

BCBid

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.

Table of Contents

Introduction.....	2
How to Use this Guide	2
Information Icons	3
Getting Started.....	7
Introduction.....	7
Business BCeIDs.....	7
Registering in BC Bid	7
Sites.....	8
Subscription Expiry Dates	8
General Interface	9
Browser Types	9
Expand/Collapse Menu and Expand/Collapse Filters.....	9
Search Commodity Codes	10
Adding files.....	10
File Size and File Formats	11
Text Fields Editing Toolbar	11
Close to Save Using “X”	11
Excel Response Form (Invitation to Quote, Timber Auction, and Invitation to Tender only)	11
Supplier Dashboard	12
Explore Opportunities	14
Search for Opportunities.....	14
Search Your Manage Submissions Page	16
Search for Contract Awards	18
Search for Unverified Bid Results.....	20
Step 1: Opportunity Overview	23

Pre-Advertisement 23

Amendments..... 23

Lots..... 23

Review Opportunity Information 24

Step 2: Questions for Buyer 30

Submit a Question in BC Bid 30

View Responses to Questions..... 32

Submit a Question by e-mail..... 33

Addenda 34

Step 3a: Start Your Submission..... 35

Opportunity Information 36

Manage Team..... 45

Planholders & Interested Suppliers List 46

Submitting the Response 49

 e-Bid Submission 49

 Offline Submission 53

Step 3b: Start Your Submission – Invitation to Quote, Timber Auction and Invitation to Tender Only 56

Opportunity Information 57

Responses Tab..... 69

Pricing Tab 71

Manage Team..... 72

Submitting the Response 73

 e-Bid Submission 73

 Offline Submission – Drafting Submission in BC Bid 77

 Offline Submission – Drafting Submission outside BC Bid using Excel Templates 80

Step 4: Amendments & Addenda 83

Overview	83
Amendment	84
Look for Changes	84
Addenda	85
Look for Changes	85
Step 5: Creating Alternate or Replacement Submissions	86
Finding Previous Submissions	86
Manage Submissions	86
Submission History.....	87
Create a New Submission	88
Copy a Submission	90
Withdrawing an e-Bid Submission	93
Cancelling an In-Progress Submission	94
Appendix 1: Provincial Help Desk.....	96
Appendix 2: Training Video Links	97
Appendix 3: Supplier Admin Responsibilities	98
Appendix 4: Additional User Responsibilities	99
Appendix 5: Supplier Role Matrix	100
Appendix 6: Submission Progress and Submission Status.....	101

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

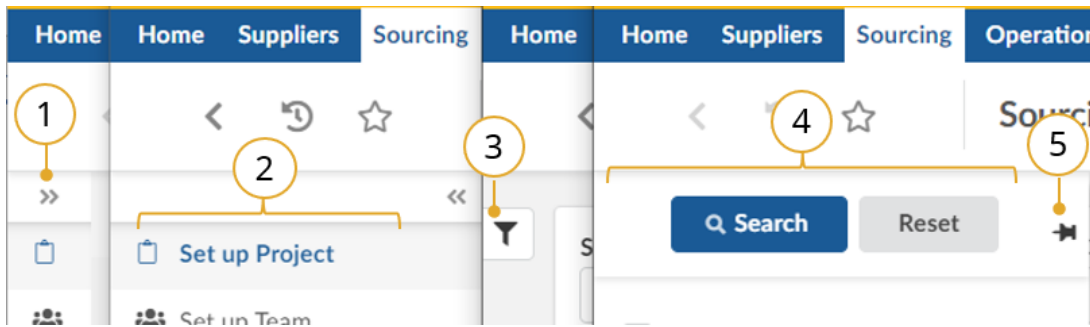
This section describes some general functionality of BC Bid.

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

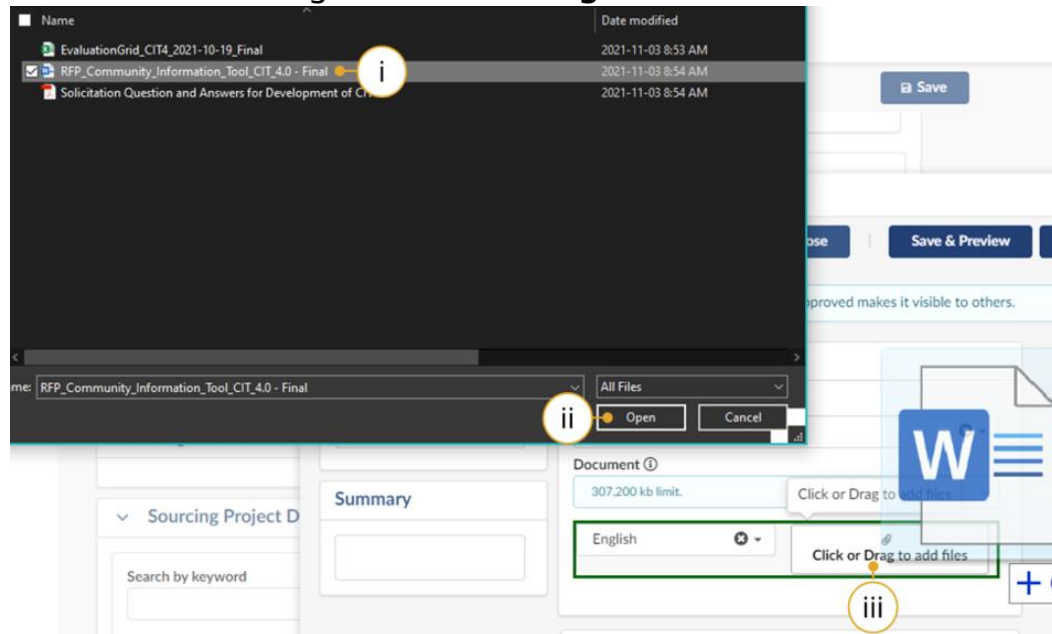
In the Commodity Code search pop-up (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

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

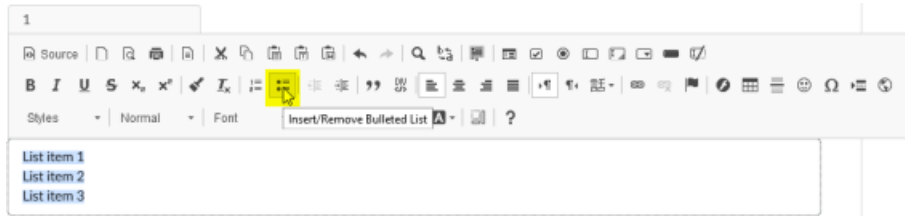
File uploads are limited to 500 MB per file. File types include common business application file types. There are an unlimited number of attachments.

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.

Supplier Dashboard

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. The 'Home' tab is selected, and the page title is 'Supplier Dashboard'. A search bar is located in the top right corner. The dashboard is divided into several sections:

- Submissions in Progress:** A circular icon with the number '0' and a callout 'a' pointing to the 'Welcome Suppliers!' message.
- Welcome Suppliers!:** A message box with the text 'All kinds of exciting things are happening and coming up! Watch this space for updates.'
- My Subscriptions:** A section with callout 'b' containing 'Ebidding Expiry' and 'Notifications Expiry'.
- Performance:** A section with callout 'c'.
- Supplier Resources:** A section with callout 'd' containing 'Intended to provide a list of information resources for Suppliers' and 'Links to key training material, reference material, policies, etc. Information for contacting helpdesk'.
- Closing Soon:** A section with callout 'e'.
- Supplier Status:** A section with callout 'c' showing 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks.
- Recently Amended:** A section with callout 'e'.

At the bottom left, there are links for '[Site map]' and '[Legal mentions]'. At the bottom right, it says 'BC Bid v1.2'.

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.

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo and user information. The main content area is divided into several sections: 'Welcome Suppliers!' with a message about updates; 'My Subscriptions' showing 1 result; 'Performance'; 'Supplier Resources' with links to training and helpdesk; 'Closing Soon'; 'Supplier Status' with a green checkmark icon and the text 'There is no item requiring your attention at the moment.'; and 'Recently Amended' which is currently empty. A search bar is located at the top right of the dashboard area. The user's name 'Alfred A.' and a profile icon are visible in the top right corner. The 'Adjust Contrast' button is also visible in the top right corner.

- 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.

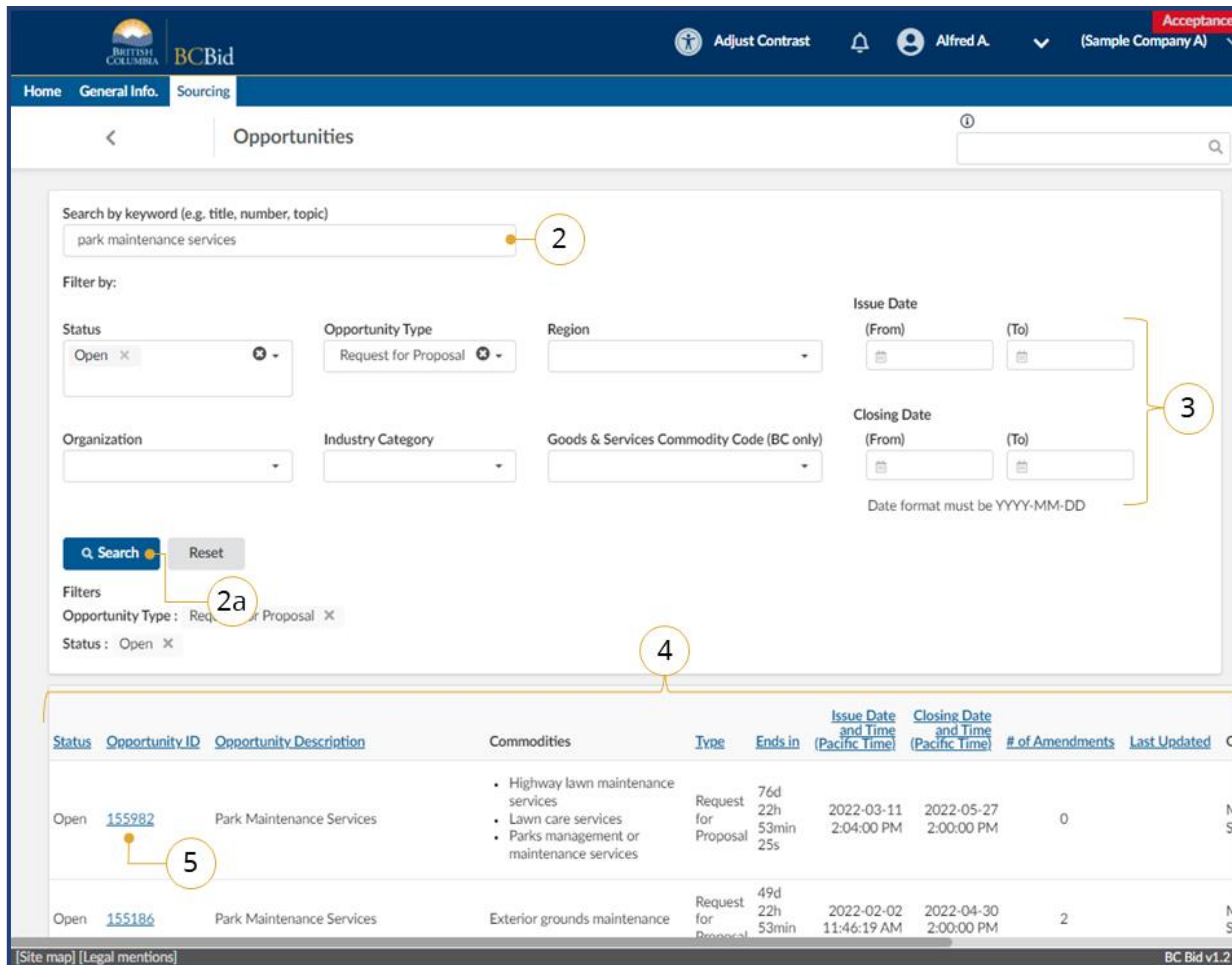
Explore Opportunities

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 displays the BC Bid Supplier Dashboard. The top navigation bar includes the BC Bid logo, user profile 'Alfred A.', and a dropdown menu for '(Sample Company A)'. The main navigation menu is visible, with 'Sourcing' selected. A red circle with the number '1' highlights the 'Opportunities' menu item. The dashboard content includes sections for 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A message states 'There is no item requiring your attention at the moment.' The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2'.

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



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](#)

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 displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo, user information (Alfred A., Sample Company A), and utility links (Adjust Contrast, Acceptance). The main content area is titled "Supplier Dashboard" and features several sections: "Welcome Suppliers!" with a message about updates, "My Subscriptions" showing 1 result, "Performance", "Supplier Resources" with links to training and helpdesk, "Closing Soon", "Supplier Status" with registration and preparation status, and "Recently Amended". A search bar is located at the top right of the dashboard area. A red circle with the number "1" highlights the search bar.

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

The screenshot shows the 'Manage Submissions' page. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing'. Below this is a search bar and filter section. The filter section includes 'Submission Progress', 'Opportunity ID', 'Status' (set to 'Open'), and 'Organization'. A 'Search' button is highlighted with a circled '3'. Below the filters is a table with columns: Submission Progress, Opportunity Description, Opportunity ID, Opportunity Type, Organization, Lot #, Amendment #, Last Updated, Status, Remaining Time, and Issuance. Two rows are visible: one for 'Park Maintenance Services' (In Progress) and one for 'Paving Roads' (Submitted). A circled '4' points to the 'In Progress' status indicator in the first row. A circled '2' points to the filter area.

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 displays the BC Bid Supplier Dashboard. At the top, the navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The 'Sourcing' menu item is circled with a yellow circle containing the number '1'. Below the navigation bar, the dashboard features several widgets: 'Welcome Suppliers!', 'My Subscriptions' (showing 1 Result), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (with 'Registration Onboard Pending' and 'Preparation Gather Information' both marked as complete), and 'Recently Amended'. A search bar is located at the top right of the dashboard area.

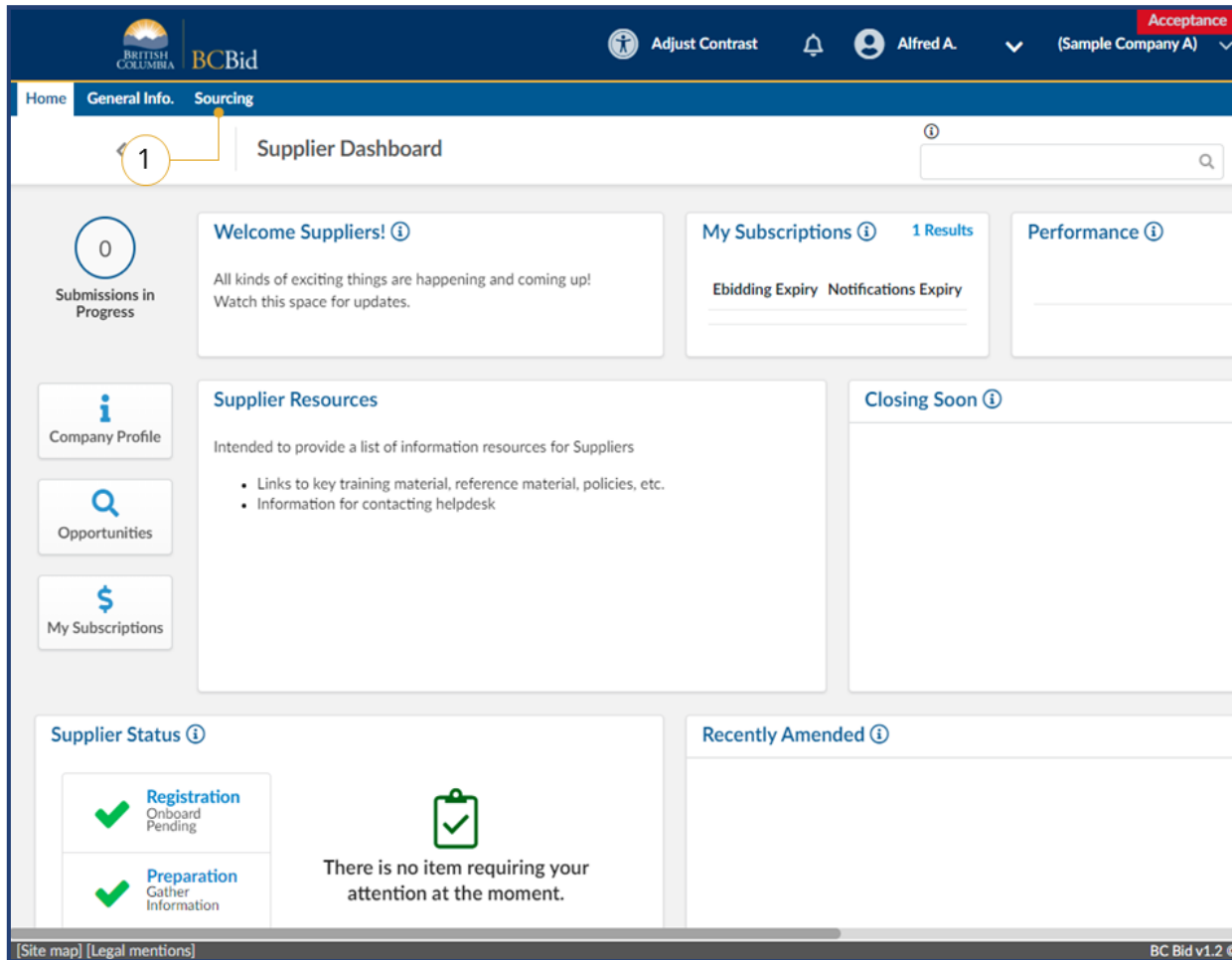
1. On the main menu, click **Sourcing**, then click **Contract Awards**.

The screenshot shows the 'Contract Awards' page in the BC Bid system. The 'Sourcing' tab is active. A search filter is applied for 'Request for Proposal'. The results table shows one entry for Opportunity ID 155363, 'Online Platform Management and Support Services', issued by the Ministry of Citizens' Services in Victoria, B.C., with a contract value of 240,000.00 and awarded to Company A Corporation.

Opportunity ID	Opportunity Description	Opportunity Type	Issuing Organization	Issuing Location	Contact Email	Contract Value	Successful Supplier
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

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.

Search for Unverified Bid Results



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

Filter by:

Issuing Organization: Ministry of Citizens' Services x

Opportunity ID:

Filters Issuing Organization: Ministry of Citizens' Services x

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	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.

Home General Info. Sourcing

Adjust Contrast Alfred A. (Sample Company A) Acceptance

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

Search

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

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)

[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.

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

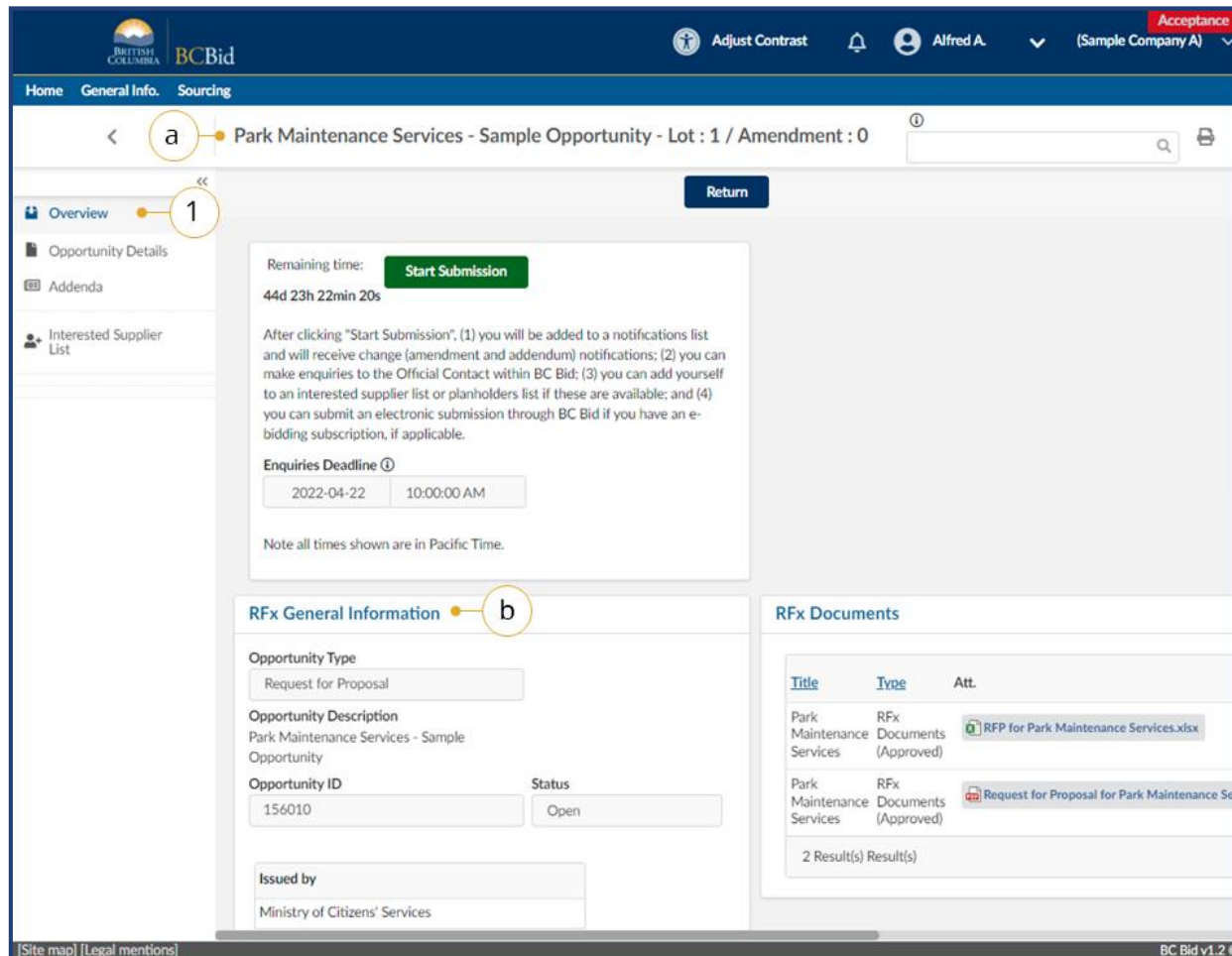
Amendments reflect substantial changes to a specific lot. If an amendment has been issued, any previously received submissions for that opportunity (in the same lot) are rejected and will need to be resubmitted. For more information see [Addenda and Amendments](#).

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.



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.

Home General Info. Sourcing

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

Overview

Opportunity Details

Addenda

Interested Supplier List

Remaining time: **Start Submission**
44d 23h 22min 20s

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.

RFx General Information

Opportunity Type
Request for Proposal

Opportunity Description
Park Maintenance Services - Sample Opportunity

Opportunity ID
156010

Status
Open

Issued by
Ministry of Citizens' Services

RFx Documents C

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 Services

2 Result(s) Result(s)

[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.

Home General Info. Sourcing

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

Overview

Opportunity Details

Addenda

Interested Supplier List

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

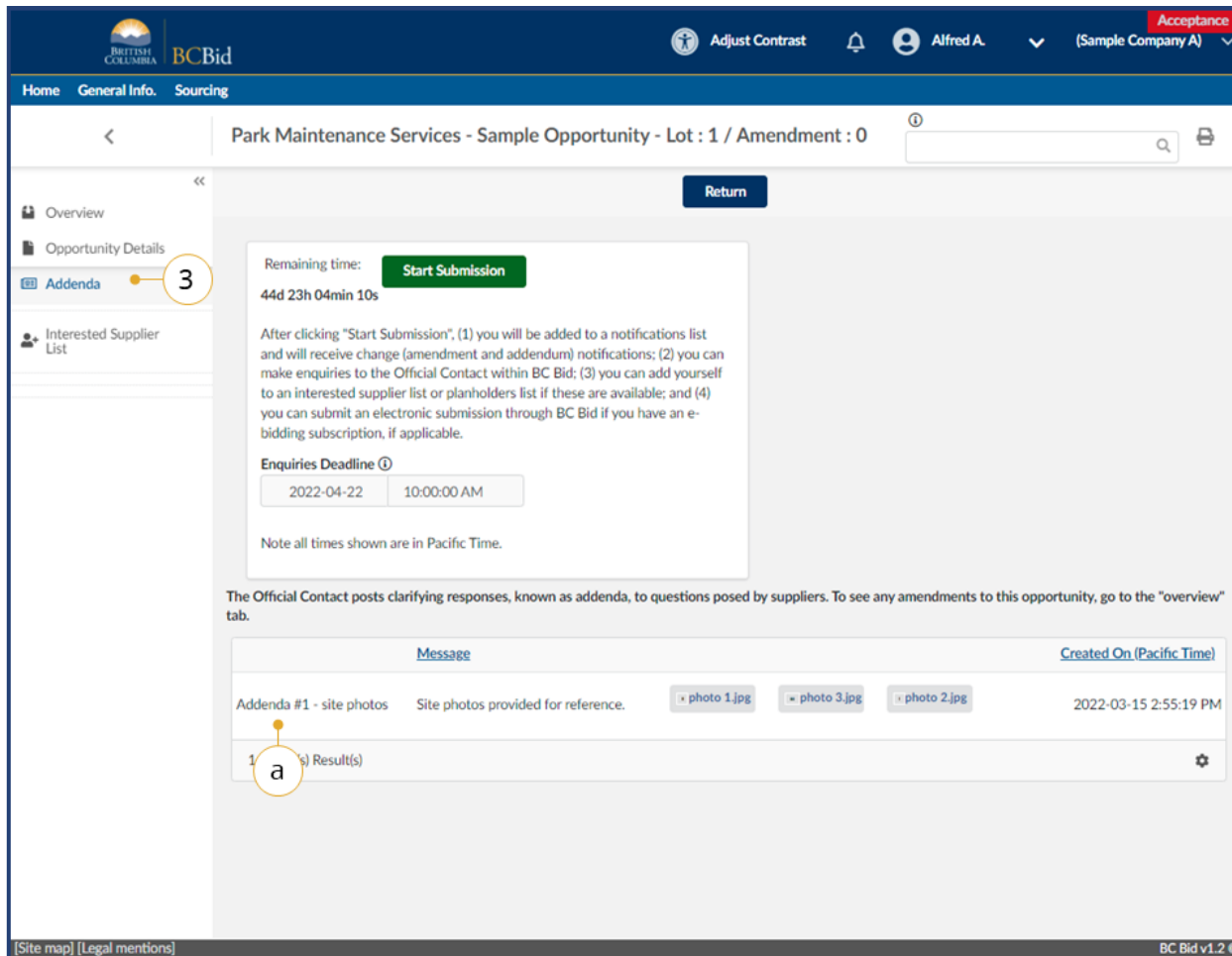
Delivery Location for Goods, Services, or Construction

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

[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. There may be more or less information depending on the opportunity.



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.

Home General Info. Sourcing

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

Return

Overview

Opportunity Details

Addenda

Interested Supplier List

Remaining time: **Start Submission** 4

44d 05h 25min 20s

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.

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 Mainten
Park Maintenance Services	RFx Documents (Approved)	Request for Proposal fo

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

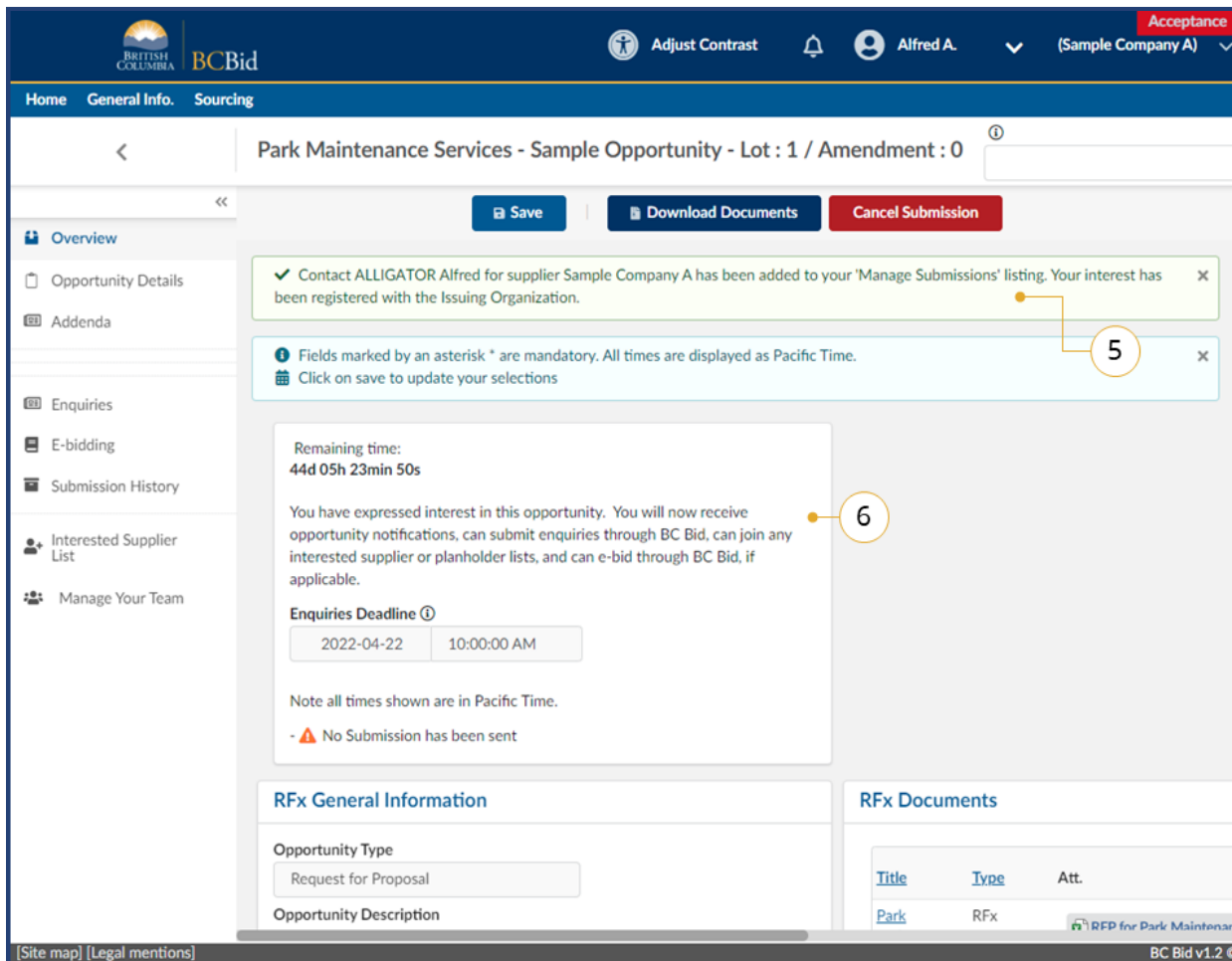
- To proceed in participating in the opportunity, click the **Start Submission** button.

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.



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 web application interface. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and company name (Sample Company A). The main content area is titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. The left-hand menu is visible, with 'Enquiries' highlighted and circled in red with the number '2'. The main content area shows a search bar, a 'Search' button, and a 'Reset' button. Below the search bar, there is a section titled 'Ask a question' with a 'Compose' button circled in red with the number '3'. The 'Ask a question' section contains text explaining that enquiries should be directed to the Official Contact. Below this text is a table of messages.

Subject	Messages	Last update (Pacific Time)	Original sender	Last sender
Addenda #1 - site photos	1 / 1	2022-03-15 2:55:19 PM	Lauren PINKERTON	Lauren PINKI

1 Result(s)

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.

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**.

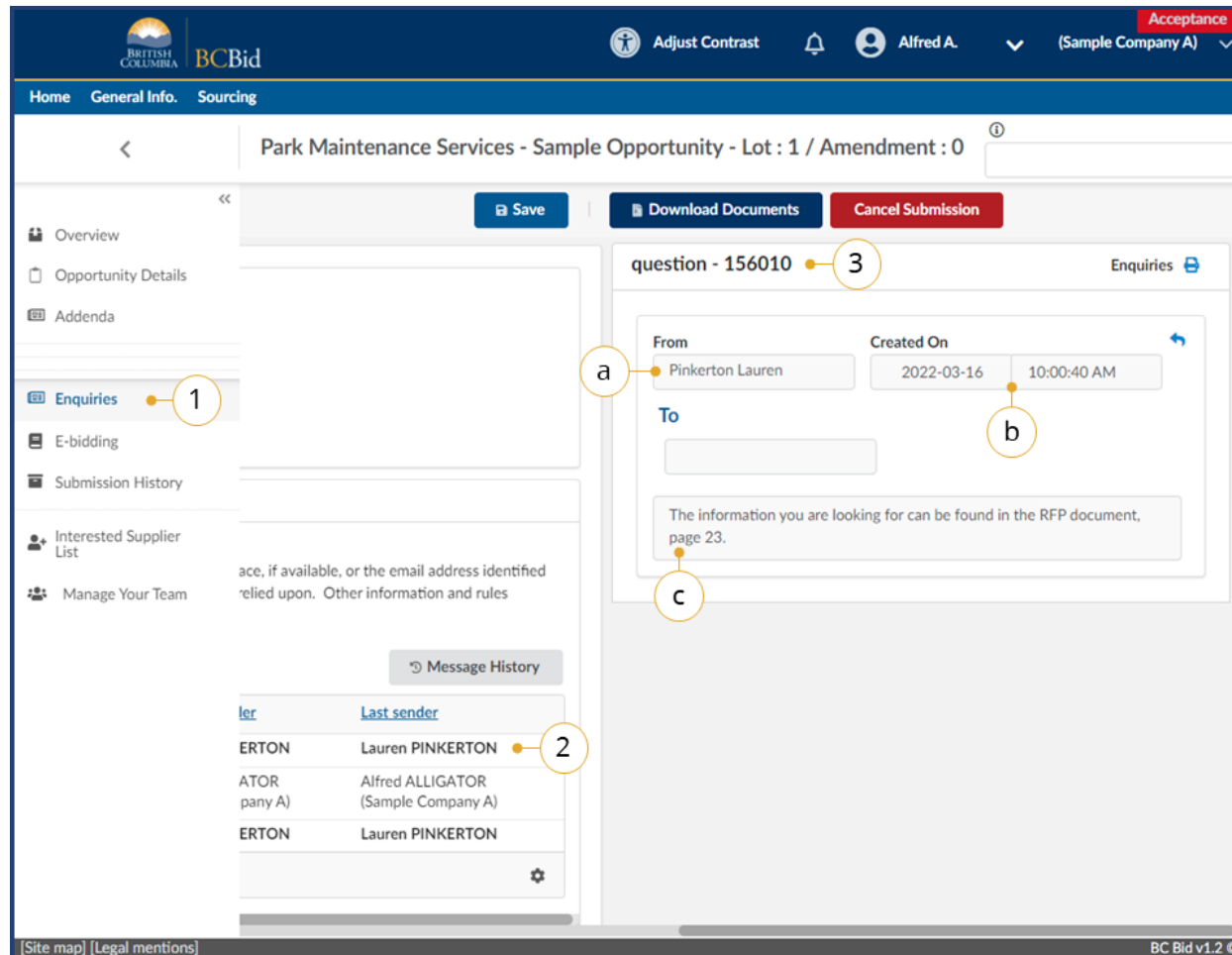
Note: Clicking save on this page will not save a draft of the message.



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.



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 displays the BCBid interface for a specific opportunity. The top navigation bar includes the BCBid logo, user name 'Alfred A.', and company name '(Sample Company A)'. The main content area is titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. A sidebar on the left contains navigation options: Overview, Opportunity Details (highlighted with a '1'), Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area features a 'Save' button, 'Download Documents' button, and 'Cancel Submission' button. Below these buttons is the 'Official Contact Information' section, which includes a text area with instructions on how to submit enquiries. A table lists the official contact details:

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

Below the contact information is a section for 'Delivery Location for Goods, Services, or Construction', which includes a map showing the location at Goldstream Provincial Park. The page footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

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 displays the BC Bid web interface. At the top, there is a navigation bar with the BC Bid logo, user information (Alfred A.), and a dropdown menu for 'Sample Company A'. Below this is a breadcrumb trail: Home > General Info. > Sourcing. The main content area is titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. On the left-hand side, there is a vertical menu with options: Overview, Opportunity Details, Addenda (highlighted with a circled '1'), Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area shows a 'Remaining time: 44d 03h 48min 29s' and a message: '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.' Below this is the 'Enquiries Deadline' section, showing '2022-04-22 10:00:00 AM' and a note: 'Note all times shown are in Pacific Time.' A warning icon indicates 'No Submission has been sent'. A message section titled 'Message' shows a message from 'Addenda #1 - site photos' with three attachments: 'photo 1.jpg', 'photo 2.jpg', and 'photo 3.jpg'. The message text reads: 'Site photos provided for reference.' The message was created on '2022-03-15 2:55:19 PM'. At the bottom of the message section, it says '1 Result(s)' with a circled '2' next to it. The footer of the page includes '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

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 displays the BC Bid interface for a specific opportunity. The top navigation bar includes the BC Bid logo, user profile 'Alfred A.', and 'Acceptance' status. The breadcrumb trail shows 'Home > General Info. > Sourcing'. The main heading is 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. A 'Return' button is visible. The 'Overview' section contains a 'Start Submission' button with a circled '1' next to it, indicating a step in a process. Below this is an 'Enquiries Deadline' section showing '2022-04-22 10:00:00 AM'. At the bottom, there are sections for 'RFx General Information' and 'RFx Documents'.

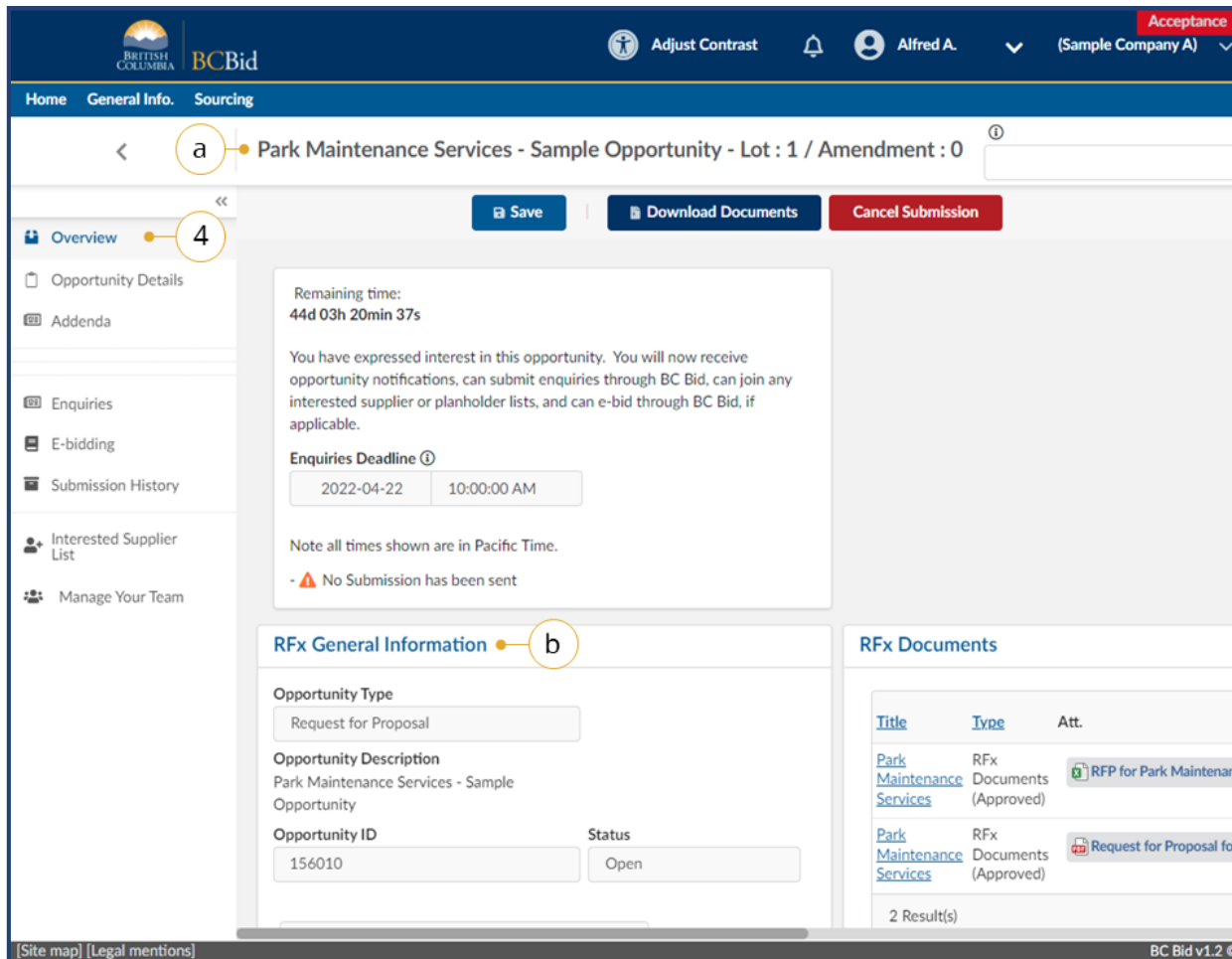
1. Ensure that the **Start Submission** button has been clicked.

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.

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](#)



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.

Home General Info. Sourcing

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

Save Download Documents Cancel Submission

Overview

Opportunity Details

Addenda

Enquiries

E-bidding

Submission History

Interested Supplier List

Manage Your Team

Remaining time:
44d 03h 20min 37s

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
Park Maintenance Services - Sample Opportunity

Opportunity ID
156010

Status
Open

RFx Documents ⓘ

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

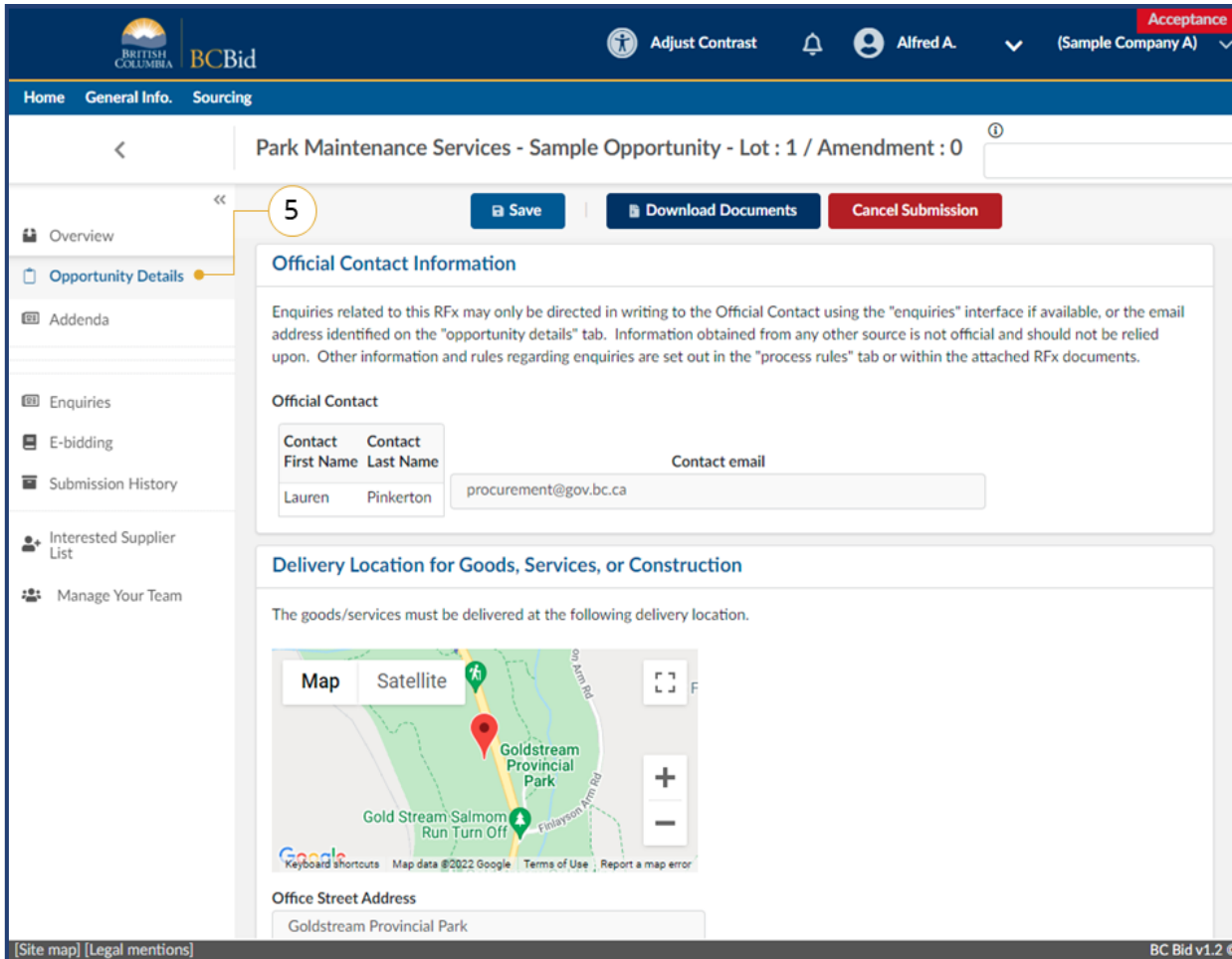
2 Result(s)

[Site map] [Legal mentions] 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**.

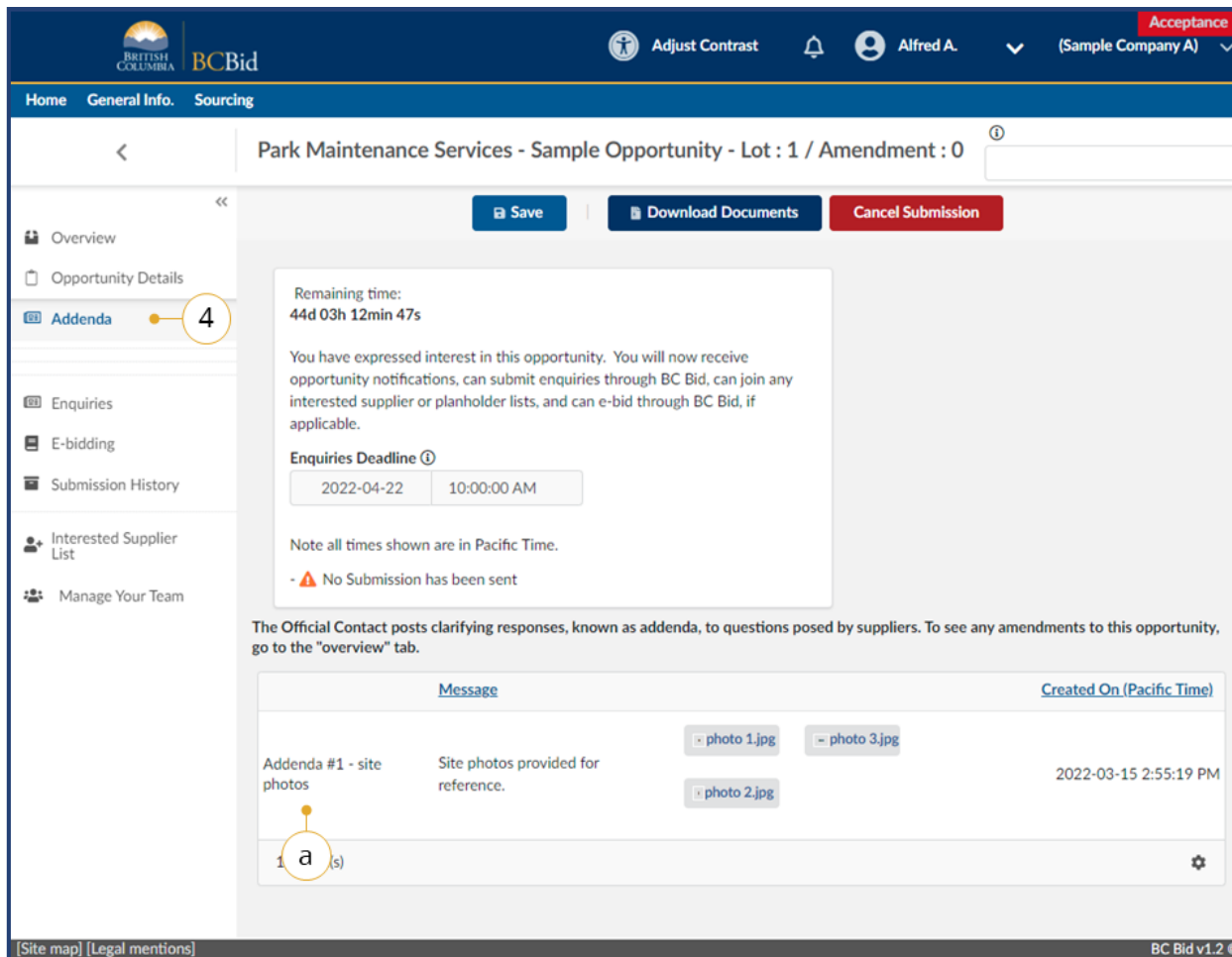


There may be additional attachments provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



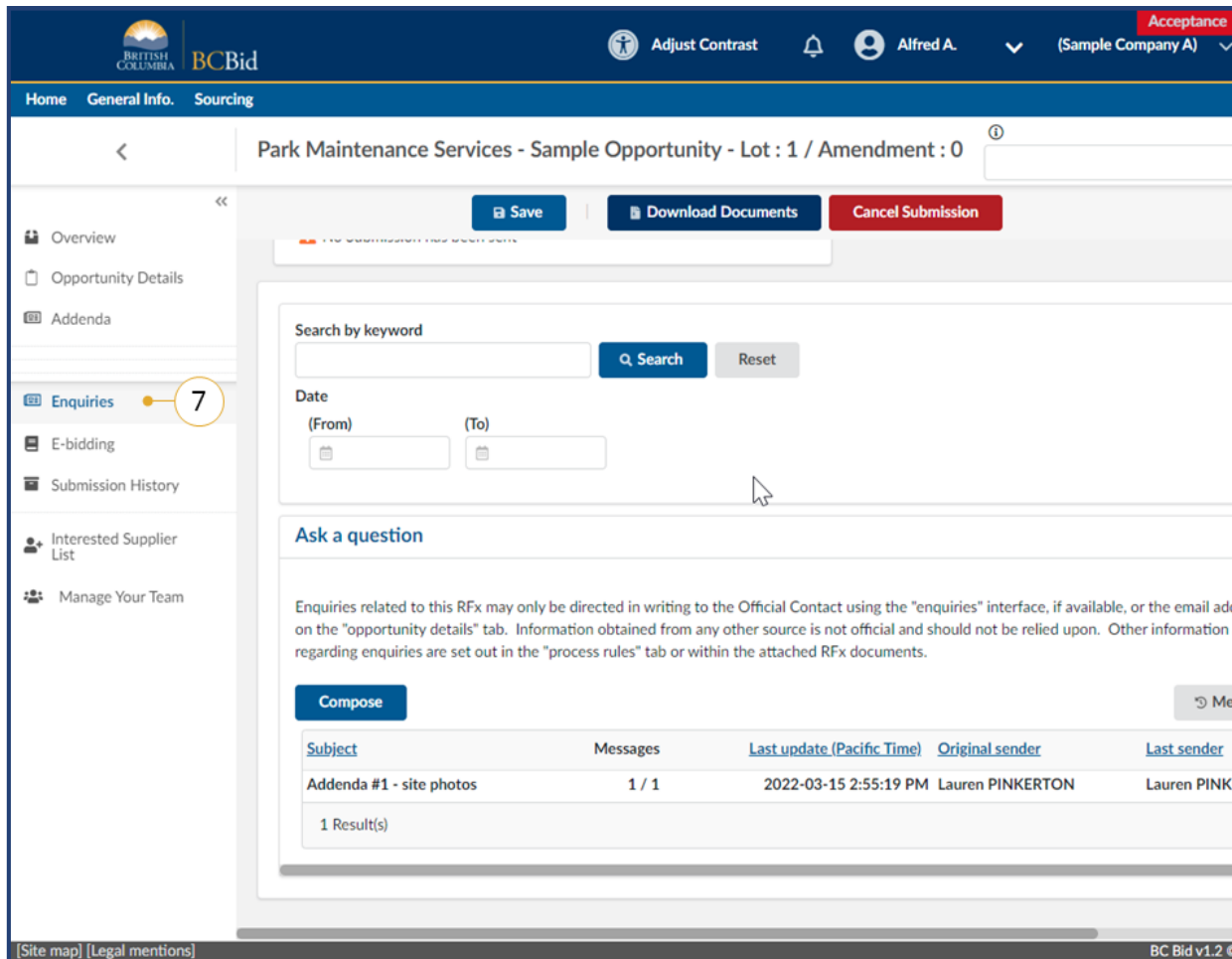
- On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact, Delivery location, Trade Agreements, and Mandatory Criteria**.

Note: These options are different for each opportunity type.



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.



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.

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 displays the BC Bid interface for a user named Alfred A. The page title is "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0". The left-hand navigation menu includes "Overview", "Opportunity Details", "Addenda", "Enquiries", "E-bidding", "Submission History", "Interested Supplier List", and "Manage Your Team". The "Submission History" item is highlighted with a callout box labeled "9".

The main content area shows a "Save" button, "Download Documents" button, and "Cancel Submission" button. Below these is a text box with instructions: "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." The "Enquiries Deadline" is set for 2022-04-22 at 10:00:00 AM. A note states "Note all times shown are in Pacific Time." and a warning icon indicates "No Submission has been sent".

Below the instructions is a "Search submissions" section with a "Search" button and a "Reset" button. The "Status" filter is set to "Cancelled", "In progress", and "Received".

A note states: "To withdraw a Submission, select value 'Submission withdrawn' from the Withdraw Submission field below and click the Save button to confirm".

The table below shows the submission history:

Opportunity Description	Title	Status	Received on (Pacific Time)	Total	Decision	Withdraw Submission
Park Maintenance Services - Sample Opportunity - 0	Submission # 1	In progress				

The table indicates "1 Result(s)". A callout box labeled "a" points to the "Submission # 1" link in the table.

At the bottom of the page, there are links for "[Site map]" and "[Legal mentions]", and the version number "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.
 - a. 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 BCBid portal interface. At the top, there is a navigation bar with the BCBid logo, user name 'Alfred A.', and company name '(Sample Company A)'. Below this is a breadcrumb trail: 'Home > General Info. > Sourcing'. The main content area is titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. It features a 'Manage Your Team' section with a 'Select Contact' dropdown menu and a list of contacts. The list includes 'ALLIGATOR Alfred' and 'ANTELOPE Anita'. Annotations '1', 'a', and 'b' are placed on the 'Manage Your Team' menu item, the dropdown arrow, and a trashcan icon respectively.

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 BCBID 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 users 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 displays the BCBid interface for an opportunity titled "Post n Go RFP Practise 2 - Lot : 1 / Amendment : 0". The left-hand navigation menu includes "Overview", "Opportunity Details", "Addenda", "Enquiries", "E-bidding", "Submission History", "Interested Supplier List" (highlighted with callout 1), and "Manage Your Team". The main content area is titled "Interested Supplier List" and contains the following text:

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 (Callout 3)

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.

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.

Below the text is a table of interested suppliers (Callout 2):

Legal Name	Doing Business as Name	Additional Information	Email	Contact First Name	Contact Last Name	Phone
Company A Corporation	Company A Corp		company.a@example.com	Ally	Acorn	

At the bottom of the page, there are links for "[Site map]" and "[Legal mentions]", and a version number "BC Bid v1.2 ©".

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**.

The screenshot shows the 'Interested Supplier List' page in the BC Bid portal. At the top, there are navigation tabs for 'Home', 'General Info.', and 'Sourcing'. The current page title is 'Post n Go RFP Practise 2 - Lot : 1 / Amendment : 0'. Below the title, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. The main content area is titled 'Interested Supplier List' and contains instructions on how to join the list and edit contact information. A table lists the current interested suppliers, with a pencil icon next to the first entry, which is circled with a yellow '4'. Below the table is a 'Refresh summary list' button and additional instructions.

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

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

Save & Close **b**

Update Interested Supplier Information **a**

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 * **Phone**
alfred@sampleA.com

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] Contact Contact BC Bid v1.2 ©

- 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.

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**.

The screenshot displays the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo, user information (Alfred A.), and a dropdown menu for '(Sample Company A)'. Below the navigation bar, the breadcrumb trail reads 'Home > General Info. > Sourcing'. The main content area is titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. A secondary navigation bar contains buttons for 'Save', 'Download Documents', 'Validate & Send', and 'Cancel Submission'. The 'Validate & Send' button is highlighted with a yellow circle and the number 5. The main content area is divided into two columns. The left column contains 'Submission Information' with fields for 'Title*' (Sample A submission), 'Submission Status' (In progress), and 'Submission Type' (Original). Below this is a 'Your Submission Summary' box showing 'Total number of attached documents: 2'. The right column contains 'Supplier Documents' with an upload area (307,200 kb limit) and a list of attached files: 'Response - Sample A.xlsx' and 'Request for Proposal for Park Maintenance Services.docx'. At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]', and a version number 'BC Bid v1.2 ©'.

5. Click **Validate & Send**.

The screenshot displays the BC Bid application interface for a submission. The main header shows the BC Bid logo and navigation options. The current page is titled "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0". A confirmation dialog box is open, asking "Do you really want to submit your Submission?". The dialog box contains the following text:

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.

- You have attached one or more documents. Please confirm they are the desired files. (see E-bidding tab)
- Please check your Submission summary on the E-bidding tab to confirm the number of documents attached.

The dialog box has two buttons: "Cancel" and "I Agree and Submit". A yellow circle with the number "6" is drawn around the "I Agree and Submit" button. Below the dialog box, the "Submission Information" section shows the title "Sample A submission" and the status "In progress". The "Supplier Documents" section shows an upload area with a "307,200 kb limit".

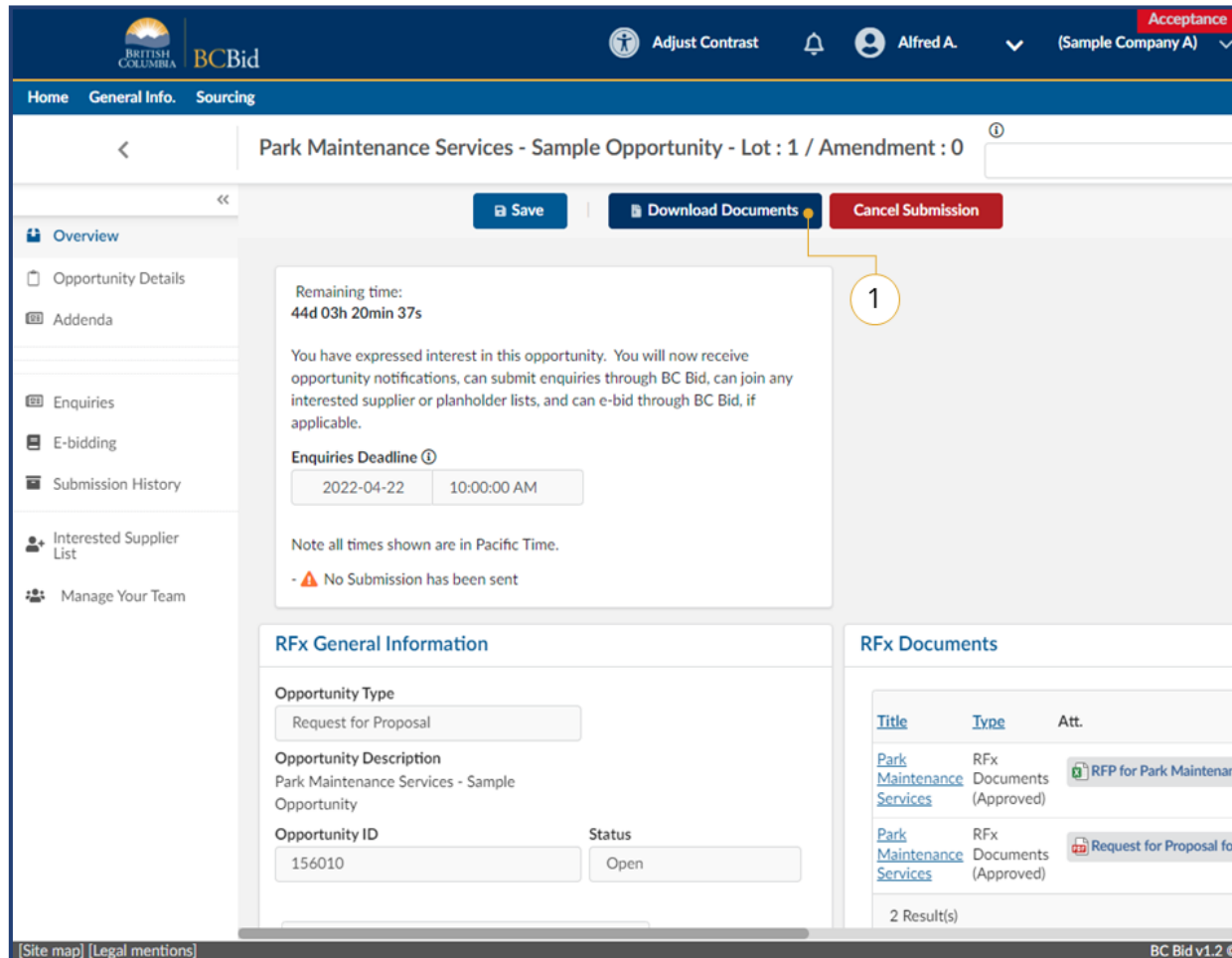
- In the dialog box, review the terms and click **I Agree and Submit**.

The screenshot displays the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo, user information (Alfred A.), and a dropdown menu for '(Sample Company A)'. Below the navigation bar, the page title is 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0'. The main content area is divided into two columns. The left column contains a sidebar with navigation options: Overview, Opportunity Details, Addenda, Enquiries, E-bidding (highlighted), Submission History, Interested Supplier List, and Manage Your Team. The right column contains the submission information. The 'Submission Information' section includes fields for Title (Sample A submission), Submission Status (Received, highlighted with a yellow circle and the number 7), and Submission Type (Original). Below this is a 'Your Submission Summary' section showing 'Total number of attached documents: 2'. The 'E-bidding Authorization' section includes a field for 'Submitter's BCeID Signature' with the value 'SampleA'. The 'Supplier Documents' section shows two uploaded files: 'Response - Sample A.xlsx' and 'Request for Proposal for Park Maintenance Services.docx'. At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]', and a version number 'BC Bid v1.2 ©'.

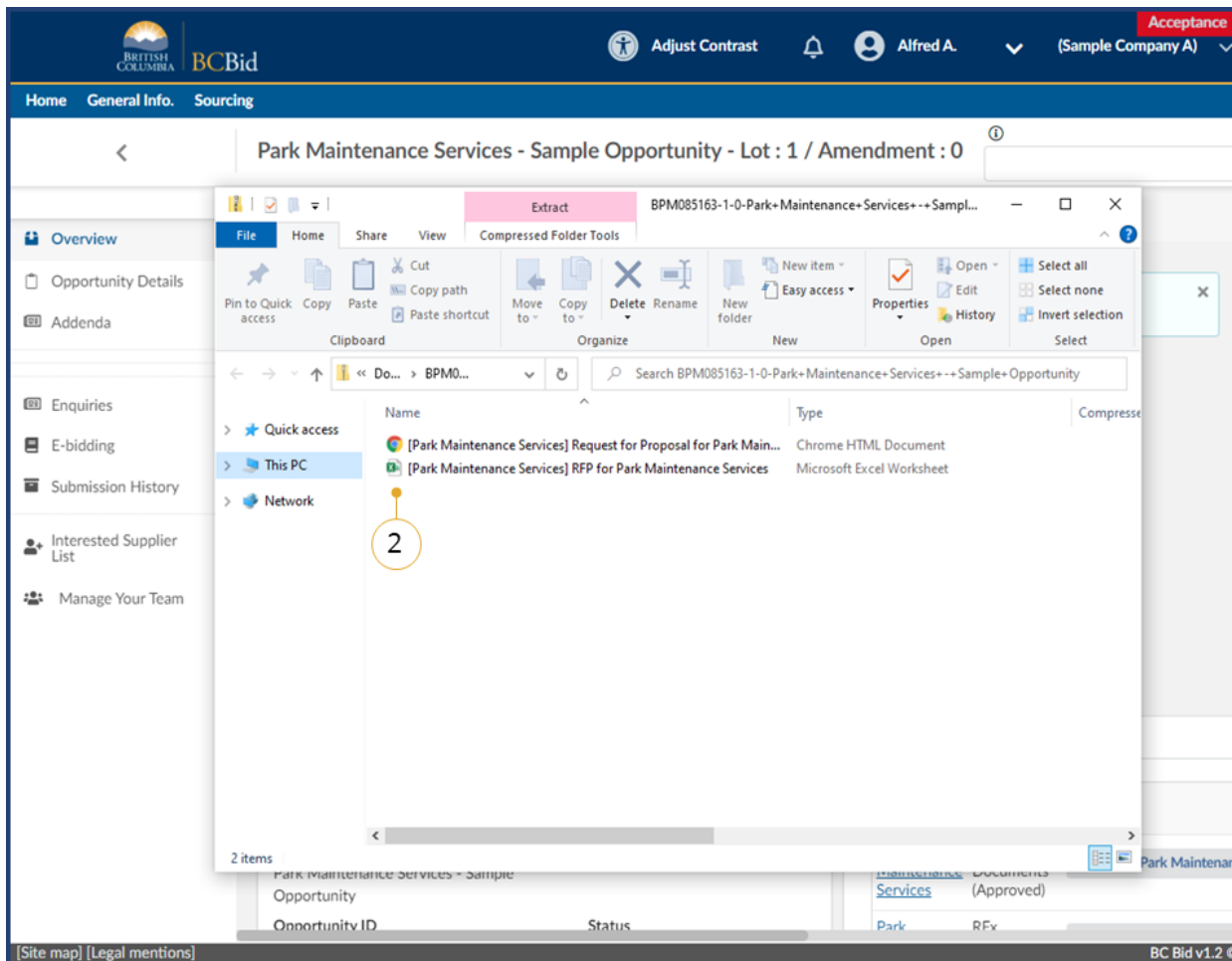
7. In the **Submission information** box, the **Submission Status** will update to Received (from In progress).

Offline Submission

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



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 RFP (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.

The screenshot displays the BC Bid system interface for a sample opportunity titled "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 0". The interface includes a top navigation bar with the BC Bid logo, user information (Alfred A.), and a "Sample Company A" dropdown. The main content area is divided into a left sidebar and a main panel. The sidebar contains menu items: Overview, Opportunity Details (highlighted with a red circle and the number 4), Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main panel shows the "Delivery of Submissions" section, which includes the following information:

- 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.

At the bottom of the page, there are links for "[Site map]" and "[Legal mentions]", and the version number "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 displays the BC Bid interface for an opportunity. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header shows the opportunity title 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. A sidebar on the left contains menu items: Overview, Opportunity Details, Addenda, Process Rules, Responses, and Pricing. The main content area features a 'Remaining time' section with a green 'Start Submission' button, which is circled with a red '1'. Below this, there is explanatory text and a 'Return' button. 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), and Issued by (Ministry of Citizens' Services). The 'RFx Documents' section contains a table of documents:

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

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

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

Home General Info Sourcing

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

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.

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

Remaining time:
15d 00h 33min 43s

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.

Note all times shown are in Pacific Time.

- No Submission has been sent

RFx General Information

Opportunity Type
Invitation to Quote

Opportunity Description
Custom Picnic Tables - Sample Opportunity

Opportunity ID
156042

Status
Open

RFx Documents

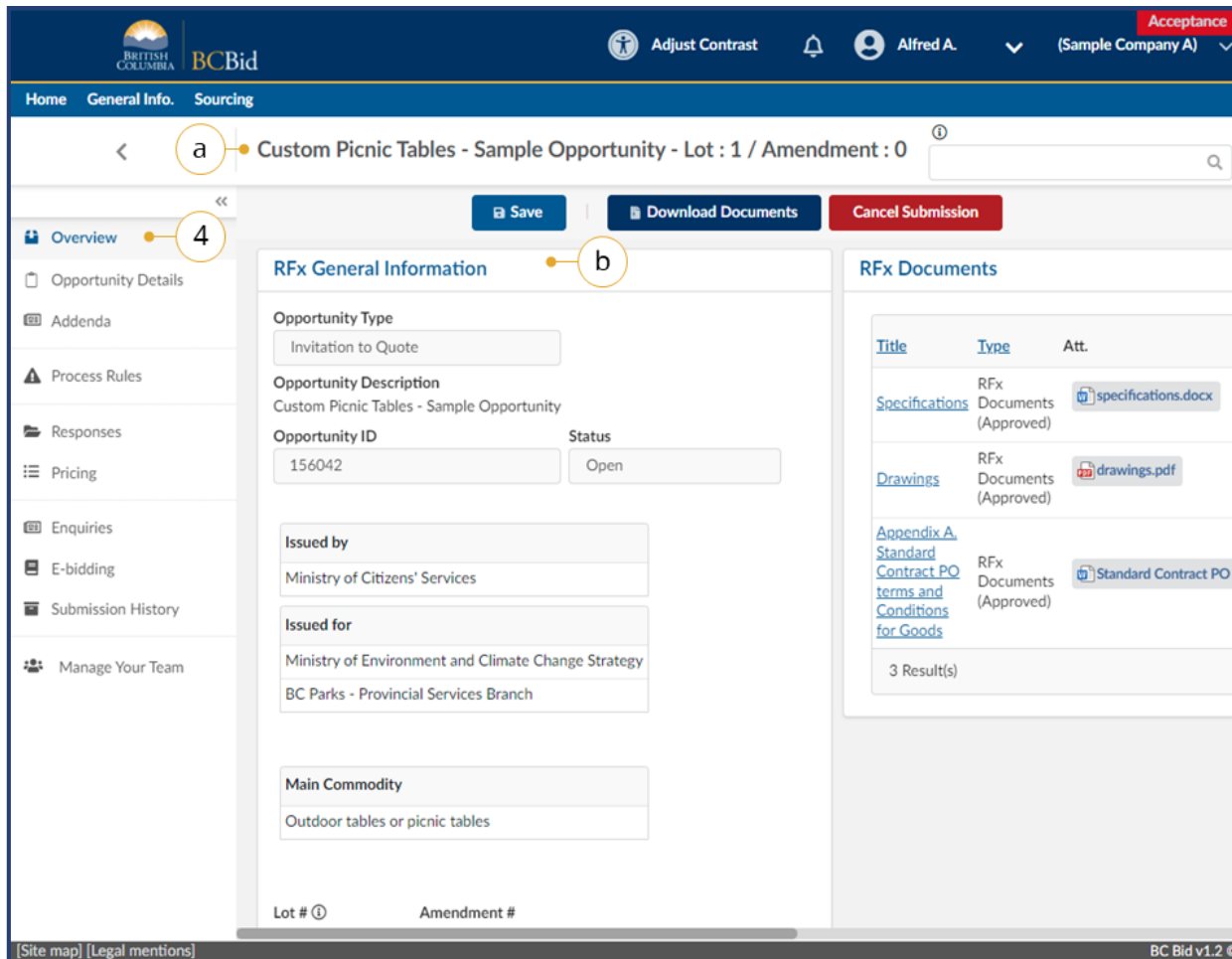
Title	Type	Att.
Specifications	RFx Documents (Approved)	specifications.docx
Drawings	RFx Documents	drawings.pdf

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

- Once the Start Submission button has been clicked, there will be a notification displayed.
- 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](#)



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 displays the BC Bid system interface for a specific opportunity. The top navigation bar includes the BC Bid logo, user information (Alfred A.), and a dropdown menu for 'Sample Company A'. The main content area is divided into two panels: 'RFX General Information' and 'RFX Documents'.

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
- Issued for: Ministry of Environment and Climate Change Strategy, BC Parks - Provincial Services Branch
- Main Commodity: Outdoor tables or picnic tables

RFX Documents:

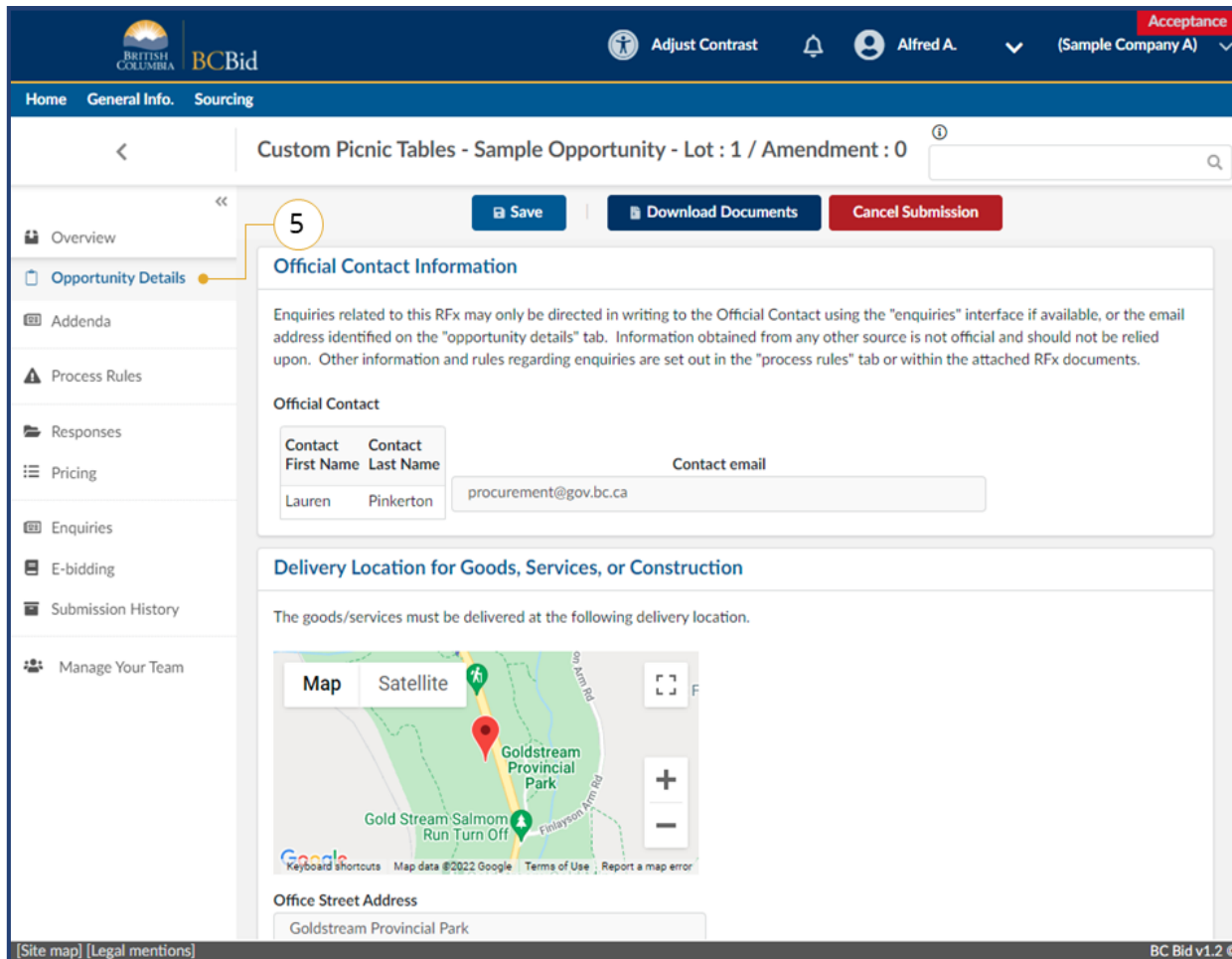
Title	Type	Att.
Specifications	RFX Documents (Approved)	specifications.docx
Drawings	RFX Documents (Approved)	drawings.pdf
Appendix A, Standard Contract PO terms and Conditions for Goods	RFX Documents (Approved)	Standard Contract PO

At the bottom of the RFX Documents section, it indicates '3 Result(s)'.

- 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**.

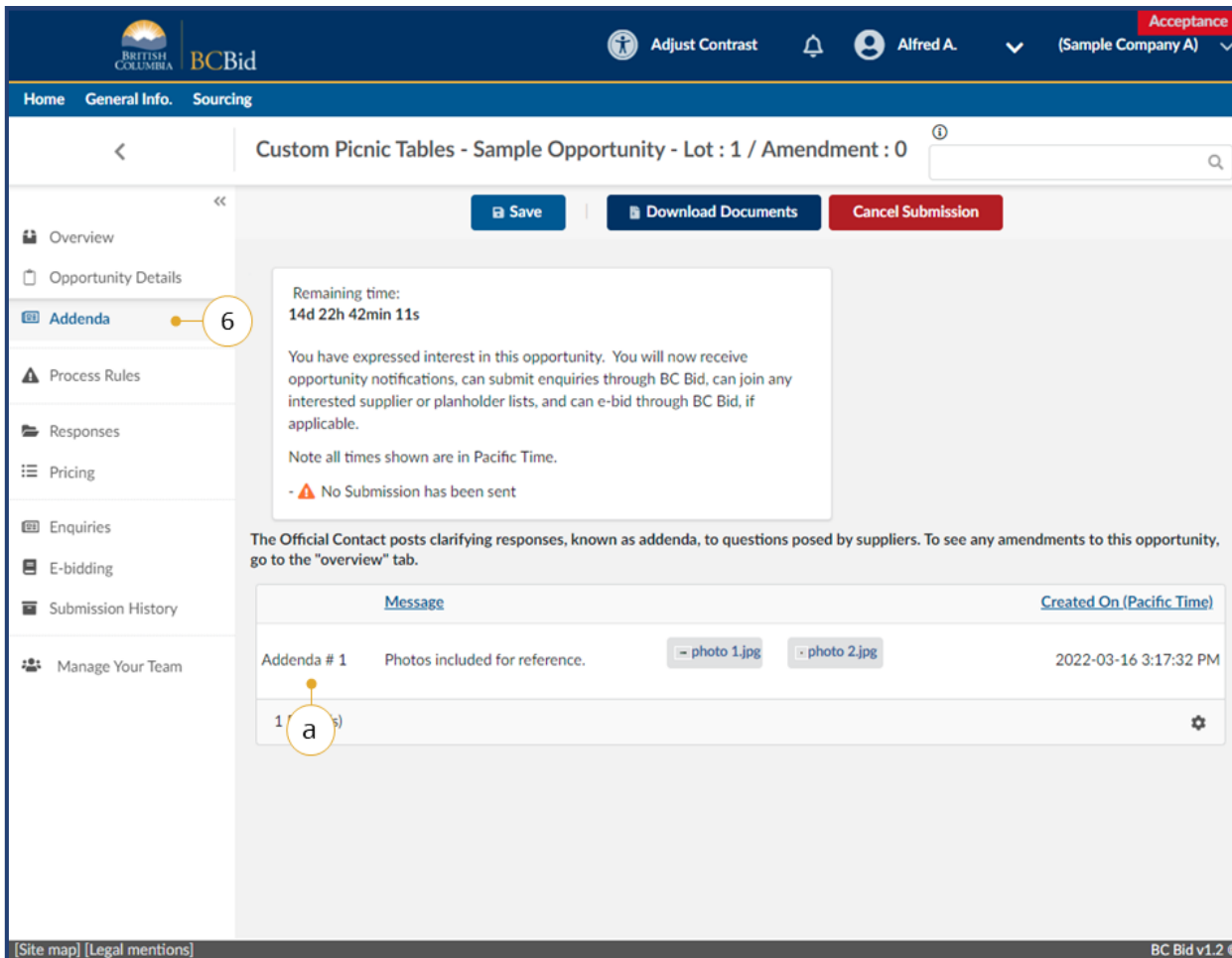


There may be additional attachments provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



- 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.



6. On the left-hand menu, click **Addenda** to view any addenda issued.
 - a. 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 the BC Bid logo, user information (Alfred A.), and an 'Acceptance' button. Below the navigation bar, there is a breadcrumb trail: Home > General Info. > Sourcing. The main content area is titled 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. On the left-hand side, there is a menu with several options: Overview, Opportunity Details, Addenda, Process Rules (highlighted with a red circle and the number 7), Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The main content area contains a 'Remaining time: 14d 06h 43min 56s' and a message: '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. Note all times shown are in Pacific Time. - Current Submission has not been submitted'. Below this, there is a section titled 'ITQ Process Rules (Updated January 27th, 2021)' with a sub-section '1 Definitions'. The definitions include: '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.

7. 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 displays the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo, user information (Alfred A.), and a dropdown menu. Below the navigation bar, the main content area is titled "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The left-hand menu is visible, with the "Responses" tab highlighted and circled in orange, with a circled "8" next to it. A bracket labeled "a" points to the "Responses" tab in the left-hand menu. The main content area shows a "Complete Response Form" button and a section titled "Export / Import" with options to download the response form in Excel 2007-2016 format (xlsx) or Excel 97-2003 format (xls). The "Drop your Response Form (in Excel format) here" section includes a "307.200 kb limit" and a "Click or Drag to add a file" button.

8. 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.
 - a. 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.

Home General Info. Sourcing

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

Save Download Documents Cancel Submission

Total Price

Total Price

Search line items

Search by keyword

Items without pricing

Search Reset

Enter your pricing

Response

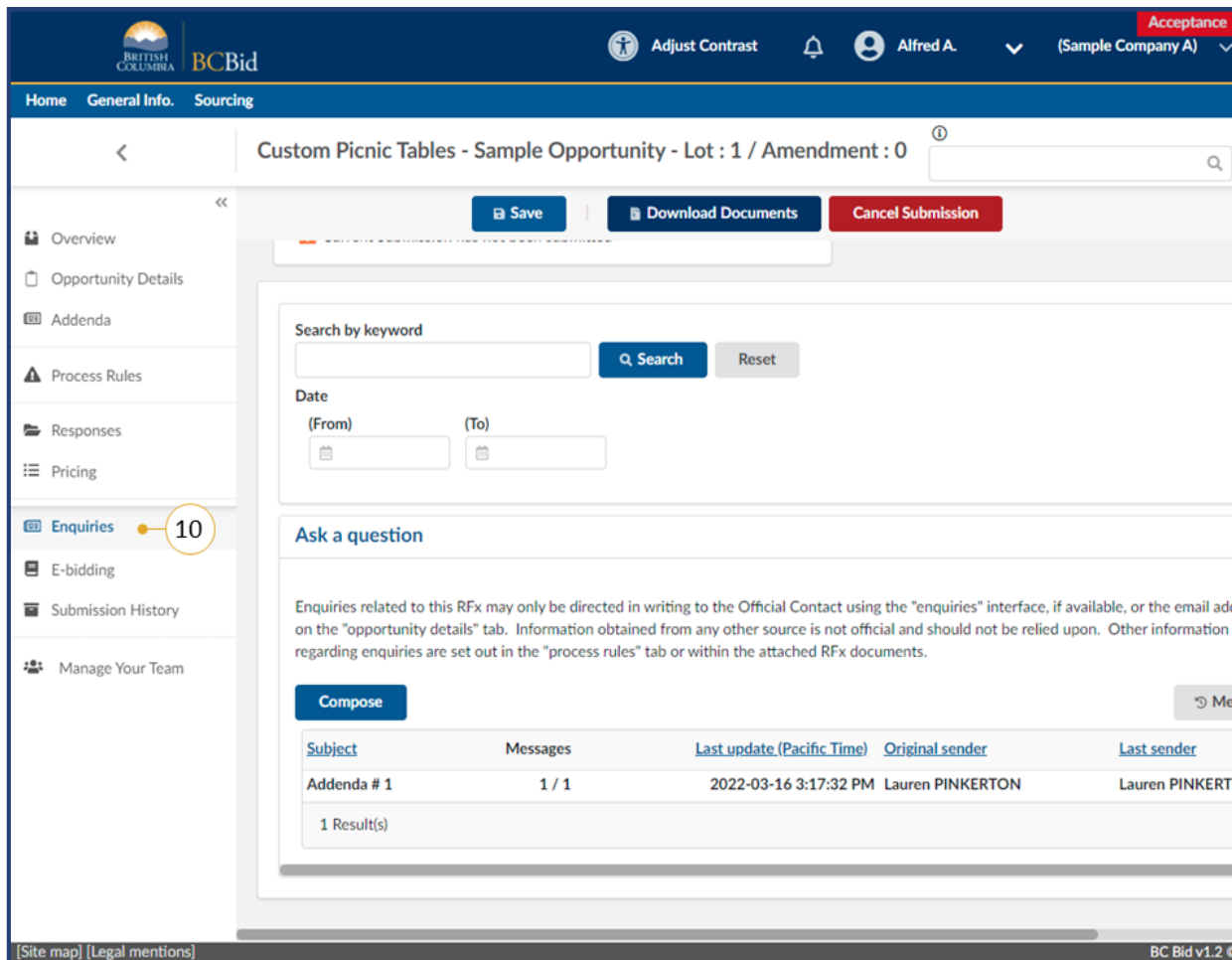
Order	Item #	Type	Description	Qty	Unit	Deliv. date	Unit price *	Amount
	I1_1	Required Item	Custom Picnic Table bases	500.00000	Each			
	I1_2	Required Item	Custom Picnic Table seat boards & table tops	500.00000	Set			

2 Result(s)

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

9. On the left-hand menu, click **Pricing**.
 - a. The pricing tab may have one or more pricing grids with the items being purchased.

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



10. 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 displays the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo, user information (Alfred A.), and a search bar. Below the navigation bar, there is a breadcrumb trail: Home > General Info. > Sourcing. The main content area is titled "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". On the left-hand side, there is a vertical menu with several options: Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The "E-bidding" option is highlighted with a blue circle and the number "11". The main content area shows the "Submission Information" section with fields for Title (Submission # 1), Submission Status (In progress), and Submission Type (Original). Below this is the "Your Submission Summary" section, which displays progress indicators: "0/2 required items have been priced", "1/4 mandatory questions have been answered", "Total Price: \$ 0.00", and "Total number of attached documents: 0". At the bottom, there is an "E-bidding Authorization" section with instructions to enter the Business BCeID username and click Authenticate.

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

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

BRITISH COLUMBIA BCBid

Adjust Contrast Alfred A. (Sample Company A)

Home General Info. Sourcing

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

Save Download Documents Cancel Submission

Remaining time: 14d 06h 17min 30s

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.

Note all times shown are in Pacific Time.

- Current Submission has not been submitted

Search submissions

Search Reset

Status

Cancelled × In progress × Received ×

To withdraw a Submission, select value "Submission withdrawn" from the Withdraw Submission field below and click the Save button to confirm

Opportunity Description	Title	Status	Received on (Pacific Time)	Total	Decision	Withdraw Submission
Custom Picnic Tables - Sample Opportunity - 0	Submission # 1	In progress				

1 Result(s)

[Site map] [Legal mentions] BCBid v1.2 ©

12. *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 displays the BCBid system interface for a specific opportunity. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing' tabs. The user is logged in as 'Alfred A.' (Sample Company A). The main content area shows the 'Responses' tab selected in the left-hand menu (marked with a circled '1'). The 'Overview' sub-tab is active, displaying a 'Complete Response Form' button (marked with a circled '2'). Below the button, there are instructions and an 'Export / Import' section with download options for Excel 2007-2016 and Excel 97-2003 formats, a file upload area with a 307,200 kb limit, and a 'Click or Drag to add a file' button.

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



[Providing a Submission
\(Response Form\)](#)

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.

5/8 Save Download Documents Cancel Submission

Total Price
CAD 111,000.00

Search line items
Search by keyword
Items without pricing

Enter your pricing

Response

Order	Item #	Type	Description	Qty	Unit	Deliv. date	Unit price *	Amount
	11_1	Required Item	Custom Picnic Table bases	500.00000	Each		111.00	55,500.00
	11_2	Required Item	Custom Picnic Table seat boards & table tops	500.00000	Set		111.00	55,500.00

2 Result(s)

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**.



[Providing a Submission \(Pricing\)](#)

Manage Team

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

The screenshot shows the BC Bid portal interface. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header displays 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A notification box states 'Current Submission has not been submitted'. The main content area is titled 'Unable to answer some questions for this opportunity? Get help from your colleagues!' and provides instructions on inviting colleagues. The 'Manage Your Team' section is highlighted with a callout '1'. Below it, there's a 'Select Contact' dropdown menu with a callout 'a'. A table lists two contacts: 'ALLIGATOR Alfred' and 'ALLIGATOR Ali'. A trashcan icon next to the 'ALLIGATOR Ali' contact is highlighted with a callout 'b'. The footer includes '[Site map] [Legal mentions]' and '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 users access to the opportunity.



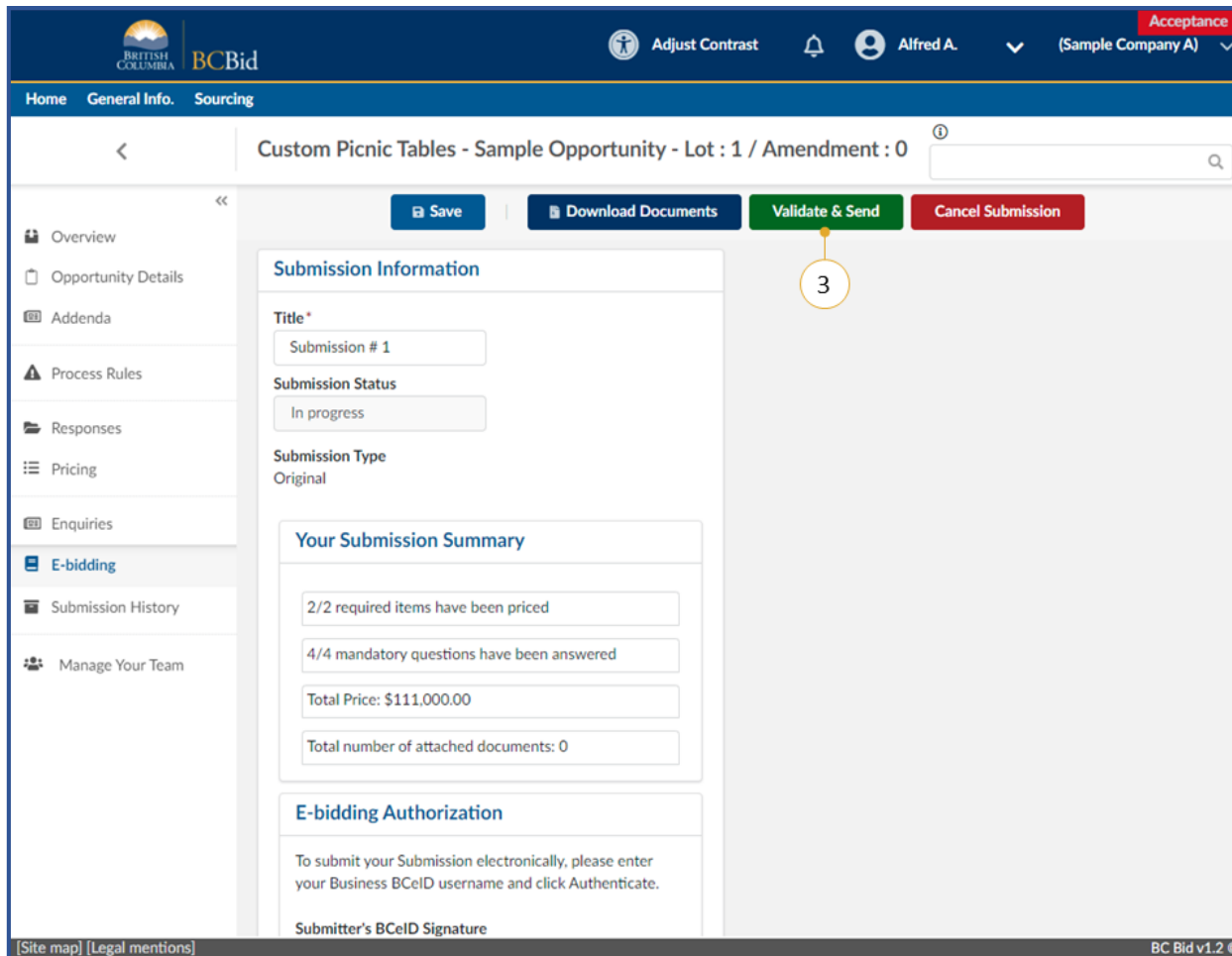
Additional users are also added if they click “Start Submission” and there is already a submission started by another user.

Submitting the Response

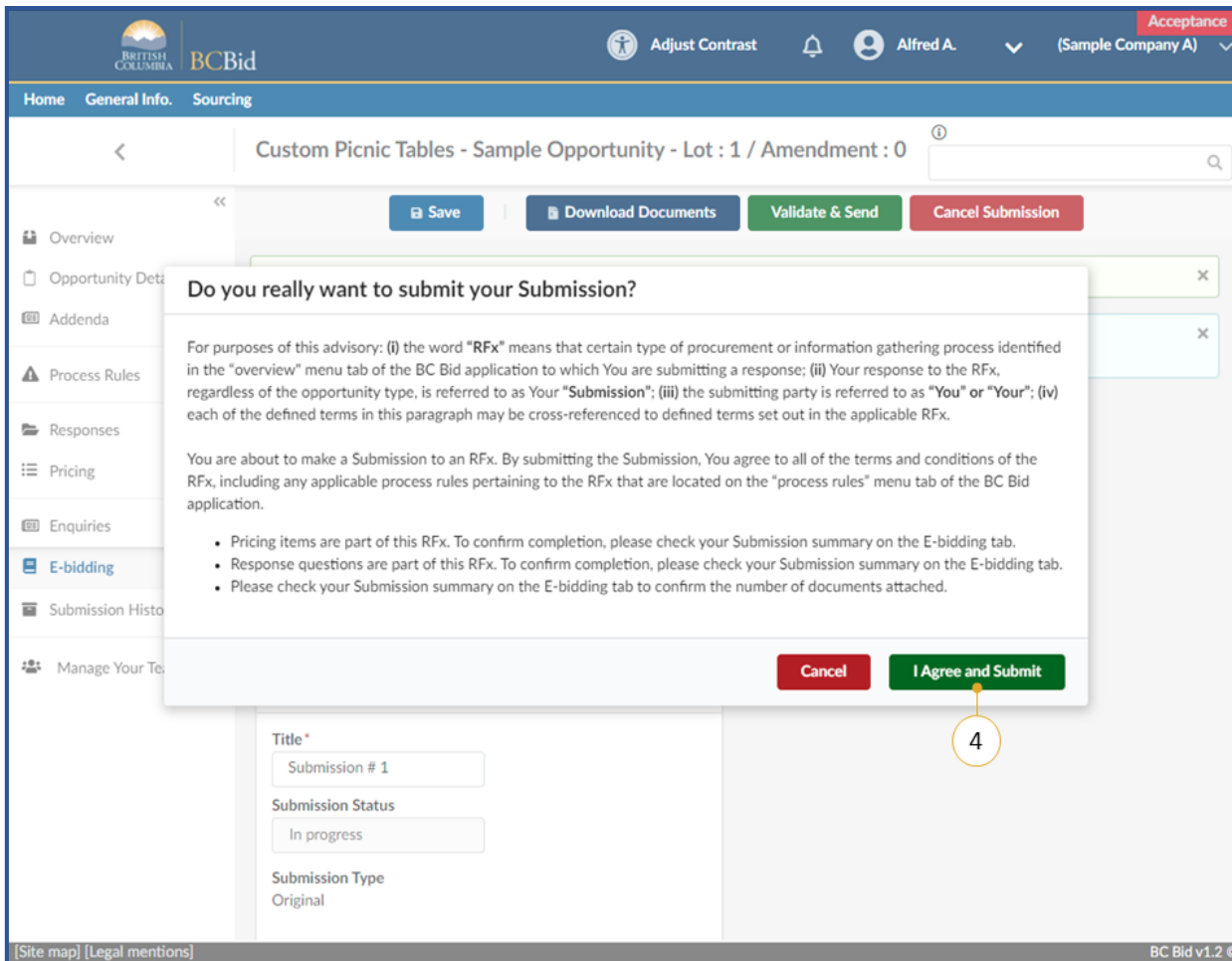
e-Bid Submission

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

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**.



3. Click **Validate & Send**.



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

The screenshot displays the BCBid web interface for a bid opportunity titled "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The user is logged in as "Alfred A." and is viewing the "Submission Information" section. The "Submission Status" is currently set to "Received", which is highlighted with a yellow circle and the number 5. The "Submission Type" is "Original". The "Your Submission Summary" section shows that 2/2 required items have been priced, 4/4 mandatory questions have been answered, the total price is \$111,000.00, and there are 0 attached documents. The "E-bidding Authorization" section shows the submitter's BCeID signature as "SampleA".

Site map | Legal mentions | 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 displays the BC Bid web application interface for a specific opportunity. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and an 'Acceptance' status. The main content area is titled 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. Below the title, there are three buttons: 'Save', 'Download Documents' (highlighted with a yellow circle and the number 2), and 'Cancel Submission'. The 'RFx General Information' section shows the following details:

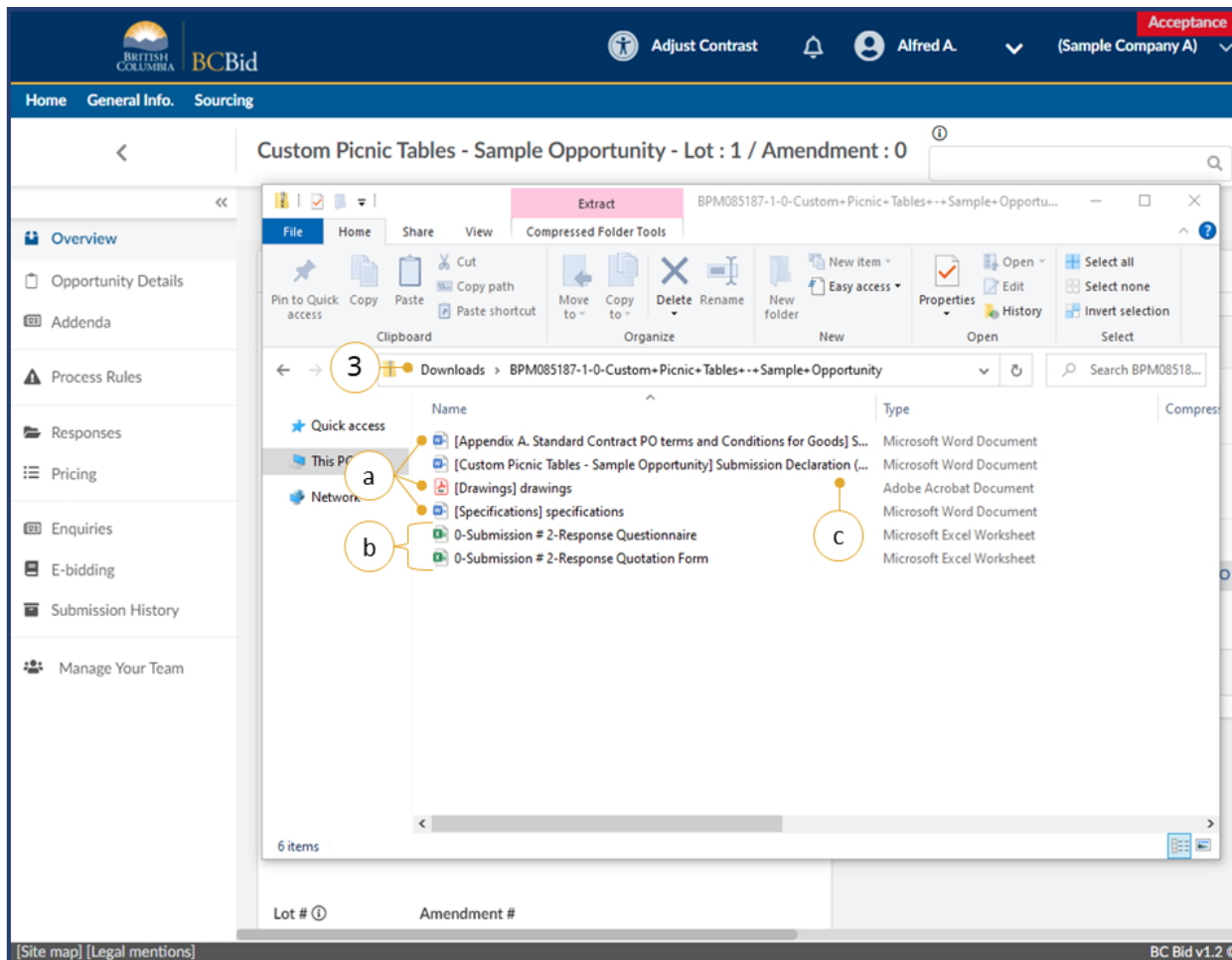
- Opportunity Type: Invitation to Quote
- Opportunity Description: Custom Picnic Tables - Sample Opportunity
- Opportunity ID: 156042
- Status: Open
- Issued by: Ministry of Citizens' Services
- Issued for: Ministry of Environment and Climate Change Strategy, BC Parks - Provincial Services Branch
- Main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

The 'RFx Documents' section displays a table of 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

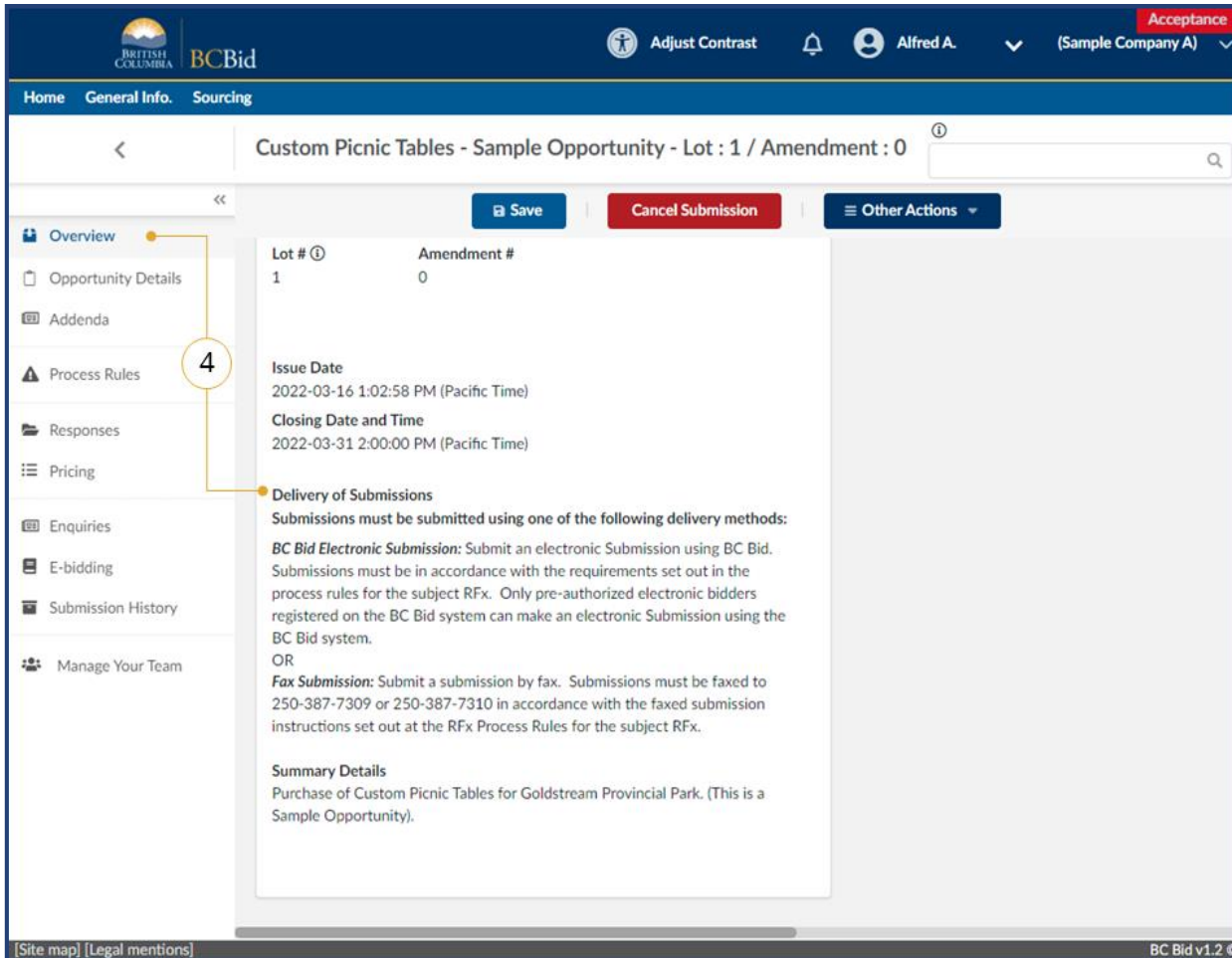
At the bottom of the document list, it indicates '3 Result(s)'. The footer of the page includes '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

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 displays the BC Bid system interface for a sample opportunity titled "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The interface includes a top navigation bar with the BC Bid logo, user information (Alfred A.), and a search bar. The main content area is divided into a left-hand navigation menu and a central content pane. The navigation menu includes options like Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The central content pane shows details for Lot # 1 and Amendment # 0, including the Issue Date (2022-03-16 1:02:58 PM (Pacific Time)) and Closing Date and Time (2022-03-31 2:00:00 PM (Pacific Time)). A section titled "Delivery of Submissions" provides instructions on how to submit bids, mentioning both electronic and fax submission methods. A red circle with the number "4" highlights the "Delivery of Submissions" section in the left-hand navigation menu.

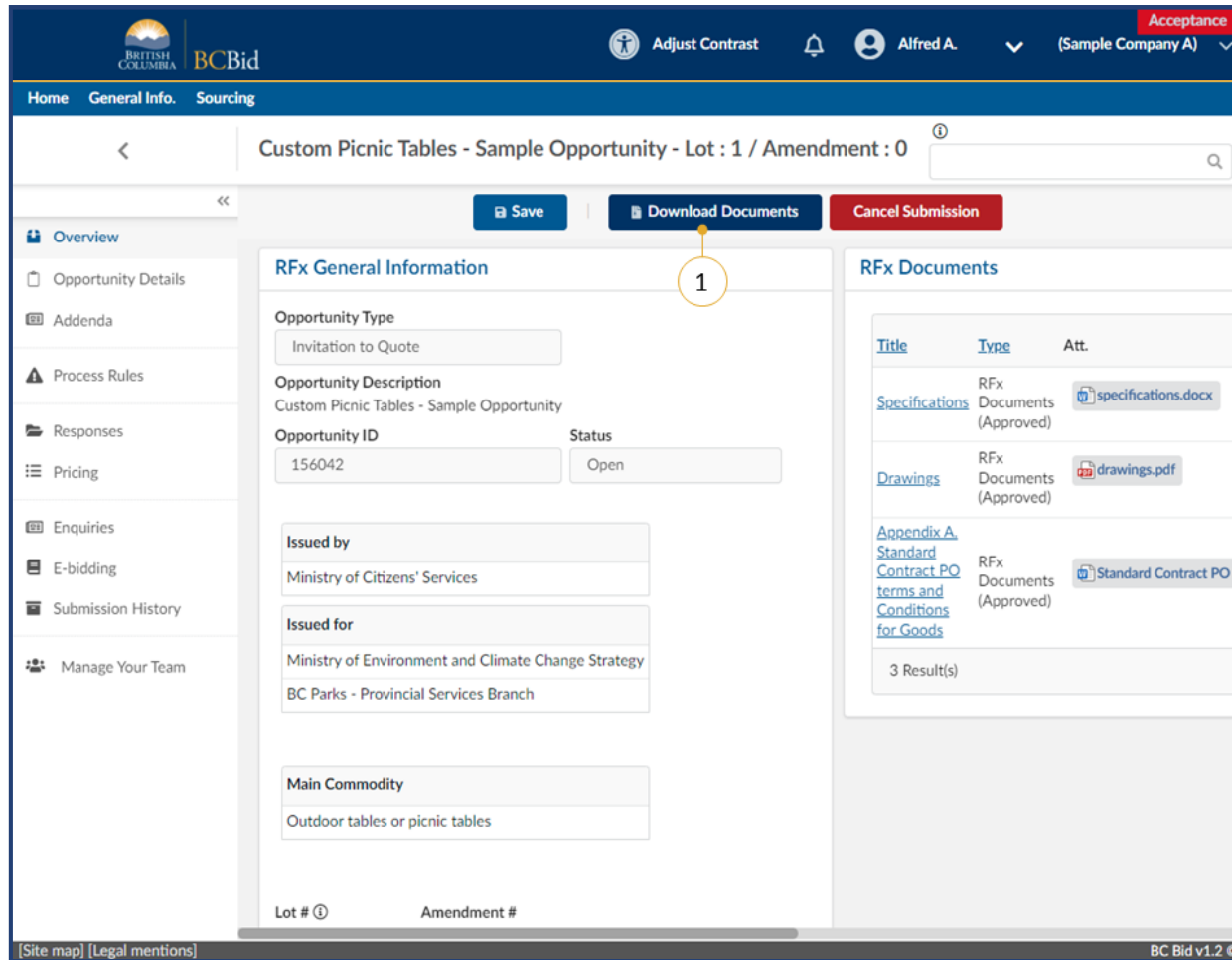
4. Submit all necessary documents according to the submission instructions of the opportunity using one of the methods indicated in the opportunity on the **Overview** tab.
5. The submission status will remain in with a status of in progress until the buyer enters the submission. Depending on the opportunity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



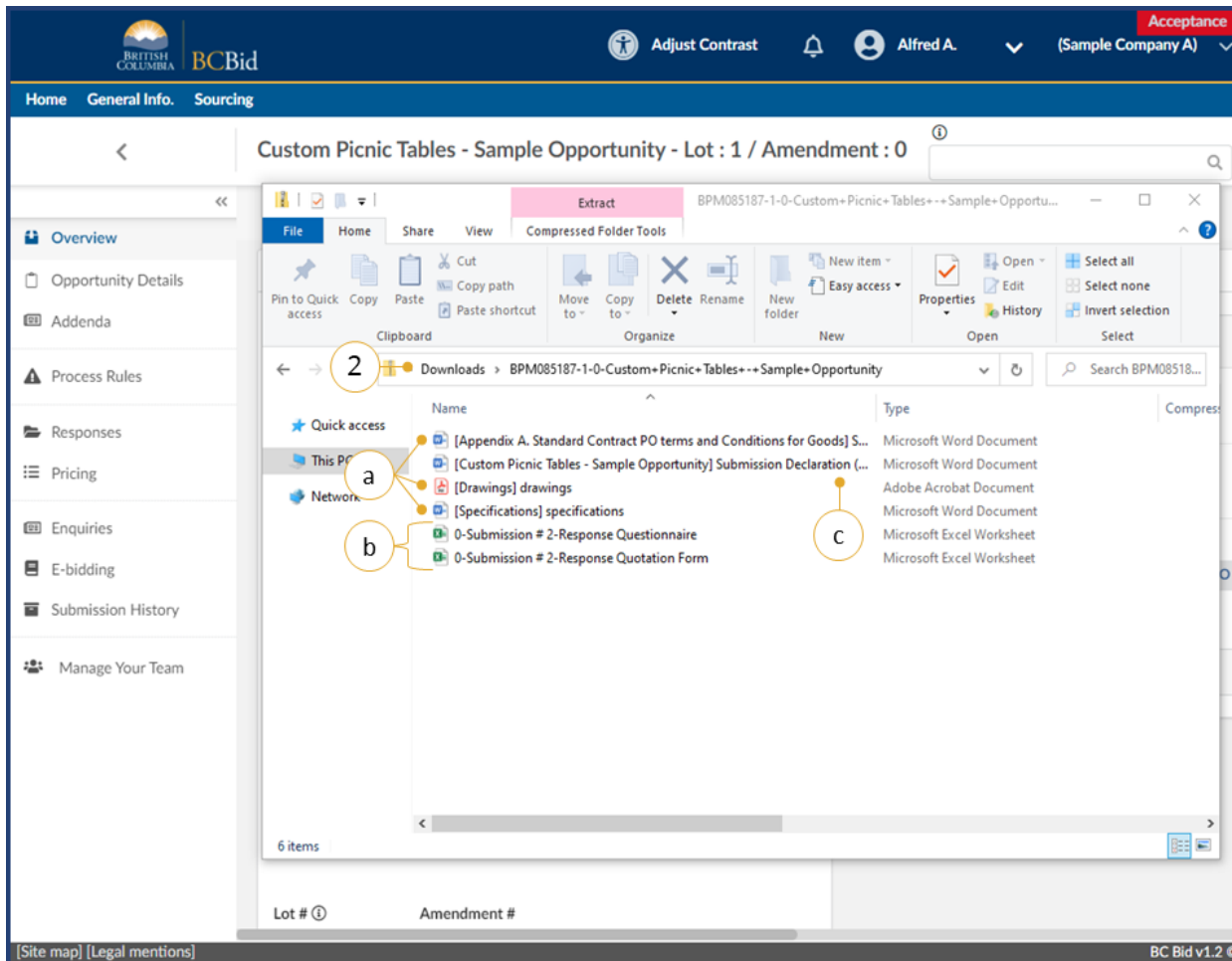
When submitting using an offline submission method, ensure that the Opportunity ID is clearly referenced with the submission.

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.



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 displays the BC Bid system interface for a specific opportunity. The top navigation bar includes the BC Bid logo, user information (Alfred A.), and a dropdown menu for '(Sample Company A)'. The main content area is titled 'Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0'. The left-hand navigation menu is visible, with a yellow circle and the number '4' highlighting the 'Delivery of Submissions' section. The main content area shows the following details:

Lot #	Amendment #
1	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).

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 displays the BCBid system interface for an amendment. The breadcrumb path at the top reads "Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 2". The left-hand menu has "Overview" selected. The main content area shows the following details:

- Lot #**: 1, **Amendment #**: 2
- Amendment reason**: Further services are required. Documents have been updated.
- Amendment History** table:

#	Amendment reason	Date & time (Pacific Time)
1	Additional services are required. The both attachments have been updated to reflect the change in services.	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.

- In the left-hand menu, click **Overview**.
 - The Title of the opportunity will indicate what Lot/Amendment version is issued.
 - In the **Amendment Reason** section, review the reason for the current amendment.
 - If present, in the **Amendment History** section, review any previous amendment details.
- 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 displays the BC Bid interface for a specific opportunity. The left-hand navigation menu is visible, with the 'Addenda' tab highlighted and marked with a circled '1'. The main content area shows a message from the Official Contact regarding the opportunity. The message text is 'Addenda #1 - site photos' and 'Site photos provided for reference.' The message is dated '2022-03-15 2:55:19 PM'. Three photos are attached to the message: 'photo 1.jpg', 'photo 2.jpg', and 'photo 3.jpg'. A circled '2' is placed over the message text, and a circled 'a' is placed over the photo labels. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The top right shows 'Acceptance' and 'Sample Company A'. The bottom left has '[Site map] [Legal mentions]' and the bottom right has 'BC Bid v1.2'.

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.

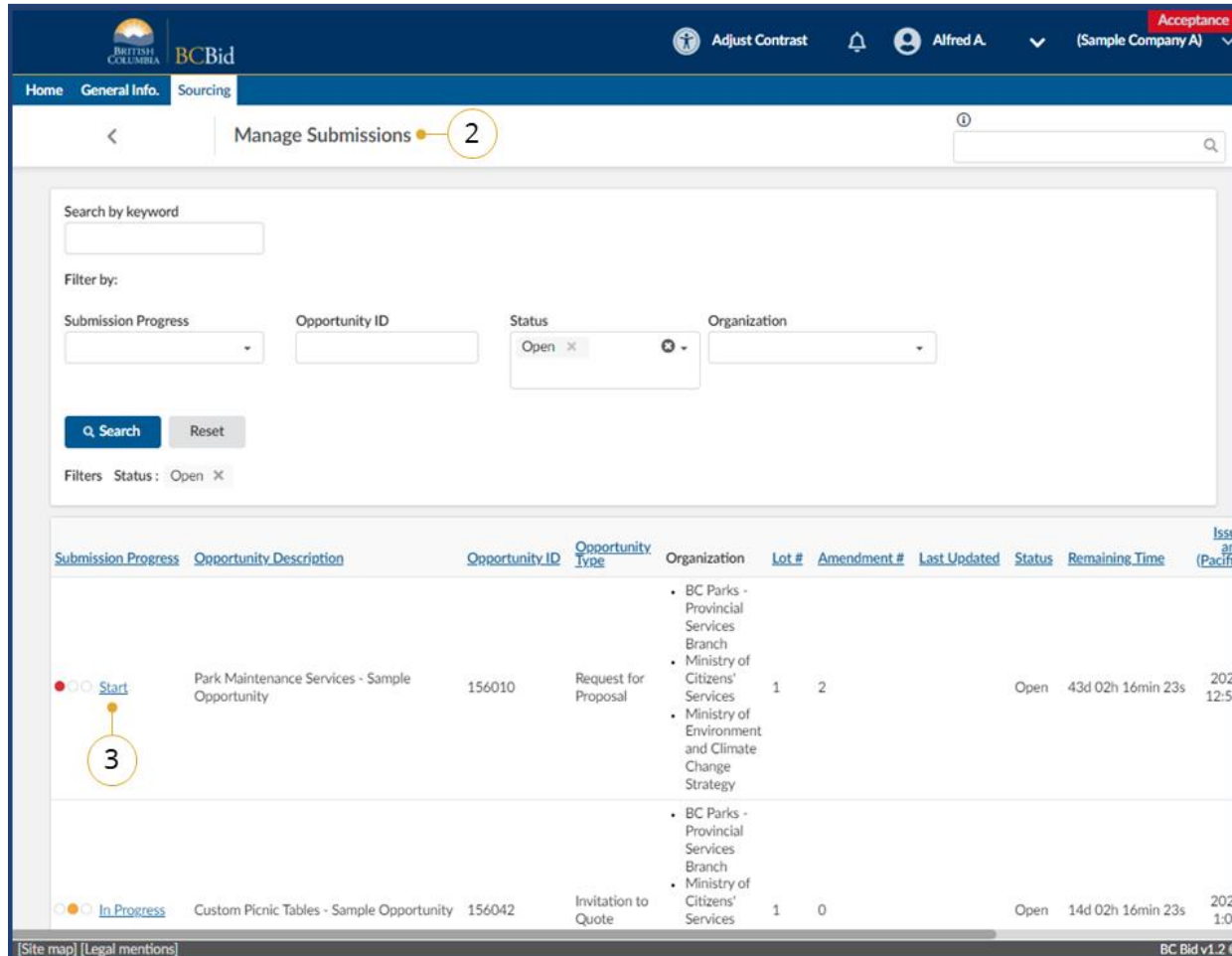
Note: Addenda are not used for the Invitation to Tender.

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



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

Remaining time:
43d 00h 59min 36s

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

Search submissions ● 2

Search Reset

Status

To withdraw a Submission, select value "Submission withdrawn" from the Withdraw Submission field below and click the Save button to confirm

Opportunity Description	Title	Status	Received on (Pacific Time)	Total	Decision	Withdraw Submission
Park Maintenance Services - Sample Opportunity - 2	Submission # 1	In progress				

1 Result(s) ● 3

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 displays the BC Bid web application interface for a specific opportunity. The top navigation bar includes the BC Bid logo, user profile 'Alfred A.', and company name '(Sample Company A)'. The main content area is titled 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 3'. A navigation menu on the left lists options like Overview, Opportunity Details, Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area features a 'Save' button, a 'Create a new Submission' button (highlighted with a red circle and the number 1), and an 'Other Actions' dropdown menu. Below these buttons, a notification banner states 'Response Received on 2022-03-17 1:24:36 PM'. The main content area is divided into two sections: 'Submission Information' and 'Supplier Documents'. The 'Submission Information' section shows 'Title: Copy of Sample A submis...', 'Submission Status: Received', and 'Submission Type: Original'. The 'Supplier Documents' section shows 'Upload your submission here:' with two document thumbnails: 'Response - Sample A.xlsx' and 'Request for Proposal for Park Maintenance Services.docx'. The bottom of the page includes '[Site map] [Legal mentions]' and '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

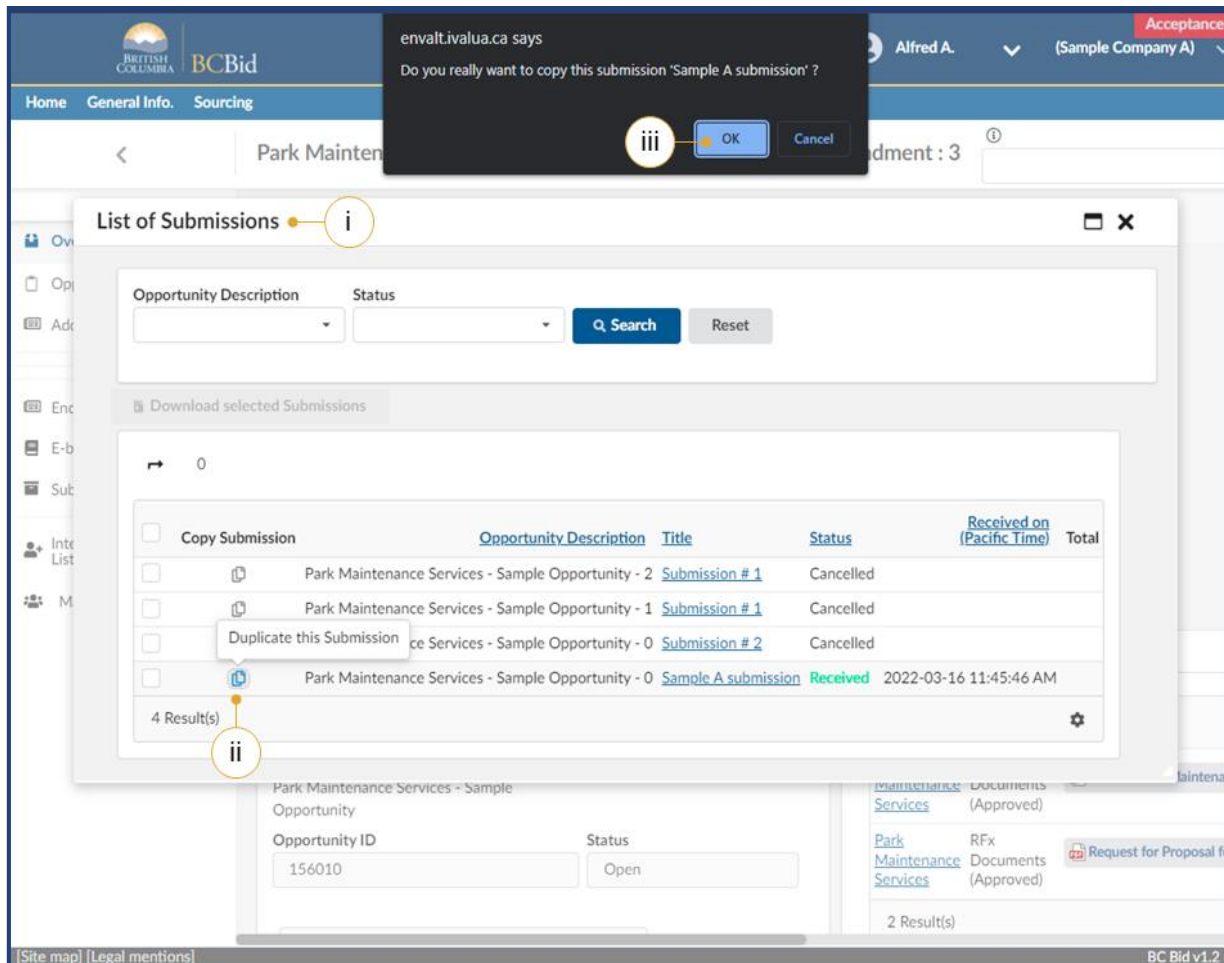
Copying a submission will create a copy of a previous proposal for editing and submission (in addition to a previous submission or replacing a previous submission).

The screenshot displays the BC Bid portal interface for a specific opportunity. The top navigation bar includes the BC Bid logo, user information (Alfred A.), and a dropdown menu for 'Sample Company A'. The main content area shows the opportunity details for 'Park Maintenance Services - Sample Opportunity - Lot : 1 / Amendment : 3'. A sidebar on the left contains navigation links for Overview, Opportunity Details, Addenda, Enquiries, E-bidding, Submission History, Interested Supplier List, and Manage Your Team. The main content area features a 'Remaining time' section with a countdown timer (43d 00h 46min 36s) and a message stating 'You have expressed interest in this opportunity...'. Below this is the 'Enquiries Deadline' section, which shows the deadline as 2022-04-22 at 10:00:00 AM. A note indicates that all times are in Pacific Time and that no submission has been sent. The 'RFx General Information' section shows the opportunity type as 'Request for Proposal', the description as 'Park Maintenance Services - Sample Opportunity', and the opportunity ID as 156010 with a status of 'Open'. The 'RFx Documents' section displays a table of documents:

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

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

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.

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

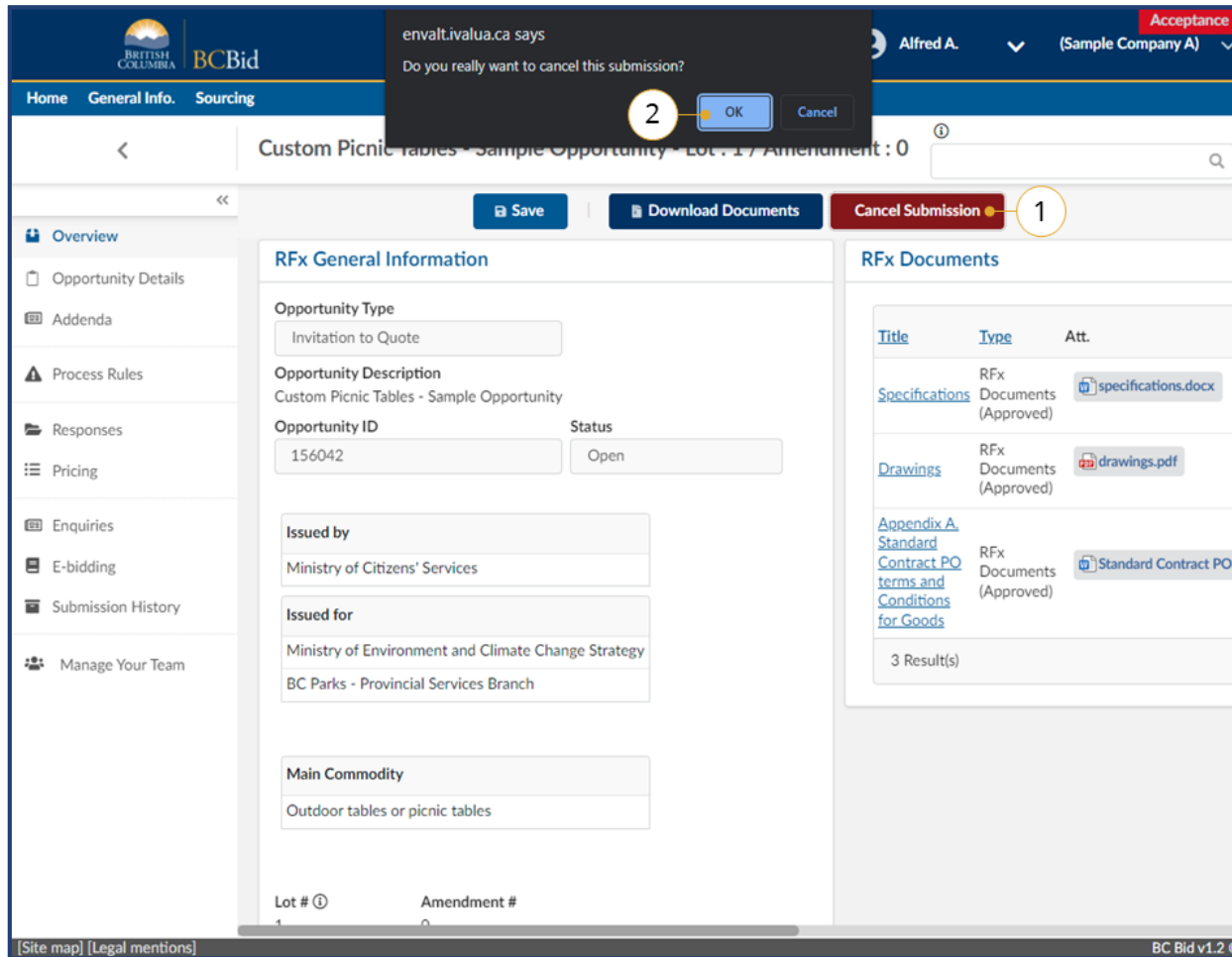
The screenshot displays the BC Bid system interface for a specific opportunity: "Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The interface includes a navigation menu on the left with options like Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding, Submission History, and Manage Your Team. The Submission History option is highlighted with a circled '1'. The main content area shows a submission details box with a remaining time of 14d 00h 17min 43s and a message indicating that the current submission has not been submitted. Below this is a search submissions section with a search bar and a status filter set to 'Received'. A table of submissions is shown below, with the 'Withdraw Submission' column highlighted by a circled '2'. The table contains one submission with a status of 'Received'. A circled '3' points to the 'Save' button, and a circled '4' points to the 'Withdraw Submission' dropdown menu in the table row.

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="text"/>

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



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

The screenshot displays the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo, user information (Alfred A.), and a dropdown menu. Below the navigation bar, there is a search bar and a breadcrumb trail: "Home > General Info. > Sourcing > Custom Picnic Tables - Sample Opportunity - Lot : 1 / Amendment : 0". The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: Overview, Opportunity Details, Addenda, Process Rules, Responses, Pricing, Enquiries, E-bidding (highlighted with a yellow circle and the number 3), Submission History, and Manage Your Team. The main panel shows the "Submission Information" section, which includes fields for Title (Copy of Submission # 1), Submission Status (Cancelled, highlighted with a yellow circle and the number 4), and Submission Type (Replacement Submission). Below this, there is a "Submission replaced" section showing "Submission # 1". The "Your Submission Summary" section displays progress indicators: "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". At the bottom of the main panel, there is an "E-bidding Authorization" section. The footer of the page contains "[Site map] [Legal mentions]" on the left and "BC Bid v1.2 ©" on the right.

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/SWxUOuSn3M4
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