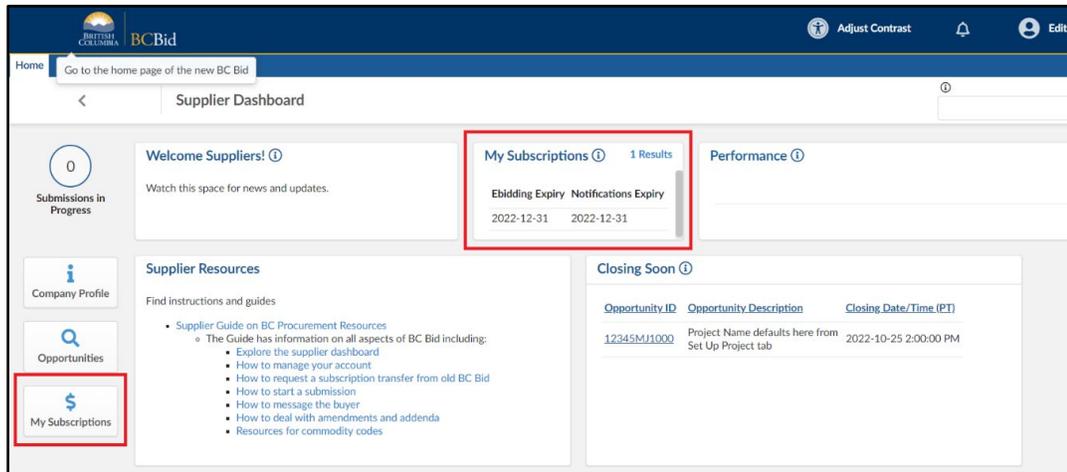
Once a Planholder you can see the ITT documents, to better decide if you want to proceed with the submission.

6. You can open or download these documents for printing or viewing on your desktop.

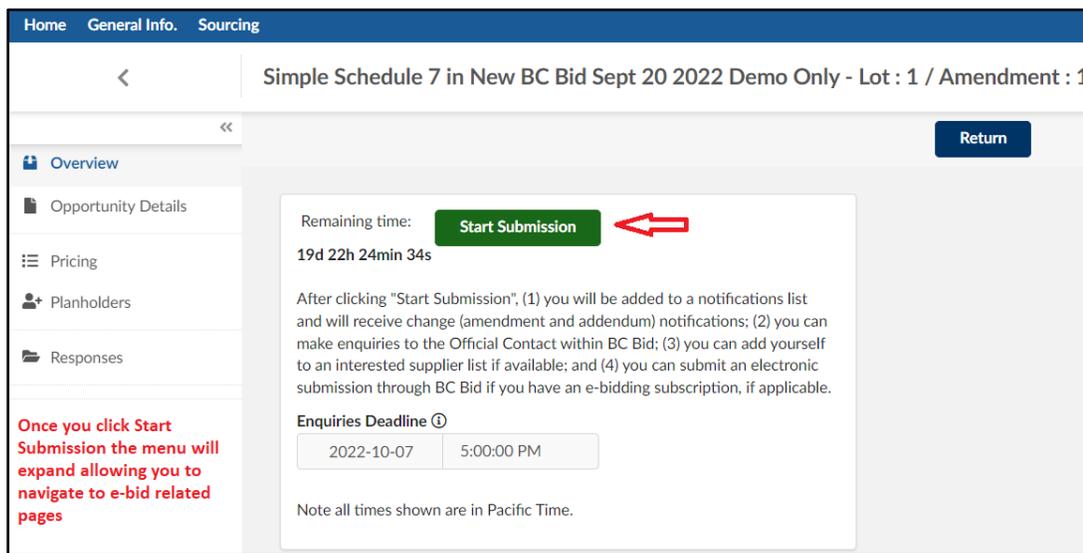
4) Create/ Submit an E-Bid

Remember you must have an active subscription to use the E-bid functionality in BC Bid

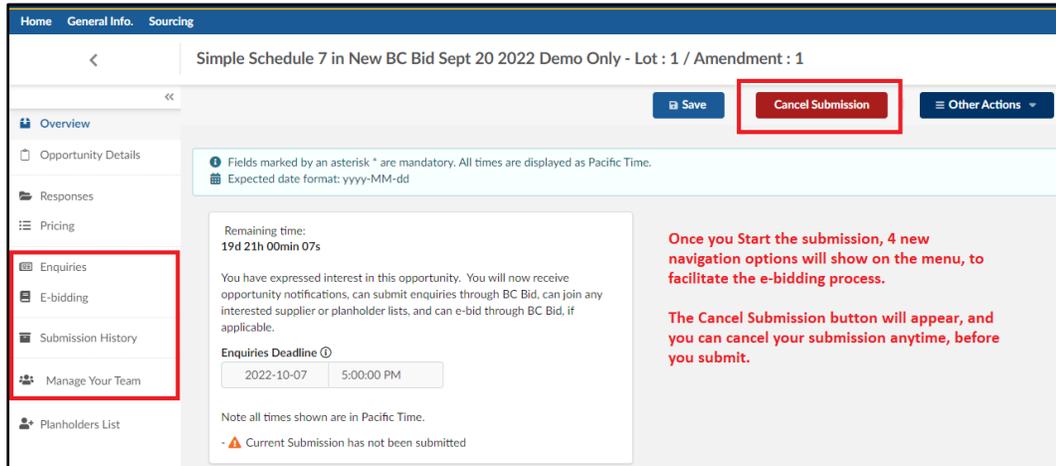
1. Check your subscription status on the **Supplier Dashboard**.
 - a. Click **My Subscriptions** to:
 - i. Check the status of your subscription
 - ii. Renew your subscription
 - iii. OR, to subscribe.



2. Go to the ITT opportunity you want to bid on:
 - a. From the dashboard, click Opportunities
 - b. Use the search criteria to find the opportunity and click to open the Opportunity.
3. Click **Start Submission** button to begin the ITT submission process.



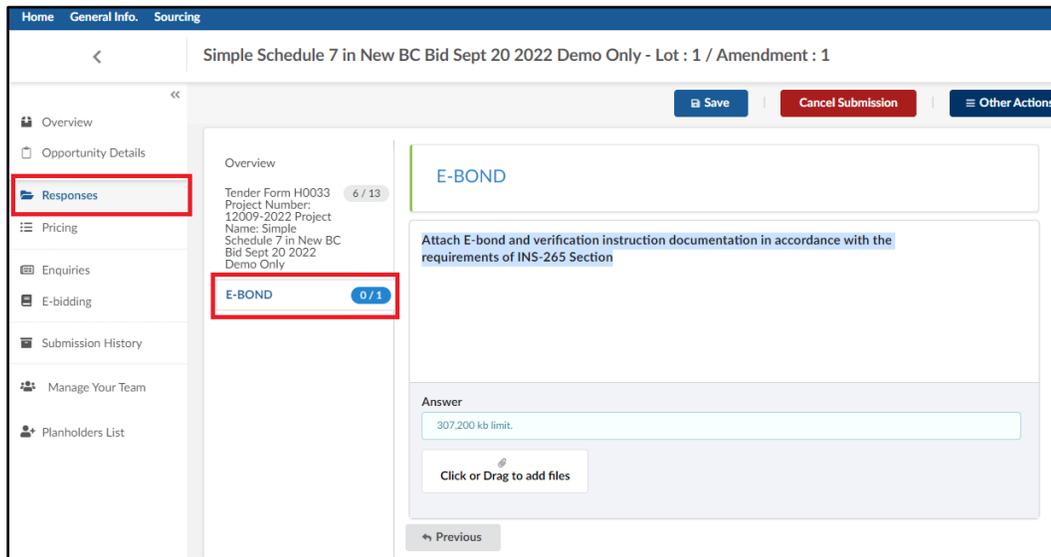
- 4. This will:
 - a. Add you to a notifications list so you will receive change notifications (amendments)
 - b. Allow you to make enquiries to the Official Contact within BC Bid for tender call clarifications
 - c. Unlock menu items that you need to create your e-bid.



- 5. Newly available menu items include:
 - a. **Enquiries:** Where you submit questions and/ or comments to the Official Contact for ITT tender-call clarifications. Send project clarifications to the Project Contact under Additional Information by email.
 - b. **E-Bidding:** Where you submit your e-bid once you finish preparing the bid.
 - c. **Submission History:** Keeps track of your submission activities and status
 - d. **Manage Your Team:** Where you add your company contacts to participate in the tender, if they have an active BCeID.
- 6. Check for Pre-Tender meetings, under **Opportunity Details - Supplier Meeting/Scheduled Site Visit** section.

Please Note: There maybe pre-tender meetings where you can ask questions. Sometimes pre-tender meetings are mandatory, and bids will not be considered unless you attended the mandatory, pre-tender meeting.

- 7. If submitting an e-Bond for bid security, click **Response** tab so you can upload the E-Bond and verification instruction document.



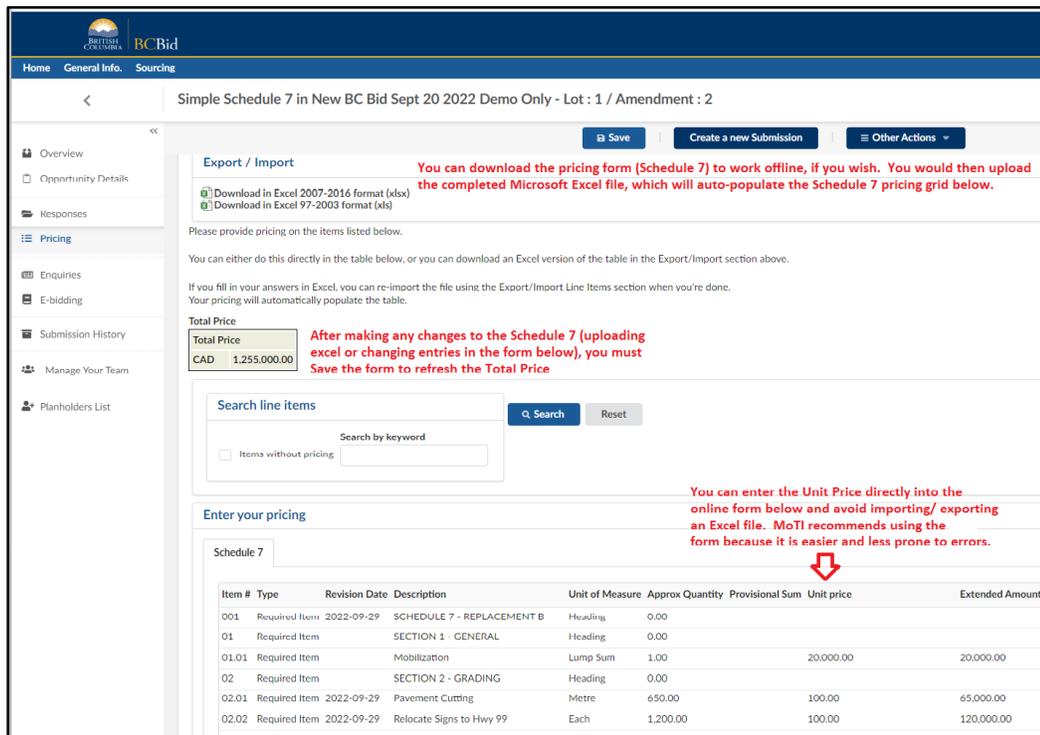
- 8. Complete the Tender Form under **Responses**, now or after completing the Schedule 7 Pricing Grid.

Please Note: The system will keep track of the responses and remind you of any outstanding answers when you submit. The form contains terms and conditions, acceptance of terms and conditions, and fields that identify your legal business name, location and contact numbers.

Please Note: Using the online form is user-friendly and easier than using the spreadsheet, export/ import feature. Please avoid using the export/import excel document to complete the Response Form. Any change to the format of the spreadsheet will cause the upload into BCbid to fail.

- Go to **Pricing** to complete Schedule 7 and familiarize yourself with the **Pricing** page options.

Please Note: There are two methods for entering pricing information for your e-bid. You can download the pricing grid as a Microsoft EXCEL spreadsheet, and then upload the spreadsheet once you entered your pricing information. OR you can enter your pricing information directly into the pricing grid in BC Bid in the Schedule 7 tab.



Export / Import You can download the pricing form (Schedule 7) to work offline, if you wish. You would then upload the completed Microsoft Excel file, which will auto-populate the Schedule 7 pricing grid below.

Download in Excel 2007-2016 format (xlsx)
Download in Excel 97-2003 format (xls)

Please provide pricing on the items listed below.

You can either do this directly in the table below, or you can download an Excel version of the table in the Export/Import section above.

If you fill in your answers in Excel, you can re-import the file using the Export/Import Line Items section when you're done. Your pricing will automatically populate the table.

Total Price
Total Price
CAD 1,255,000.00

After making any changes to the Schedule 7 (uploading excel or changing entries in the form below), you must Save the form to refresh the Total Price

Search line items
Search by keyword
Items without pricing

Enter your pricing You can enter the Unit Price directly into the online form below and avoid importing/ exporting an Excel file. MoTI recommends using the form because it is easier and less prone to errors.

Item #	Type	Revision Date	Description	Unit of Measure	Approx Quantity	Provisional Sum	Unit price	Extended Amount
001	Required Item	2022-09-29	SCHEDULE 7 - REPLACEMENT B	Heading	0.00			
01	Required Item		SECTION 1 - GENERAL	Heading	0.00			
01.01	Required Item		Mobilization	Lump Sum	1.00	20,000.00		20,000.00
02	Required Item		SECTION 2 - GRADING	Heading	0.00			
02.01	Required Item	2022-09-29	Pavement Cutting	Metre	650.00	100.00		65,000.00
02.02	Required Item	2022-09-29	Relocate Signs to Hwy 99	Each	1,200.00	100.00		120,000.00

MOTI Recommends entering your pricing information directly into the Schedule 7 form in the BC Bid application because it is easier and enhances the user’s experience. Using the spreadsheet export/ import method is vulnerable to errors that one can easily make in the spreadsheet outside of BC Bid. Such errors have the potential to disqualify your bid.

Recommended Method

Using the online Schedule 7 form is recommended because it is easier and enhances the user experience.

10. Use the online Schedule 7 form on the **Pricing** page to enter your bid prices:
 - a. Enter **Unit Price** values in the blank, fillable form fields.
 - b. Click **Save**
 - c. Use the **“items without pricing”** to assist you in finding missing values for long Schedule 7 forms
 - d. Click in the checkbox and click the **Search** button.

The screenshot shows the 'Pricing' page for a 'Simple Schedule 7 in New BC Bid Sept 20 2022 Demo Only - Lot : 1 / Amendment : 1'. The interface includes a sidebar with navigation options like Overview, Opportunity Details, Responses, Pricing, Enquiries, E-bidding, Submission History, Manage Your Team, and Planholders List. The main content area has a 'Total Price' field highlighted with a red box and a red arrow pointing to it, with a note: 'Total Price will populate once you have entered all the Unit Price values required and clicked Save'. To the right, there are 'Save', 'Cancel Submission', and 'Other Actions' buttons. Below this is a 'Search line items' section with a search box and a checkbox for 'Items without pricing'. The 'Enter your pricing' section contains a table for 'Schedule 7' items. A red arrow points to the 'Unit price' column, with a note: 'Fill in the unit price in the blank form fields provided.' The table lists items with columns for Item #, Type, Revision Date, Description, Unit of Measure, Approx Quantity, Provisional Sum, Unit price, and Extended Amount.

Item #	Type	Revision Date	Description	Unit of Measure	Approx Quantity	Provisional Sum	Unit price	Extended Amount
001	Required Item	2022-09-22	SCHEDULE 7 - REPLACEMENT A	Heading	0.00			
01	Required Item		SECTION 1 - GENERAL	Heading	0.00			
01.01	Required Item		Mobilization	Lump Sum	1.00		20000	
02	Required Item		SECTION 2 - GRADING	Heading	0.00			
02.01	Required Item	2022-09-22	Pavement Cutting	Metre	5,500.00			
02.02	Required Item	2022-09-22	Relocate Signs to Hwy 99	Each	200.00			
02.03	Required Item	2022-09-22	Supply and Install Concrete Barriers	Metre	50.00			
02.04	Required Item	2022-09-22	Provisional Sum for Site Modifications	Provisional Sum	1.00	300,000.00		300,000.00

Alternative Excel Spreadsheet Download/ Upload Method.

11. Prepare Schedule 7 Pricing grid offline:

- a. Download the Excel file
- b. Save the file to your computer or network, and **DO NOT** rename it
- c. Click on Schedule 7 tab
- d. Click “enable editing” at top of screen
- e. Enter pricing information in the UNIT_PRICE column only
- f. The rest of the columns are for internal purposes only.

DO NOT enter prices in the Rows where the UNIT description is Heading, Subheading, Provisional Sum or a “deleted item” in the Description column

DO NOT add formulas. Do not enter/make any changes to cells in grey.

Please Note: The Spreadsheet does not auto calculate. You must upload the excel spreadsheet for BC Bid to calculate the Extended Amount and Total.

B	C	D	E	F	G	H	I	J	K	L
Item #	Field type	Revision	Description	Unit of Measure	Approx Qt.	Provision	Unit price	A - Do Not	B - Do Not Use	Extended Amount
001	Required Item	2022-09-22	SCHEDULE 7 – REPLACEMENT A	Heading	0					
01	Required Item		SECTION 1 – GENERAL	Heading	0					
01.01	Required Item		Mobilization	Lump Sum	1					
02	Required Item		SECTION 2 – GRADING	Heading	0					
02.01	Required Item	2022-09-22	Pavement Cutting	Metre	5500					
02.02	Required Item	2022-09-22	Relocate Signs to Hwy 99	Each	200					
02.03	Required Item	2022-09-22	Supply and Install Concrete Barriers	Metre	50					
02.04	Required Item	2022-09-22	Provisional Sum for Site	Provisional Sum	1	300000				300000

Column F "Unit of Measure" is used for UOM and to indicate which rows are heading rows.

DO NOT enter a value in the Unit Price column for a heading row.

Use Column I "Unit price" ONLY

Do not change the file name

Upload the file to BC Bid after populating the Unit Price column

Please Note: When you upload the completed Schedule 7 spreadsheet file, it will automatically populate the online Schedule 7 form.

12. Complete Pricing form and click **Save** button.
 - a. Check that the **Total Price** field value, matches your expectations.
 - b. Make any corrections necessary and **save** again.

Total Price

Total Price	
CAD	940,000.00

When you click save, the Total Price auto-calculates based on the values entered, or imported into the Schedule 7 form below. If there is a Unit Price missing, the Total Price field will remain blank.

Search line items

Search by keyword

Items without pricing

Q Search Reset

Extended Amounts also auto-calculate based on the Approx Quantity and Unit price.

Enter your pricing

Schedule 7

Item #	Type	Revision Date	Description	Unit of Measure	Approx Quantity	Provisional Sum	Unit price	Extended Amount
001	Required Item	2022-09-22	SCHEDULE 7 - REPLACEMENT A	Heading	0.00			
01	Required Item		SECTION 1 - GENERAL	Heading	0.00			
01.01	Required Item		Mobilization	Lump Sum	1.00		20,000.00	20,000.00
02	Required Item		SECTION 2 - GRADING	Heading	0.00			
02.01	Required Item	2022-09-22	Pavement Cutting	Metre	5,500.00		100.00	550,000.00
02.02	Required Item	2022-09-22	Relocate Signs to Hwy 99	Each	200.00		100.00	20,000.00
02.03	Required Item	2022-09-22	Supply and Install Concrete Barriers	Metre	50.00		1,000.00	50,000.00
02.04	Required Item	2022-09-22	Provisional Sum for Site Modifications	Provisional Sum	1.00	300,000.00		300,000.00

8 Result(s)

- 13. When you are ready to submit your bid, go to the E-bidding page.
 - a. Click Authenticate.

- 14. Click the Validate & Save button:
 - ...this brings up a confirmation pop up. After reading the confirmation disclaimer:
 - a. Click “I Agree and Submit” to continue with the submission.
 - b. Click “Cancel” to stop the submission.

Do you really want to submit your Submission?

For purposes of this advisory: (i) the word “RFx” means that certain type of procurement or information gathering process identified in the “overview” menu tab of the BC Bid application to which You are submitting a response; (ii) Your response to the RFx, regardless of the opportunity type, is referred to as Your “Submission”; (iii) the submitting party is referred to as “You” or “Your”; (iv) each of the defined terms in this paragraph may be cross-referenced to defined terms set out in the applicable RFx.

You are about to make a Submission to an RFx. By submitting the Submission, You agree to all of the terms and conditions of the RFx, including any applicable process rules pertaining to the RFx that are located on the “process rules” menu tab of the BC Bid application.

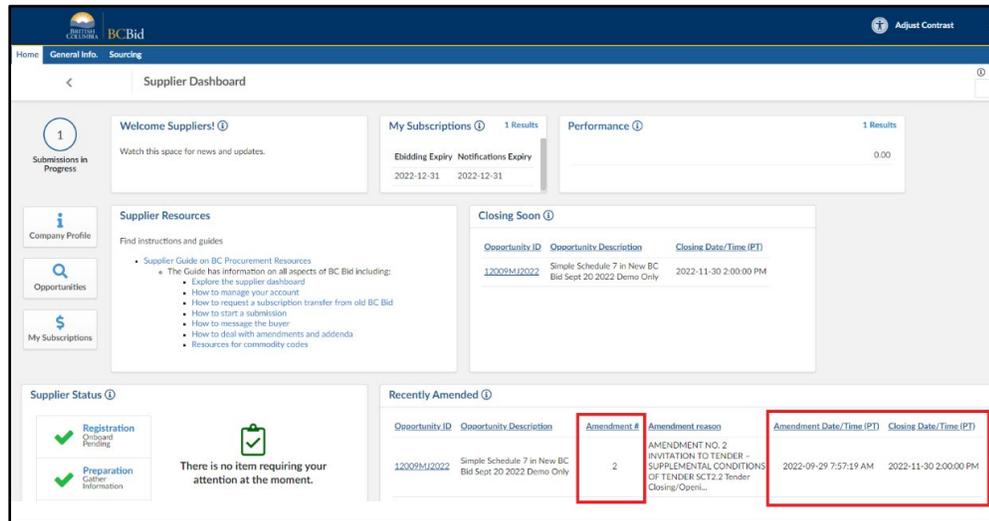
- Pricing items are part of this RFx. To confirm completion, please check your Submission summary on the E-bidding tab.
- Response questions are part of this RFx. To confirm completion, please check your Submission summary on the E-bidding tab.
- You have attached one or more documents. Please confirm they are the desired files. (see E-bidding tab)
- You have attached one or more documents. Please confirm they are the desired files. (Response Form)
- Please check your Submission summary on the E-bidding tab to confirm the number of documents attached.

Cancel
I Agree and Submit

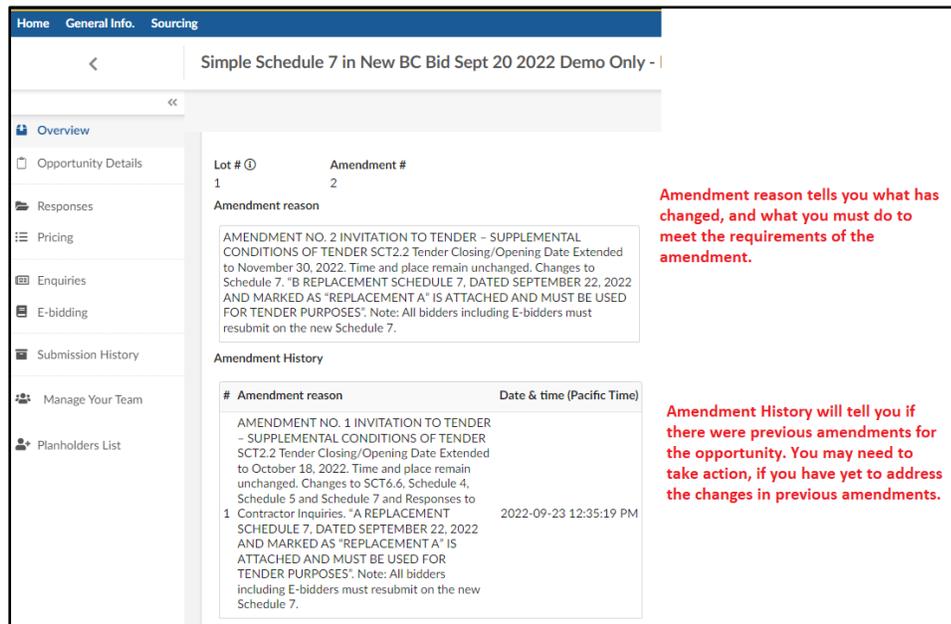
Please Note: Your submission sends as soon as you click, **I Agree and Submit**.

5) Revising a Bid for Ministry Issued Amendment

1. Log in and review the Supplier Dashboard to find your submissions.
 - a. Check for Amendments in the **Recently Amended** section of the Dashboard.
 - b. You will also receive a notification if there is an amendment.
 - c. Click on the **Opportunity ID** to open the record.



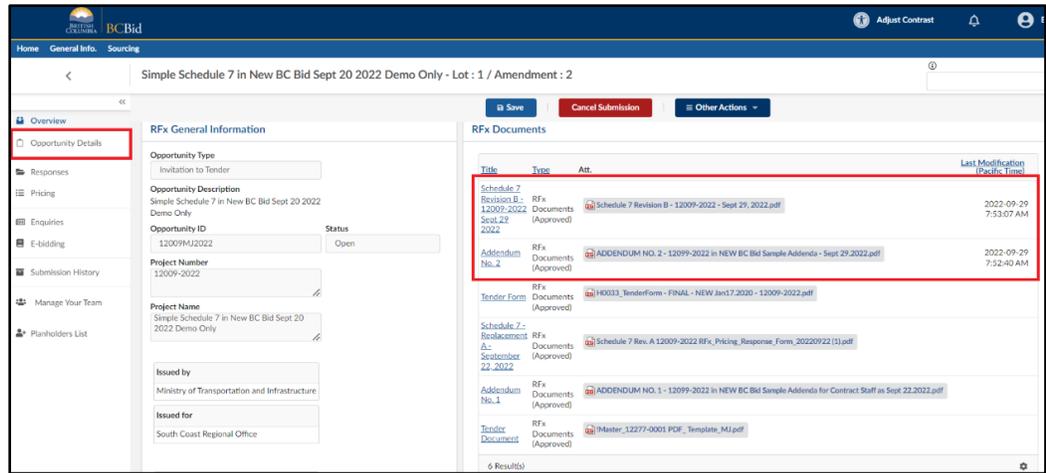
2. In **Overview** scroll down to the **Amendment reason** and the **Amendment History** information for a brief explanation of what has changed.



- a. In this example, the amendment includes an extension to the submission deadline and a revised Schedule 7.

-
- b. **You must revise and resubmit Schedule 7** (when amendments include Schedule 7 changes)

3. Go to the **RFx Documents** table, also on the **Overview** page to find the amendment documents.
 - a. Download/ Read the Amendment Documents

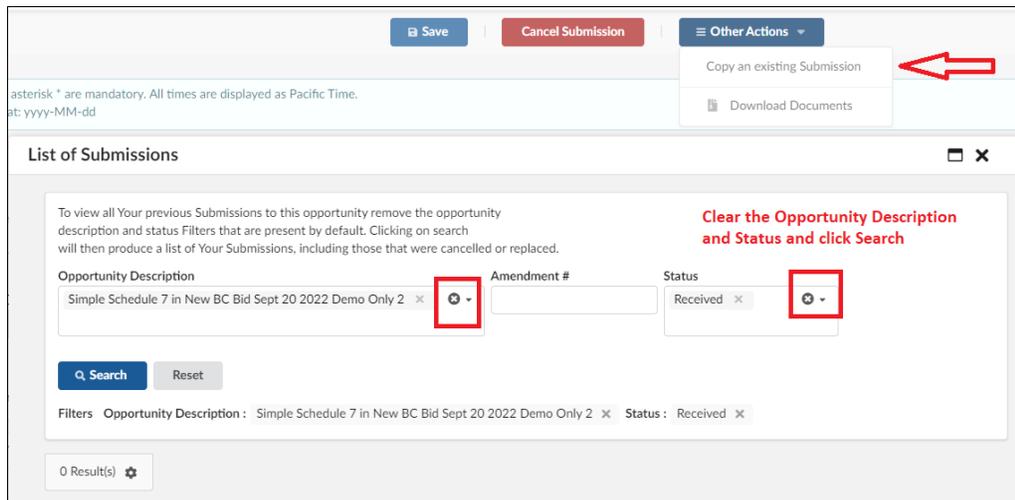


4. If you have not started your submission yet, then you would just create a new submission taking the amendments into consideration.

...see **Create/ Submit an E-Bid** in this document for instructions.
5. If you are submitting by hardcopy, you would download the amendment documents and change your bid outside of the system, as per the Conditions of Tender.
6. If you have started or completed a submission and saved it in BC Bid (**e-bid**), you go to the **Other Actions** button on the top right-hand side of the screen, navigate to **Copy an Existing Submission**.

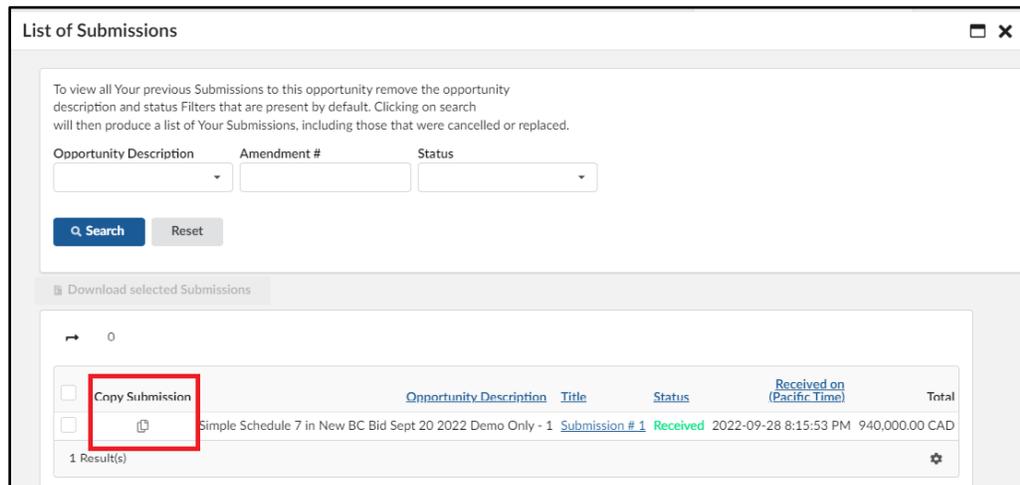
...this will copy your existing submission data and allow you to make changes where required.

7. The **List of Submissions** dialog will pop up.
 - a. Clear any of the fields that contain content and click **Search**.



Please Note: Clearing the search brings up a table with your submissions for this specific Opportunity,

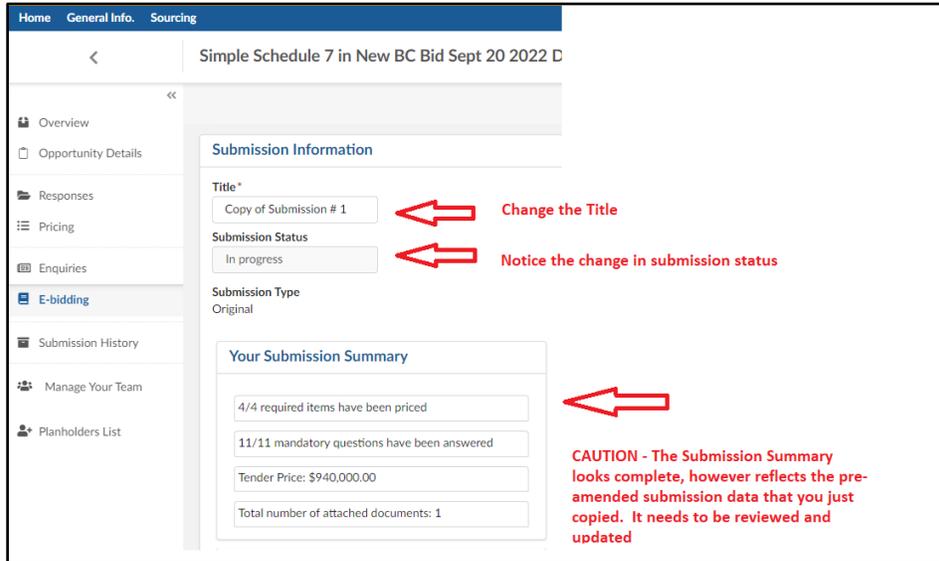
- b. Click the copy icon under Copy Submissions.



- c. Click OK, to confirm your action.

Please Note: You must confirm that you want to Copy the Submission, which will change the status of your submission from received to unsubmitted.

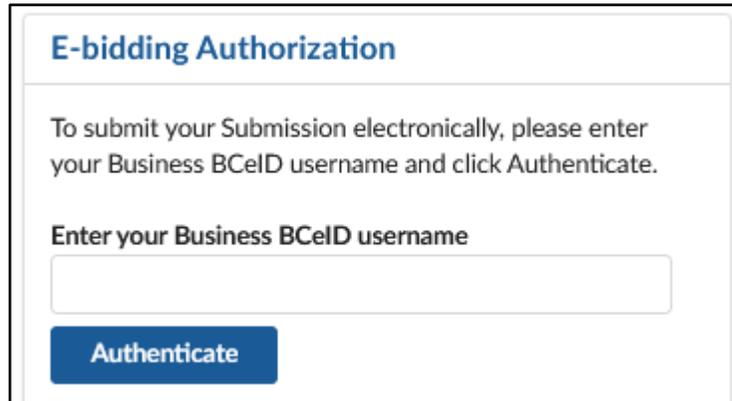
- d. On the E-bidding page, change Title from “Copy of Submission #1” to “Submission # 1
- e. If there was a replacement for the previous Schedule 7, Add a title suffix that aligns with the amended Schedule 7 version letter (for example A, B, or C).



- f. Make changes required for the Amendment, as instructed.
 - i. Update the Response Form under **Responses**, if required by the amendment
 - ii. Update Schedule 7 under **Pricing**, if required by the amendment.

Please Note: Please go to section 4 of this document “Create/ Submit an E-Bid” for full instructions.

- g. When you are ready to submit your bid, go to the E-bidding page.
 - i. Review your Submission Information, and if you are satisfied proceed with the submission.
 - ii. Ensure you changed the Title on e-Bidding tab.
- h. Enter your BCeID username and click Authenticate.



The screenshot shows a web form titled "E-bidding Authorization". The text inside the form reads: "To submit your Submission electronically, please enter your Business BCeID username and click Authenticate." Below this text is a label "Enter your Business BCeID username" followed by a text input field. At the bottom of the form is a blue button labeled "Authenticate".

- 8. Click the Validate & Save button:

...this brings up a confirmation pop up. After reading the confirmation disclaimer:

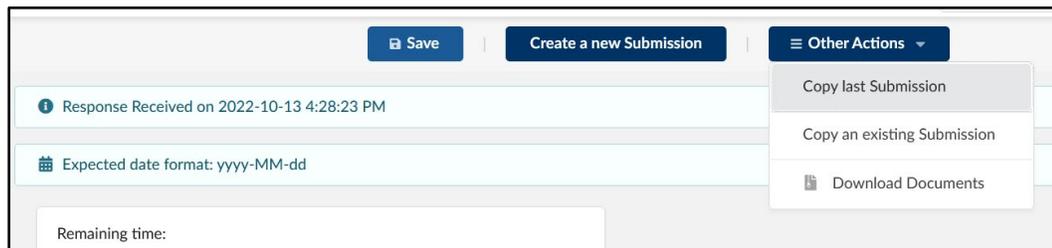
- a. Click "I Agree and Submit" to continue with the submission.
- b. Click "Cancel" to stop the submission.

6) Revising Your Bid (Ministry has not issued an Amendment)

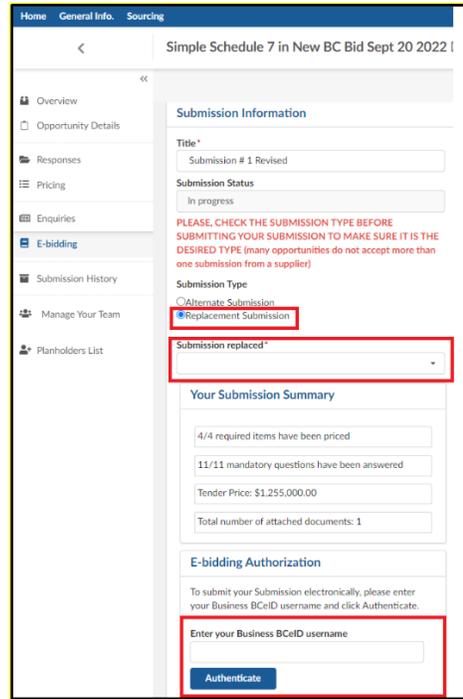
If you have started or completed a submission and saved it in BCBid (**e-bid**), and would like to revise your bid then follow the steps below:

1. Go to the **Other Actions** button on the top right-hand side of the screen, navigate to **Copy last Submission**.

This will allow you to make a change on your last submitted bid on the same Schedule 7 that has been issued by the Ministry.



2. Go to the **Pricing** page and update your bid.
3. Go to the **E-bidding** page to make the following changes:
 - i. Change the Title from “Copy of Submission #1 ...” to “Submission # 1 revised”.
 - ii. Click on **Replacement Submission**, under **Submission Type**
 - iii. Under the Submission Replaced dropdown, choose **Submission #1**
 - iv. Enter your BCeID username and click **Authenticate**.



4. Click the **Validate & Send** button:
 ...this brings up a confirmation pop up.
 - a. Read the confirmation disclaimer
 - b. Click **I Agree and Submit** to continue with the submission.
 - c. Click **Cancel** to stop the submission.

Do you really want to submit your Submission?

For purposes of this advisory: (i) the word "RFx" means that certain type of procurement or information gathering process identified in the "overview" menu tab of the BC Bid application to which You are submitting a response; (ii) Your response to the RFx, regardless of the opportunity type, is referred to as Your "Submission"; (iii) the submitting party is referred to as "You" or "Your"; (iv) each of the defined terms in this paragraph may be cross-referenced to defined terms set out in the applicable RFx.

You are about to make a Submission to an RFx. By submitting the Submission, You agree to all of the terms and conditions of the RFx, including any applicable process rules pertaining to the RFx that are located on the "process rules" menu tab of the BC Bid application.

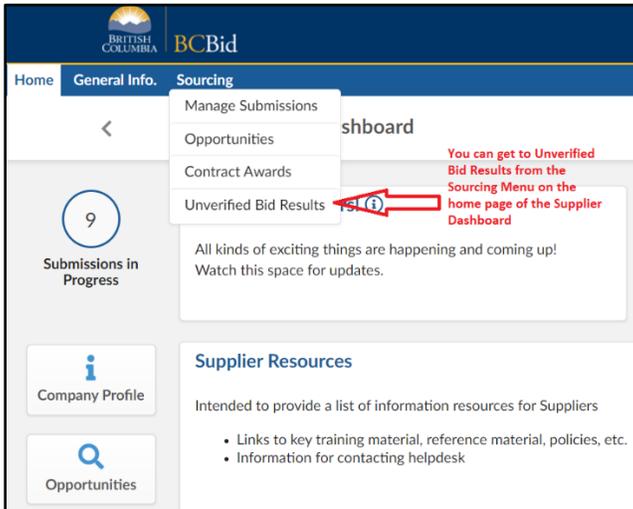
- Pricing items are part of this RFx. To confirm completion, please check your Submission summary on the E-bidding tab.
- Response questions are part of this RFx. To confirm completion, please check your Submission summary on the E-bidding tab.
- You have attached one or more documents. Please confirm they are the desired files. (see E-bidding tab)
- You have attached one or more documents. Please confirm they are the desired files. (Response Form)
- Please check your Submission summary on the E-bidding tab to confirm the number of documents attached.

Cancel
I Agree and Submit

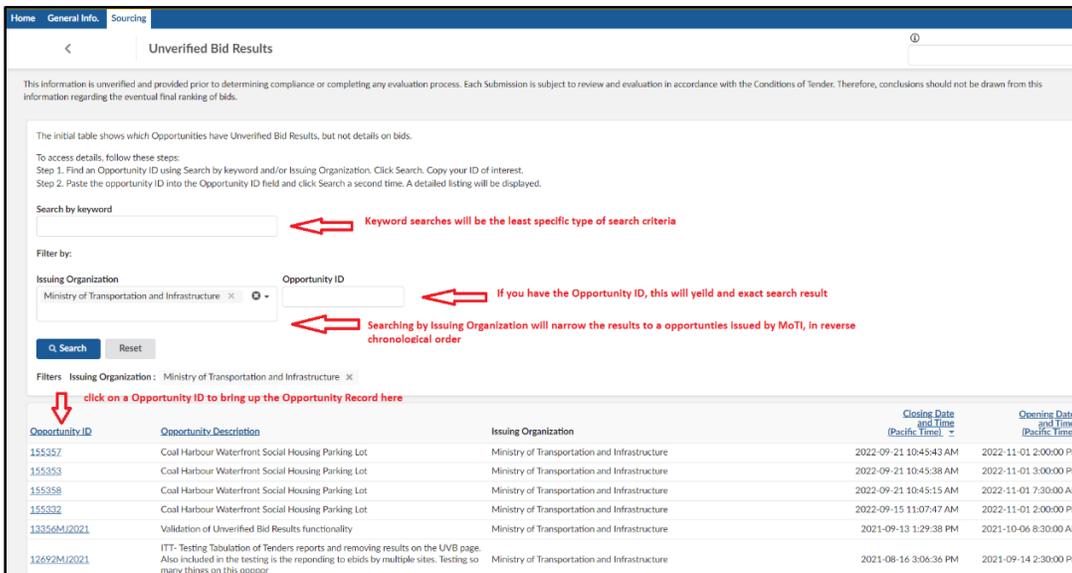
Please Note: Your submission sends as soon as you click, **I Agree and Submit**.

7) Browse Unverified Bids and Bid Results

1. Go to the Supplier Dashboard/ Sourcing menu and Click on Unverified Bid Results.

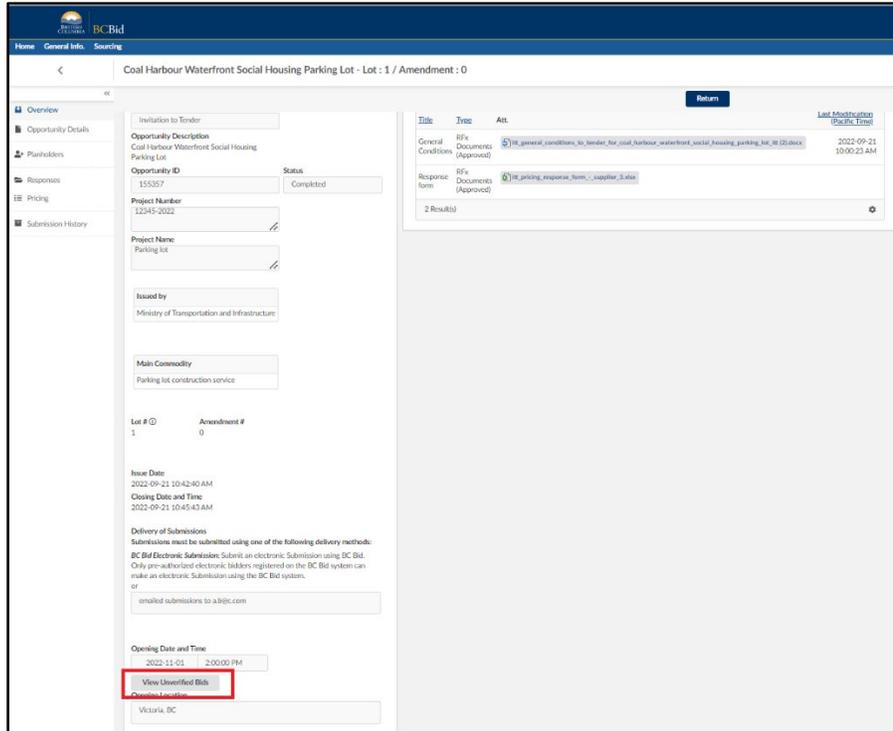


2. Enter search criteria to find the Opportunity in which you are interested.

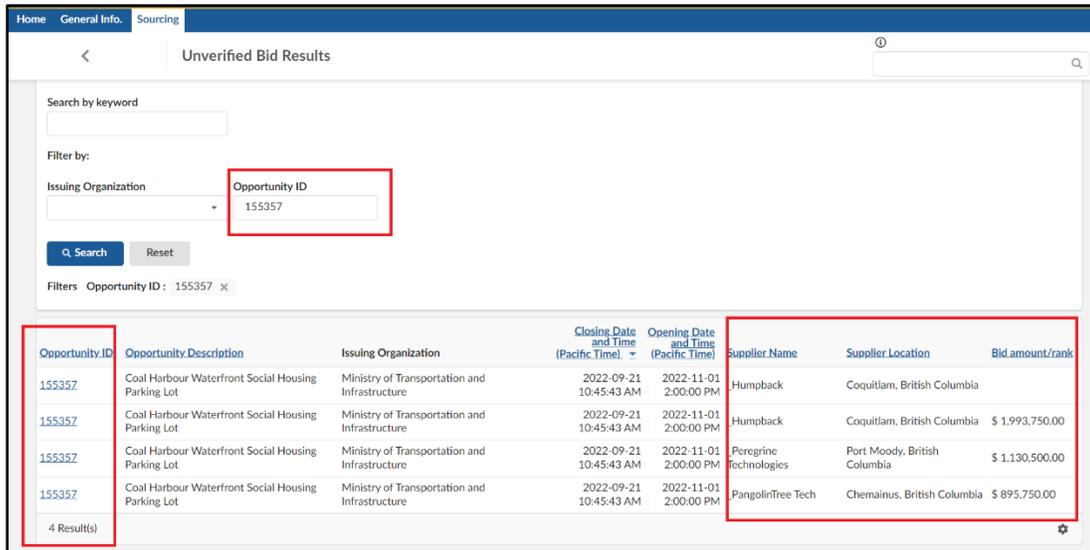


3. If you know the Opportunity number you want, enter the Opportunity ID, and click Search.
 - a. This will bring up the unverified bid results in the table below.
4. If you do not know the Opportunity number, chose a close match from the search results table and Click on the Opportunity Number to open the record.
 - a. Verify that it is the record, for which you want to see unverified bid results.

b. If it is scroll down and click the **View Unverified Bids** button.



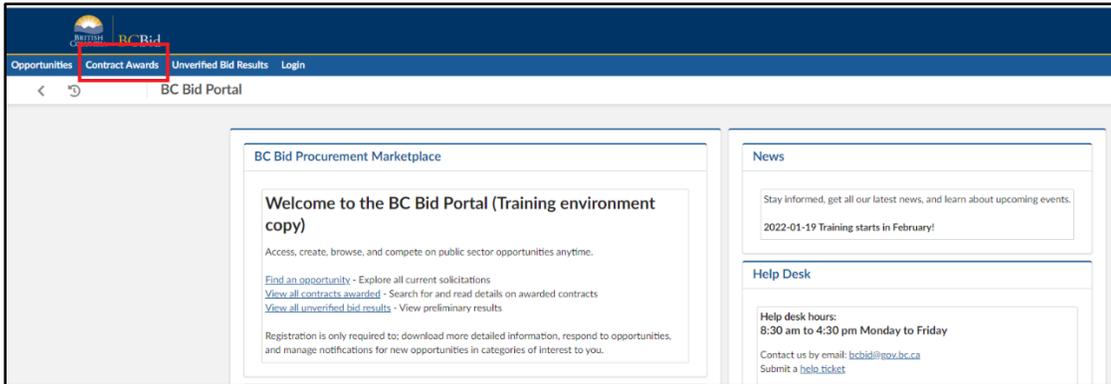
5. Both paths will take you back to the Unverified Bid Results search page, but the items in the results table will be the unverified bid values for the specific Opportunity number.



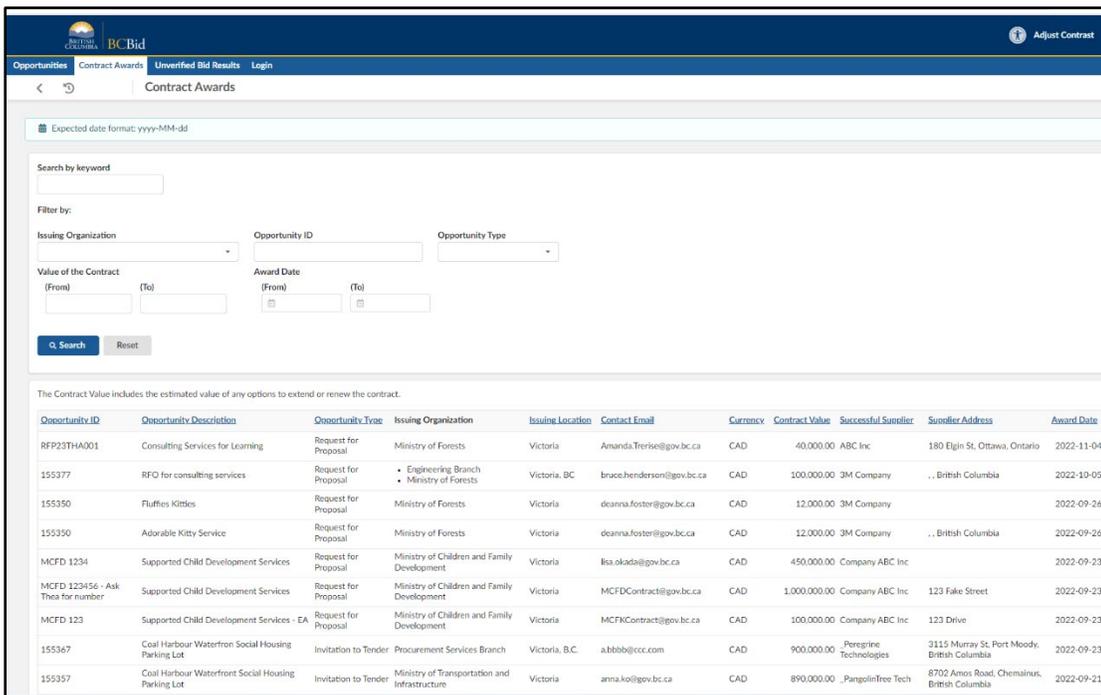
8) View Contract Awards

Contract Awards are public information and you do not have to login to BCBid to see Contract Awards from the BCBid Portal.

1. Click **Contract Awards** from the BCBid Portal.

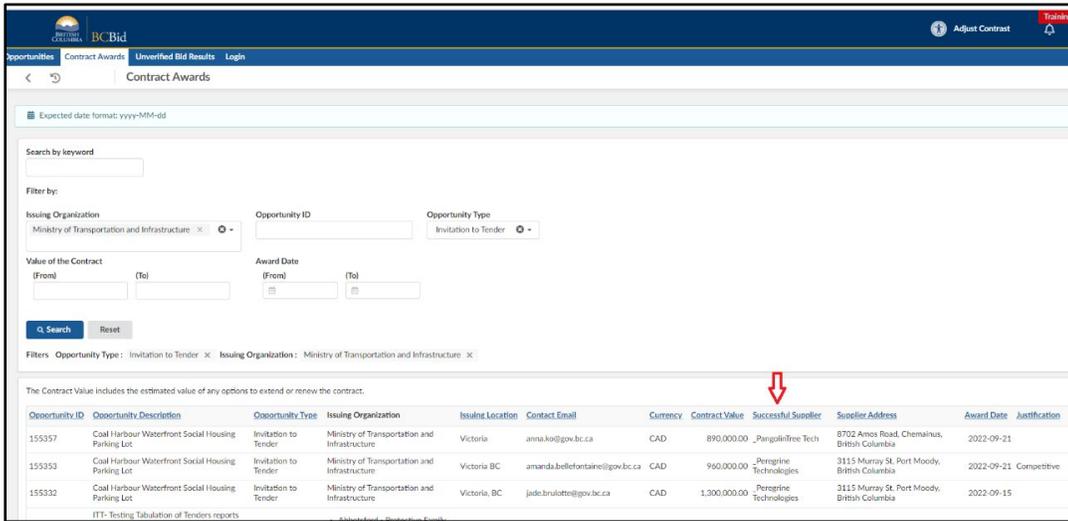


2. This will take you to a filtered view of the search page, and it will show all contract awards of all types in reverse chronological order.



3. To narrow the list down to MoTI ITT awarded opportunities, you can enter various search criteria and click **Search**.
 - a. Filters that will help you to find open MoTI ITT opportunities include:

- i. Opportunity Type – Invitation to Tender
- ii. Organization – Ministry of Transportation and Infrastructure
- iii. Industry Category – Construction
- iv. Award Date if you know it.
- v. Value of the contract, as a date range and if you know it.



The screenshot shows the BC Bid website interface. At the top, there are navigation tabs: Opportunities, Contract Awards, Unverified Bid Results, and Login. The main heading is 'Contract Awards'. Below this, there are search filters including 'Expected date format: yyyy-MM-dd', 'Search by keyword', and 'Filter by:' with options for 'Issuing Organization' (Ministry of Transportation and Infrastructure), 'Opportunity ID', 'Opportunity Type' (Invitation to Tender), 'Value of the Contract' (From/To), and 'Award Date' (From/To). A 'Search' button and a 'Reset' button are also present.

Below the filters, there is a table of results. A red arrow points to the 'Successful Supplier' column. The table contains the following data:

Opportunity ID	Opportunity Description	Opportunity Type	Issuing Organization	Issuing Location	Contact Email	Currency	Contract Value	Successful Supplier	Supplier Address	Award Date	Justification
155357	Coal Harbour Waterfront Social Housing Parking Lot	Invitation to Tender	Ministry of Transportation and Infrastructure	Victoria	anna.ko@gov.bc.ca	CAD	890,000.00	_PangolinTree Tech	8702 Amos Road, Chemainus, British Columbia	2022-09-21	
155353	Coal Harbour Waterfront Social Housing Parking Lot	Invitation to Tender	Ministry of Transportation and Infrastructure	Victoria BC	amanda.belletontaine@gov.bc.ca	CAD	960,000.00	Peregrine Technologies	3115 Murray St, Port Moody, British Columbia	2022-09-21	Competitive
155332	Coal Harbour Waterfront Social Housing Parking Lot	Invitation to Tender	Ministry of Transportation and Infrastructure	Victoria, BC	jude.brulotte@gov.bc.ca	CAD	1,300,000.00	Peregrine Technologies	3115 Murray St, Port Moody, British Columbia	2022-09-15	

At the bottom of the table, there is a note: 'ITT - Testing Tabulation of Tenders reports'.

9) Appendix I - BCBid Navigation Bar – Quick Reference Guide

Topic	BCBid Tabs
General Information	Overview
RFx Documents	Overview
Amendment/ Addendum Reason	Overview
Closing Date and Time	Overview
Delivery of Submissions	Overview
Enquiries Deadlines	Overview
Summary Details	Overview
Opportunity Information & Status	Overview
Official Contact	Opportunity Details
Project Contact	Opportunity Details
Supplemental Conditions of Tender	Opportunity Details
Additional Terms	Opportunity Details
Cost of Hardcopy Tender Document from King’s Printer	Opportunity Details
Specific Reference Document links	Opportunity Details
Supplier Meetings (Pre-Tender Meeting)	Opportunity Details
Location for Construction	Opportunity Details
Trade Agreements (applicable)	Opportunity Details
Mandatory Criteria (see Conditions of Tender)	Opportunity Details
Response Form (e-bidder Tender Form)	Responses
E-Bond upload	Responses
Schedule 7	Pricing
Submit Tender (in app)	E-bidding
Submission status	Submission History
Add colleagues to the opportunity	Manage Your Team
Join/ Manage Planholder List	Planholder List