

BCBid

Public Portal Guide

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 the public on how to explore the BC Bid application Public Portal and key pages.

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 in your PDF reader, click Control-F4.

Benefits of Registering as a Supplier

By registering as a supplier and accessing BC Bid's *Supplier Portal*, suppliers will be able to:

- Create a short list of opportunities
- Manage submissions
- Update company information
- Have multiple users within the business collaborate on a submission
- Draft a submission in BC Bid (regardless of submission method)
- Receive notifications on amendments and addenda on opportunities of interest
- Submit response via e-Bidding (subscription required)

Create a free [BC Bid Supplier account](#) to access the full functionality of BC Bid.

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.

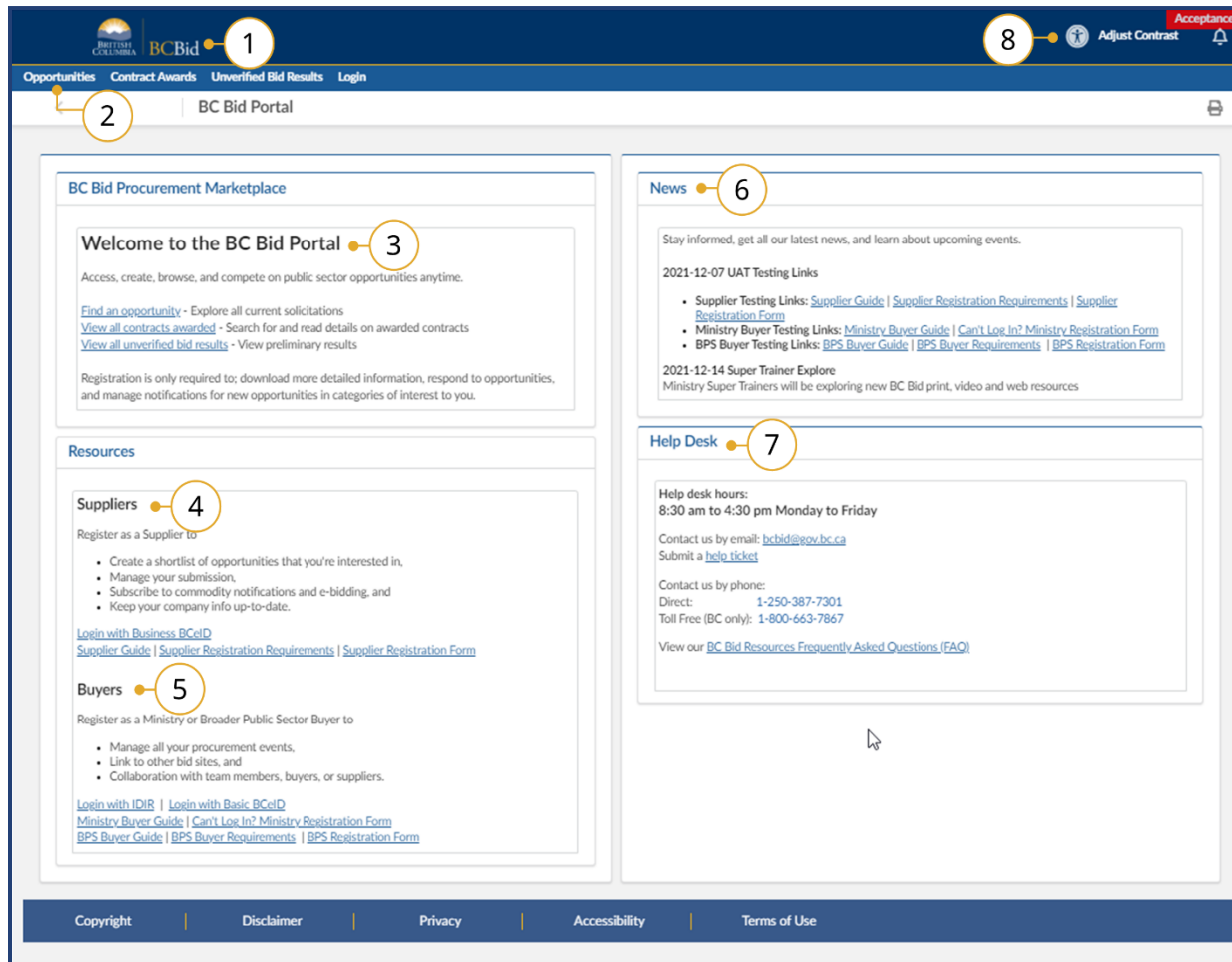


This icon indicates a link to a video clip demonstrating a function.

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Navigating the Public Portal



1. Click the BC Bid icon at any time to return to this main page.
2. The main menu has direct links to **Opportunities, Contract Awards, Unverified Bid Results** and **Login**.
3. The welcome box displays a welcome message and quick links.
4. Suppliers see the benefits of registration and can follow links to prepare for registration, login and access their Supplier Guide for navigation support.
5. Buyers can link to register, login, and access their navigation guides.
6. News and upcoming events will be posted here.
7. Help Desk contact information including a link to the ticket system.
8. Adjust Contrast to activate a higher contrast dark mode.



[Navigating the Public Portal](#)

Explore Opportunities

Click on save to update your selections

Search by keyword (e.g. title, number, topic)

Filter by:

Status: Opportunity Type: Region: Issue Date (From): (To): Closing Date (From): (To):

Organization: Industry Category: Goods & Services Commodity Code (BC only):

Date format must be YYYY-MM-DD

Search Reset

Status	Opportunity ID	Opportunity Description	Commodities	Type	Ends in	Issue Date and Time (Pacific Time)	Closing Date and Time (Pacific Time)	# of Amendments	Las
Open	23348	7101	Live Plant and Animal Material and Accessories and Supplies	Timber Auction	01d 04h 11min 42s	2022-01-07 11:30:28 AM	2022-01-08 5:30:00 PM	1	
Pre-advertisement	23346	ITQ when less than \$250000	Electronic Components and Supplies	Invitation to Quote	20d 20h 41min 42s	2022-01-07 11:30:00 AM	2022-01-28 10:00:00 AM	0	
Open	23343	123	Live Plant and Animal Material and Accessories and Supplies	Invitation to Quote	23d 10h 41min 42s	2022-01-07 11:50:39 AM	2022-01-31 12:00:00 AM	0	
Cancelled	23340	Shock and Awe	Live Plant and Animal Material and Accessories and Supplies	Request for Proposal	Submission due date has passed or a new amendment	2022-01-06 10:19:22 PM	2022-01-06 10:20:06 PM	0	

1. On the main menu, click **Opportunities**.
2. *Optional:* In the **Search by keyword** text box type a search term.
3. *Optional:* Filter using the listed fields as needed.
4. After completing the **Captcha**, click **Search**.
5. Click the **Opportunity ID** of the RFX to view the details.
6. Note that this table shows the number of amendments for each Opportunity. To view the number of addenda for a particular Opportunity, explore the Addenda tab in Opportunity Information.

See the [Opportunity Information](#) section to review the details of an opportunity.



[Explore Opportunities](#)

Explore Contract Awards

The screenshot shows the BC Bid website interface for viewing contract awards. The main menu at the top includes 'Opportunities', 'Contract Awards', 'Unverified Bid Results', and 'Login'. The 'Contract Awards' page features a search and filter section with the following fields:

- Search by keyword:** A text input field for entering search terms.
- Filter by:** A section with several filters:
 - Issuing Organization:** A dropdown menu.
 - Opportunity ID:** A text input field with the value '13418'.
 - Opportunity Type:** A dropdown menu with 'Invitation to Quote' selected.
 - Value of the Contract:** Two date pickers for 'From' and 'To'.
 - Award Date:** Two date pickers for 'From' and 'To'.
- Search and Reset buttons:** A blue 'Search' button and a grey 'Reset' button.
- Filters:** A summary bar showing 'Opportunity ID: 13418' and 'Opportunity Type: Invitation to Quote'.

Below the filters, a table displays the search results:

Opportunity ID	Opportunity Description	Opportunity Type	Issuing Organization	Issuing Location	Contact Email	Contract Value
13418	Purchase of Bricks	Invitation to Quote	<ul style="list-style-type: none"> Ministry of Citizens' Services Procurement Services Branch 	Victoria	procurement@gov.bc.ca	670,000.00 \$

At the bottom of the page, there is a footer with links for 'Copyright', 'Disclaimer', 'Privacy', 'Accessibility', and 'Terms of Use'.

1. On the main menu, click **Contract Awards**.
2. *Optional:* In the **Search by keyword** field type a search term.
3. *Optional:* Filter using the listed fields as needed.
4. Click **Search**.
5. Review the list of results.



[Explore Contract Awards](#)

Explore Unverified Bid Results

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: [Dropdown] Opportunity ID: 156043

Search [Button] Reset [Button]

Filters Opportunity ID: 156043

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
156043	RFP for Architect	Agricultural Land Commission	2022-03-16 3:52:14 PM	2022-04-18 2:00:00 PM	Company A Corporation	900 Jackson Ave, Langford	\$ 100,000.00
156043	RFP for Architect	Agricultural Land Commission	2022-03-16 3:52:14 PM	2022-04-18 2:00:00 PM	Company B General Partnership	1120 Dell Street, Kelowna	\$ 125,000.00

2 Result(s)

Copyright | Disclaimer | Privacy | Accessibility | Terms of Use

1. Click **Unverified Bid Results**.
2. Read through the 2 step instructions.
3. Search for the Opportunity ID using the **Search by keyword** or Issuing Organization fields and click Search.
4. Review the resulting list of Opportunity IDs
5. Enter a specific Opportunity ID into the **Opportunity ID** field and click Search
6. Review details of the unverified bid(s).



[Explore Unverified Bid Results](#)



Create a free BC Bid Supplier account to access additional functionality of BC Bid including drafting submissions online, having multiple users collaborate on submissions, receiving notifications of addenda/amendments and updating company information.

Opportunity Information

Review Opportunity

Once you have [explored the opportunities](#) on BC Bid and clicked on the opportunity ID:

1. In the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
 - a. Expand or collapse the left-hand navigation menu
 - b. The Opportunity Description and Lot/Amendment **numbers** are listed at the top of the page.
 - c. The **RFx General Information** section displays the Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, and Summary Details.
 - d. The **RFx Documents** contains the attachments related to the opportunity. Depending on the opportunity, the RFx Documents may need to be completed and included with the submission.

The screenshot shows the BC Bid Public Portal interface. The top navigation bar includes 'Opportunities', 'Contract Awards', 'Unverified Bid Results', and 'Login'. The main header displays 'Sample Opportunity - Lot : 1 / Amendment : 2'. A left-hand menu contains 'Overview', 'Opportunity Details' (highlighted with a circled '2'), 'Addenda', 'Process Rules', 'Responses', and 'Pricing'. The main content area is titled 'Official Contact Information' and includes a 'Return' button. Below this, there is a section for 'Official Contact' with fields for 'Contact First Name' (Lauren), 'Contact Last Name' (Pinkerton), and 'Contact email' (procurement@gov.bc.ca). A section for 'Delivery Location for Goods, Services, or Construction' follows, with a note that goods/services must be delivered at the following location. This section includes fields for 'Office Street Address' (563 Superior St), 'City' (Victoria), 'Postal Code' (V8V 1T7), 'Country' (CANADA), 'State/Province' (British Columbia), 'Latitude' (48.41814), and 'Longitude' (-123.36930). A final section indicates 'Goods will be delivered to or work will be done in the following Regions:' with a 'Regions' field containing 'Capital'.

- In 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: Some opportunities may have additional details not listed here.



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

Opportunities Contract Awards Unverified Bid Results Login

Sample Opportunity - Lot : 1 / Amendment : 2

Return

ITQ Process Rules
(Updated January 27th, 2021)

1 Definitions

Throughout this ITQ, the following definitions apply (and the singular is interchangeable with the plural):

"Addenda" means all additional information regarding this ITQ including amendments to the ITQ.

"Amendment" means a change to the ITQ that results in posting an updated version of the ITQ requiring Proponents to submit a new Quotation to the ITQ as amended.

"BC Bid" means BC Bid located at <https://www.bcbid.gov.bc.ca>.

"Closing Location" means, as applicable, BC Bid for the submission of Quotations as indicated on the BC Bid "Overview" menu tab, or the fax address.

"Closing Date and Time" means the closing time and date for this ITQ as set out in the general information section of the "Overview" menu tab.

"Contract" means an agreement between the Province and a Contractor as a result of this ITQ, as further described in section 2.11.

"Contractor" means a successful Proponent to the ITQ who enters into a Contract with the Province.

"Government Electronic Mail System" or "GEMS" means the electronic mail system of the Province.

"goods" means goods of the type described in this ITQ, and includes, as applicable, software embedded in the goods and related services provided in respect of the goods.

"Invitation to Quote" or "ITQ" means this solicitation described on BC Bid, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from the ITQ.

"Ministry" means the ministry of the government of British Columbia issuing this ITQ.

"must", or "mandatory" means a requirement that must be met in order for a Quotation to receive consideration.

"Official Contact" means the individual named on the "Additional RFX Information" menu tab for the ITQ serving as the official ITQ contact person for the Province.

"Purchase Order" means a statement issued to the Contractor by the Province which indicates the amount, description, price, and other information with respect to the goods ordered by the Province.

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a Quotation in response to the ITQ (see also "Your").

"Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry.

"Quotation" means a written response to the ITQ and includes any required Response Form and other required documentation that is submitted by a Proponent (see also "Submission").

"Response Form" means any document published with the ITQ that calls for information to be provided by the Proponent as part of the Quotation.

"RFX" has the same meaning as ITQ as the term may appear in BC Bid, the Submission Declaration or BC Bid pop-up advisories associated with a Quotation.

"Specifications" means any requirements identified in the ITQ, including documents provided on the RFX Documents tab, as to the characteristics of the goods purchased under the Contract.

"Submission" as used in the Submission Declaration and any pop-up advisories related to this ITQ has the same meaning as Quotation.

"Submission Declaration" means the form so identified and named in the ITQ for use with Quotations submitted by fax or other submission methods if such submission methods are allowed in the ITQ.

"Tax Verification Letter" means a letter issued by the Province's Ministry of Finance to verify that a Proponent meets its applicable B.C. corporate income tax filing obligations and provincial conditions of Contract finalization, as described in Section 2.26.

"You" and "Your" as used in the Submission Declaration and any pop-up advisories related to this ITQ has the same meaning as Proponent.

2.0 Acceptance of Terms and Conditions

Submitting a Quotation indicates acceptance of all the terms and conditions set out in the ITQ, including all appendices, Addenda and these ITQ process rules, and without limiting the foregoing, the Proponent agrees to be bound by the terms and conditions of the ITQ.

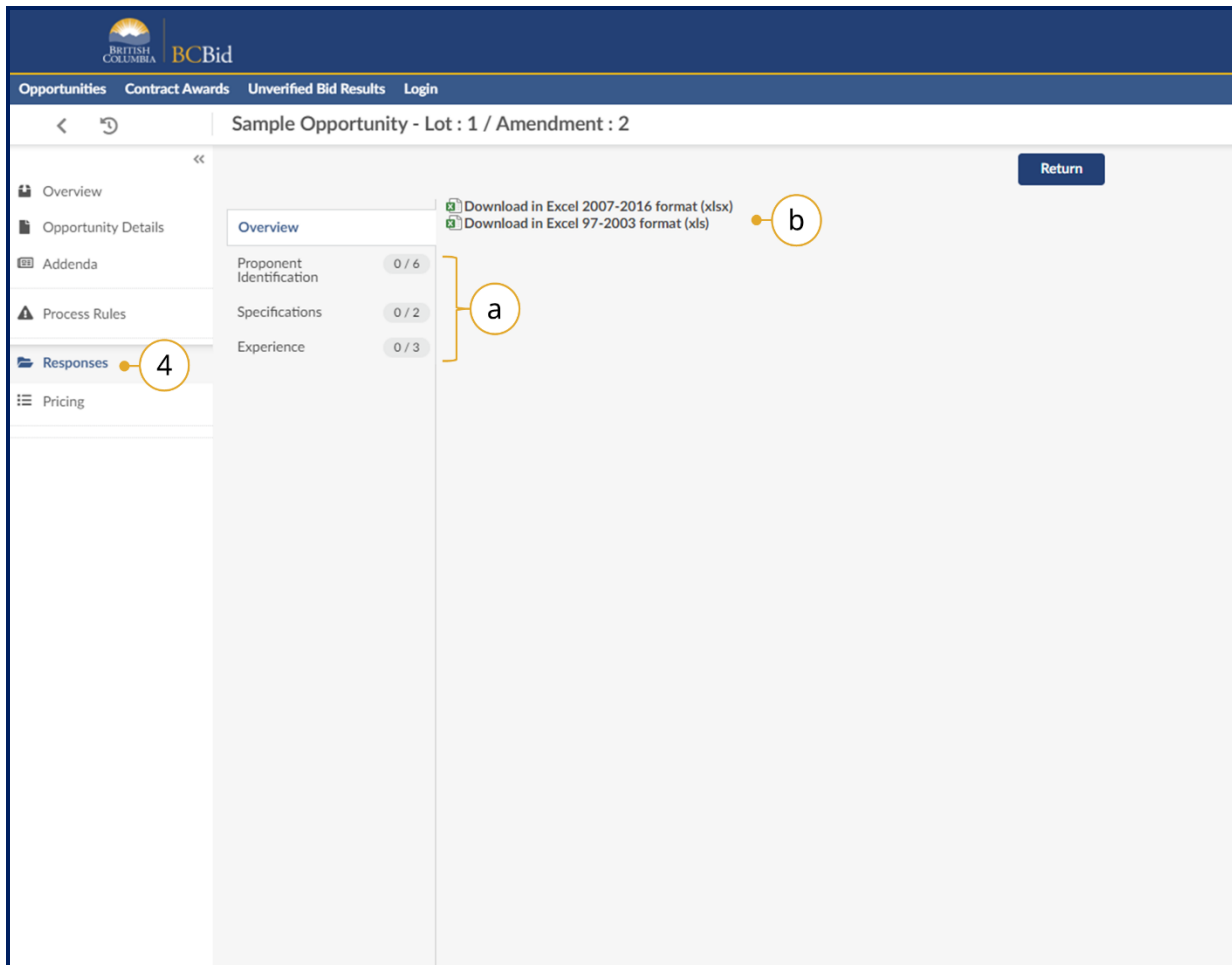
These process rules are not the exclusive source or location for all rules pertaining to the ITQ. Other rules, including mandatory requirements for this ITQ are set out in BC Bid, including the

- If present, in the left-hand menu, click **Process Rules**.

This page provides the terms and conditions related to the opportunity. These are specific to each opportunity.



By registering and logging in as a supplier and selecting the **Start Submission** button, suppliers will receive notification of amendments and addenda issued for the opportunity.



4. If present (for example for an ITQ), in the left-hand menu, select **Responses**. The responses tab is where suppliers reply to questions or information requested by the buyer.
 - a. Each section of the response form will appear as a tab on the left side of the page.
 - b. The templates can be downloaded and completed outside BC Bid by selecting the download links.
 - c. Mandatory questions will be identified.
 - d. Some questions may have additional attachments that may need to be completed.



By registering and logging in as a supplier and selecting the **Start Submission** button, suppliers will be able to draft their responses in BC Bid rather than in the downloaded template.

Remaining time: 16d 03h 27min 14s

Enquiries Deadline 2021-10-20 2:00:00 PM

Note all times shown are in Pacific Time.

Download in Excel 2007-2016 format (xlsx) a

Download in Excel 97-2003 format (xls) a

Prepare RFX - Item

RFX Grid Group(s)

Search by keyword Search Reset

Response

Order	Item #	Type	Description	Qty	Unit	Deliv. date	Unit price (V)	Amount (V)
	I1_1	Required Item	Bricks, standard, red	12,000.00000	Each			
	I1_2	Required Item	Bricks, stone	7,000.00000	Each			
	I1_3	Required Item	Bricks, concrete	4,000.00000	Each			

3 Result(s)

5. If present (for example for an ITQ), in the left-hand menu, click **Pricing**.

The pricing tab outlines the items being purchased for the opportunity. Items may be listed as required or as optional. The buyer may also create multiple pricing grids as a way of organizing the items being purchased.

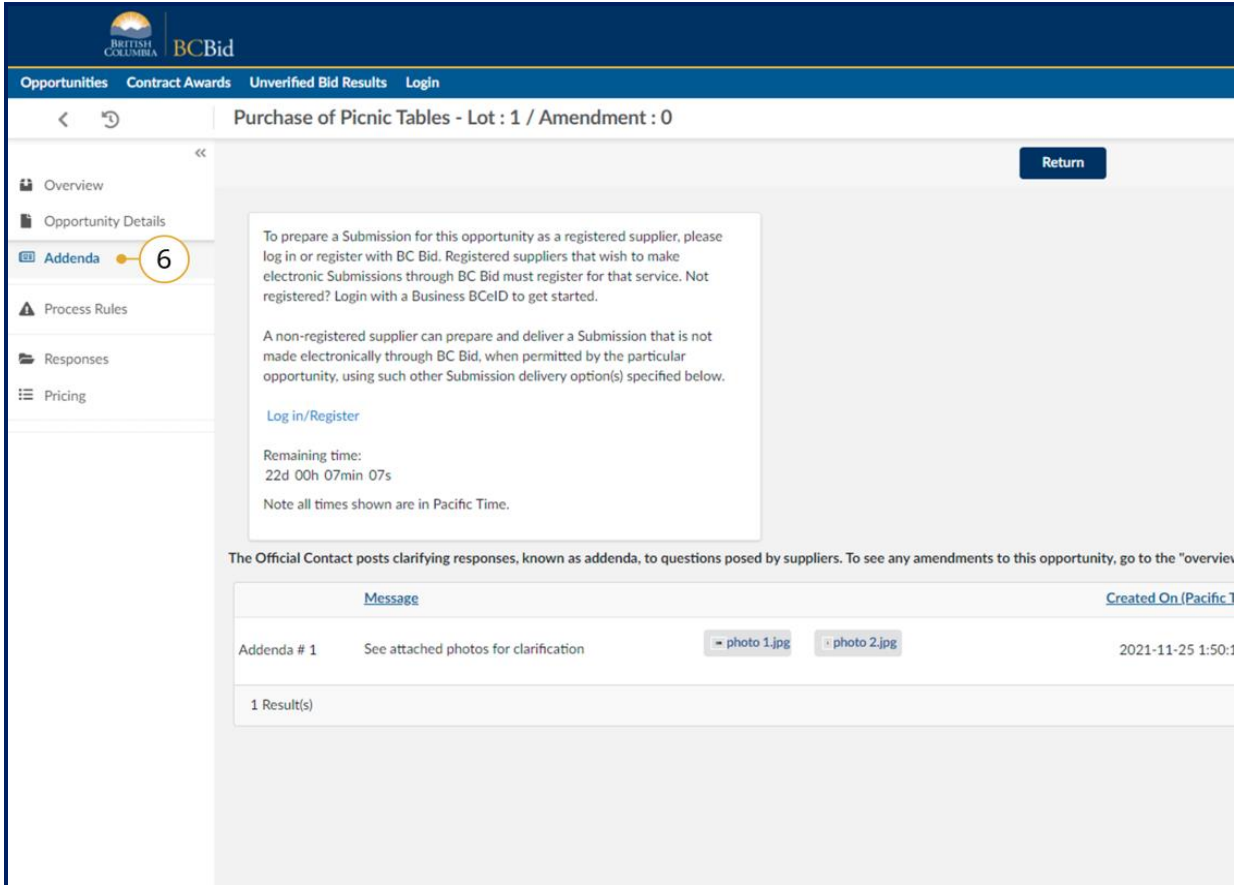
a. The templates can be downloaded and completed outside BC Bid by selecting the download links.



By registering and logging in as a supplier and selecting the **Start Submission** button, suppliers will be able to complete the pricing form in BC Bid rather than in the downloaded template.

Addenda

Addenda are issued by the buyer to provide clarification on a requirement, to respond to a supplier question, or to provide additional information with an additional document.



The screenshot shows the BC Bid portal interface. The top navigation bar includes 'Opportunities', 'Contract Awards', 'Unverified Bid Results', and 'Login'. The main header displays 'Purchase of Picnic Tables - Lot : 1 / Amendment : 0'. A left-hand menu is visible with 'Addenda' highlighted and circled with a '6'. The main content area contains a message box with instructions for suppliers to log in or register, and a 'Return' button. Below the message box, there is a table of addenda. The table has columns for 'Message', 'Created On (Pacific Time)', and 'Attachments'. One addendum is listed with the message 'See attached photos for clarification', two attachments ('photo 1.jpg' and 'photo 2.jpg'), and a creation date of '2021-11-25 1:50:18'. Below the table, it indicates '1 Result(s)'.

6. In the left-hand menu, click **Addenda** to view any addenda issued. Addenda are minor changes to an opportunity. Addenda will not require suppliers to resubmit their submissions.
 - a. Review any additional documents provided in relation to the addenda issued.



By registering and logging in as a supplier and selecting the **Start Submission** button, suppliers will receive notification of amendments and addenda issued for the opportunity.

Amendments

An amendment represents a substantial change to an opportunity. If an amendment is issued, suppliers are responsible for resubmitting their response. Submissions to previous amendment versions will not be considered once a new amendment is issued. All suppliers are responsible for checking BC Bid regularly to ensure they have replied to the latest amendment version.

The screenshot displays the BC Bid Public Portal interface for an amendment. The breadcrumb path is 'Sample Opportunity - Lot : 1 / Amendment : 2'. The left sidebar contains navigation options: Overview, Opportunity Details, Addenda, Process Rules, Responses, and Pricing. The main content area shows the following details:

- Lot # 1** and **Amendment # 2**
- Amendment reason:** Response form has been updated.
- Amendment History:**

#	Amendment reason	Date & time (Pacific Time)
1	Quantities have been revised	2021-09-10 9:05:40 AM
- Issue Date:** 2021-09-08 10:43:01 AM (Pacific Time)
- Closing Date and Time:** 2021-10-29 2:00:00 PM (Pacific Time)
- Amendment Date & Time:** 2021-09-10 11:29:13 AM
- Delivery of Submissions:**
 - 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

1. The **Opportunity Title** will indicate the amendment version.
2. In the **Overview** tab, the current amendment version will be displayed with the **Amendment Reason**.
3. The **Amendment History** will list all previous amendment versions with the reason and date/time. Each amendment in the history will show detailed information about what was amended under Amendment Reason.
4. Resume drafting a submission outside BC Bid to reflect the changes in the amendments.
5. Submit the submission according to one of the allowable submission methods.



While registered suppliers will receive notification of amendments/addenda issued for an opportunity, all suppliers are responsible for checking BC Bid regularly to ensure they have replied to the latest amendment version.

Submitting a Response

The screenshot displays the BC Bid portal interface for the opportunity "Purchase of Picnic Tables - Lot : 1 / Amendment : 0". The left-hand navigation menu includes "Overview", "Opportunity Details", "Addenda", "Process Rules", "Responses", and "Pricing". The "Overview" tab is selected and highlighted with a callout '1'. The main content area shows the following details:

Lot #	Amendment #
1	0

Issue Date
2021-11-18 2:29:03 PM (Pacific Time)

Closing Date and Time
2021-12-17 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

Refer to the [Guidelines for Vendors for Submissions Via Email](#) for a better understanding of the risks associated with emailed submissions.

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 two styles of picnic tables for BC Parks

A callout '2' points to the "Delivery of Submissions" section, and a callout 'a' points to the "BC Bid Electronic Submission" method description. A "Return" button is visible in the top right corner of the main content area.

1. In the left-hand menu, click the **Overview** tab.
2. Under the **Delivery of Submissions** section review the listed methods.
 - a. If submitting using BC Bid Electronic Submission, **login** to the Supplier Dashboard.
3. Submit all required documents using one of the stated submission methods.

Note: When submitting using an offline submission method, ensure that you reference the Opportunity ID with your submission.

Ask Questions

Suppliers can ask questions by emailing the Official Contact at the email address listed in the Opportunity Details Section.

1

2

Return

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 and rules regarding enquiries are set out in the "Process Rules" tab or within the attached RFX documents.

Contact First Name	Contact 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.

Office Street Address
563 Superior St

City
Victoria

Postal Code
V8V 1T7

Country
CANADA

State/Province
British Columbia

Latitude
48.41814

Longitude
-123.36930

Goods will be delivered to or work will be done in the following Regions:

Regions
Capital

1. Click **Opportunity Details**.
2. In the **Official Contact Information** section use the **Contact email** address.
3. Copy the email address and send an email to the **Official Contact**. Ensure that the **Opportunity ID** is referenced in the email.



By registering and logging in as a supplier and selecting the **Start Submission** button, suppliers can send messages to the **Official Contact** within BC Bid using the **Enquiries** screen.

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)
Navigating the Public Portal	https://youtu.be/loEjkEXP6wY
Explore Opportunities	https://youtu.be/cPG8eZrDiiI
Explore Contract Awards	https://youtu.be/oGLbRCO8GfA
Explore Unverified Bid Results	https://youtu.be/EXRTdqVeDRs

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