The purpose of this BC Bid Application **Limited Tendering (NOI/CAN)** Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the [Ministry Buyer Guide.](#)

The Province may issue a NOI in some situations when it intends to award a contract without a competition. A NOI will disclose why the direct award is being contemplated, why it is justified, and will invite suppliers to challenge the potential direct award.
A ministry that receives a challenge pursuant to a NOI must assess whether the challenge has merit and whether a competitive process should be undertaken. [(Solicitation Processes and Templates)](#)

To…	Follow these steps…	Tips and Links…
Create Sourcing Project	1. **Set up Project**. • Select Sourcing Project Type: **Limited Tendering (NOI/CAN).** • If posting on behalf of another organization **Issued for** is the Ministry/Branch requesting the procurement. • Main Commodity/Other Commodities: search for and select the Commodity. 2. Click **Set up Team.** • The person who creates the Project has by default the Official Contact and Responsible roles. • Add any additional users based on their assigned roles. 3. Use the **Discussion Forum** to communicate with the team. 4. Click **Set up Documents** to upload documents related to the opportunity (e.g., draft NOI template) in the Sourcing Project Documents section. • Documents are in draft status and need to be changed to Approved status before being added to the opportunity in Prepare RFx. 5. The **Add Suppliers** will have Public Portal by default. No other Suppliers are added or invited to an NOI.	[How to create a Sourcing Project](#) [Set up Team](#) [How to use Discussion Forum](#) [Set up Documents](#)
Prepare RFx	1. On the **Setup** tab, select Opportunity Type: **Notice of Intent**. Fill in Summary Details and assign **Issue** and **Closing** dates. 2. Click **Validate & Save** and enter the Category. Ensure that the box for **Post this opportunity publicly?** is checked. 3. In the **Additional RFx Info** tab, select the submission delivery method(s), and Region where work related to the NOI will be carried out. 4. Click **Validate & Save.** 5. In the **Documents** tab, upload the final completed NOI template (either new or from Set up Documents) and ensure all documents for release to Public Portal are uploaded and marked as approved using the View as Supplier preview. 6. In the **Suppliers** tab, ensure that only **Public Portal** is an invited supplier to the opportunity.	[Additional RFx Info](#) [How to add documents to an Opportunity](#)
Issue RFx	1. Click **View as Supplier** to do a final review of the RFx. 2. Click **Ready to Issue** button and remedy any missing information. 3. Click **Issue Opportunity**. 4. Click **Send and Close** in the notification email pop-up window.	

	5. Click **OK** twice (Step 1 and Step 2). Your NOI is now in Open status.	
If need to Change the Closing Date	1. In the **Prepare RFx Setup** tab, change the **Closing Date**. 2. Issue an **Addendum** in the **Discussion Forum** to document the change.	
Issue Addendum	1. In the **Discussion Forum**, select **Compose Message**. 2. Send message to **Public Portal.** 3. In the **Subject** field enter the Opportunity ID, Description and Addendum number. 4. In the body of the message, enter the content of the addendum. 5. *Optional*. Add an attachment (e.g., updated NOI template).	Issuing an Addendum Addenda provide answers to questions or additional information
Issue an Amendment	1. In any **Prepare RFx** screen of the open Notice of Intent, select the **Other Actions** drop-down list, then select **Create new Amendment.** 2. Select the information to be copied to the new version. Create & Close 3. In the **Prepare RFx Setup** screen, enter the **Amendment Reason** and select the Issue and Closing dates. Validate & Save 4. Make any required changes and issue the opportunity.	Issuing an Amendment Amendments will require suppliers to submit new challenges
Review Challenge Submissions	1. Select **View RFx Activity**. Review Challenge submissions for each supplier and provide the challenge result directly to each Supplier via the Discussion Forum (justified or not justified). 2. If there are challenges submitted via Hard Copy Submission or Email Submission, provide the challenge result directly to Suppliers. If a Challenge is justified and a competitive process will be undertaken, then **Create a new Sourcing Project.** If no Challenges to the NOI are received or a Challenge is not justified by the Province, then process a **Contract Award Notification linked to NOI**.	All challenges must be reviewed before closing
Contract Award an Opportunity linked to NOI	Once the NOI closes: 1. In the **Prepare RFx** tab, select Create a new lot from **Other Actions** box then select the **Copy From Selected RFx** option. Create & Close. 2. In the **Prepare RFx – Setup** tab from **Lot 2** select Opportunity Type **Contract Award Notice** and complete Opportunity Description, Summary Details, Issue and Closing dates. Validate & Save. 3. Go to the **Add Suppliers** tab and add the Supplier to be awarded the contract. 4. In the **Lot 2 Prepare RFx - Suppliers** tab deselect all Suppliers and select only the Supplier to be awarded. 5. Click **Validate & Save**. 6. Follow all steps to **Issue Opportunity** • In the Send & Close pop-up window edit the message accordingly	How to create a new lot Limited Tendering NOI to CAN

Notify & Share	1. In **View RFx Activity Lot 2** click the **"+"** sign under Submission of the Supplier to be awarded, enter a date in Offline Submission Receipt field, click Submit, I Agree and Submit, and Save and Close. This step will allow the supplier to be awarded. 2. Go to **Analyze and Award** and click the Trophy icon. 3. Go to the **Notify and Share** tab and click **Create Contract Award Summary** and complete the fields.	🎥 Creating a Contract Award Summary
Update RFx and Project Status	Once a project is complete: 1. In **Prepare RFx Setup** tab, update the status to Completed. 2. In the **Set up Project** tab, update the status to Closed.	🎥 Completing an Opportunity 🎥 Closeout a Sourcing Project Suppliers need to know the final status of a Project even if it isn't awarded

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 Self-Help Resources

Training Help

Please see the BC Procurement Resources website for a list of Ministry trainers and contact information.