

# BCBid

## Supplier Guide – Timber Auction

## 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 Timber Auction template has been developed to post BC Timber Sales (BCTS) Timber Sale Licence (TSL) opportunities for auction.

This guide provides instructions to BCTS Suppliers on how to use the Timber Auction template in BC Bid.

## How to Use this Guide

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**.

## 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.

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## General Interface

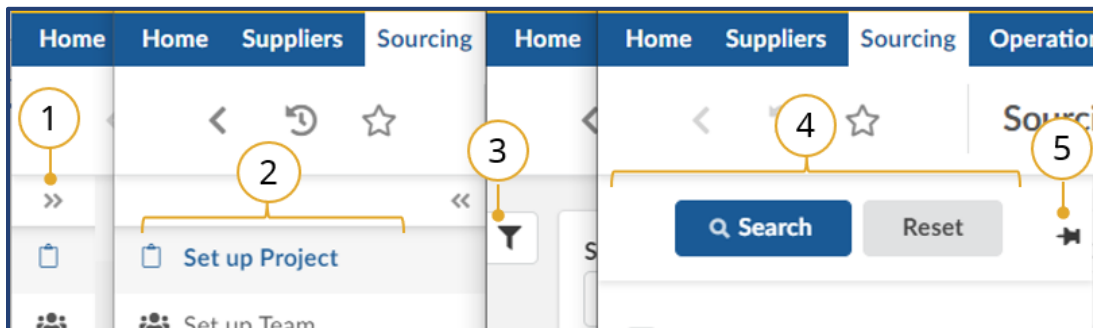
This section describes some general functionality of BC Bid.

### 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.

## 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. A search bar is located on the right. The main content area is divided into several sections:

- 1**: A back arrow icon in the top left corner.
- a**: A 'Welcome Suppliers!' message with a 'Submissions in Progress' counter showing '0'.
- b**: A 'My Subscriptions' section with 'Ebidding Expiry' and 'Notifications Expiry' dates.
- c**: A 'Supplier Resources' section with a list of links for training, reference material, and helpdesk information.
- d**: A 'Closing Soon' section.
- e**: A 'Recently Amended' section.
- Supplier Status**: A section showing 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. A message states: 'There is no item requiring your attention at the moment.'

At the bottom, there are links for '[Site map]' and '[Legal mentions]', and a version number '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 close the soonest.



**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 'Home', 'General Info.', and 'Sourcing' tabs. The user's name 'Alfred A.' and an 'Adjust Contrast' button are visible. The main content area is titled 'Supplier Dashboard' and contains several widgets: 'Welcome Suppliers!' with a message about updates; 'My Subscriptions' showing '1 Results' and 'Ebidding Expiry Notifications Expiry'; 'Performance'; 'Supplier Resources' with links to training and helpdesk; 'Closing Soon'; 'Supplier Status' with a circled 'f' annotation, showing 'Registration Onboard Pending' and 'Preparation Gather Information' with a message 'There is no item requiring your attention at the moment.'; and 'Recently Amended' with a circled 'g' annotation. A sidebar on the left includes 'Submissions in Progress' (0), 'Company Profile', 'Opportunities', and 'My Subscriptions'. The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

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



## Explore Timber Auction Opportunities

This section outlines how to search for Timber Auction opportunities and Manage Submissions.

## Search Your Manage Submissions Page

The **Manage Submissions** page will list opportunities where the **Start Submission** button has been selected.

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.), and a dropdown menu for '(Sample Company A)'. Below the navigation bar, the 'Sourcing' menu item is highlighted with a yellow circle and the number '1'. The dashboard content includes a 'Supplier Dashboard' header, a 'Submissions in Progress' widget showing '0', a 'Welcome Suppliers!' message, 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A message at the bottom states 'There is no item requiring your attention at the moment.'

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

The screenshot displays the 'Manage Submissions' interface. At the top, there are navigation tabs for 'Home', 'General Info.', and 'Sourcing'. Below these, a search bar is labeled 'Search by keyword'. To the right of the search bar are filter options: 'Submission Progress', 'Opportunity ID', 'Status' (set to 'Open'), and 'Organization'. A blue 'Search' button is located below the filters, with a circled '3' next to it. Below the search area, a table lists submission details. The first row is highlighted with a circled '4' and shows a 'Submitted' status, 'TSL TAXXXX Location, Location' description, 'TAXXXX' opportunity ID, 'Timber Auction' type, and 'Chinook Ministry of Forests, Lands, Natural Resource Operations and Rural Development' organization.

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.



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

## Search for Timber Auction Opportunities

The screenshot displays the BC Bid Supplier Dashboard. The top navigation bar includes the BC Bid logo, user profile 'Alfred A.', and company name '(Sample Company A)'. The main menu is located on the left side, with 'Opportunities' highlighted by a red circle and a number '1'. The dashboard content includes a 'Welcome Suppliers!' message, '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**.

The screenshot shows the 'Opportunities' page in the BCBid system. It features a search bar at the top, a filter section with various dropdown menus, and a table of results. Numbered callouts are placed as follows:

- 2**: Points to the 'Search by keyword (e.g. title, number, topic)' text input field.
- 3**: Points to the 'Opportunity Type' dropdown menu, which is currently set to 'Timber Auction'.
- 4**: Points to the 'Search' button.
- 5**: Points to the 'Opportunity ID' column header in the results table.

Status	Opportunity ID	Opportunity Description	Commodities	Type	Issue Date and Time (Pacific Time)	Closing Date and Time (Pacific Time)	Ends in	# of Amendments	Last Updated
Open	<a href="#">TAXXXXX</a>	TSL TAXXXX Location, Location	Forestry harvesting	Timber Auction	2022-06-02 10:20:23 AM	2022-09-16 11:15:00 AM	64d 02h 01min 30s	2	

- Optional: use the **Search by keyword** text box to search based on **opportunity title**, **opportunity number** (TSL number), or **topic**.
- To search all BCTS Timber Auctions, select Timber Auction from the **Opportunity Type** dropdown menu.
- Click **Search**. The results from the search/filter are listed below. This list can be sorted by clicking on the titles of each column.
- To view details of the desired sourcing event, click the **Opportunity ID** hyperlink.

## Step 1: Opportunity Overview

Review the opportunity information to determine if you would like to submit a bid.

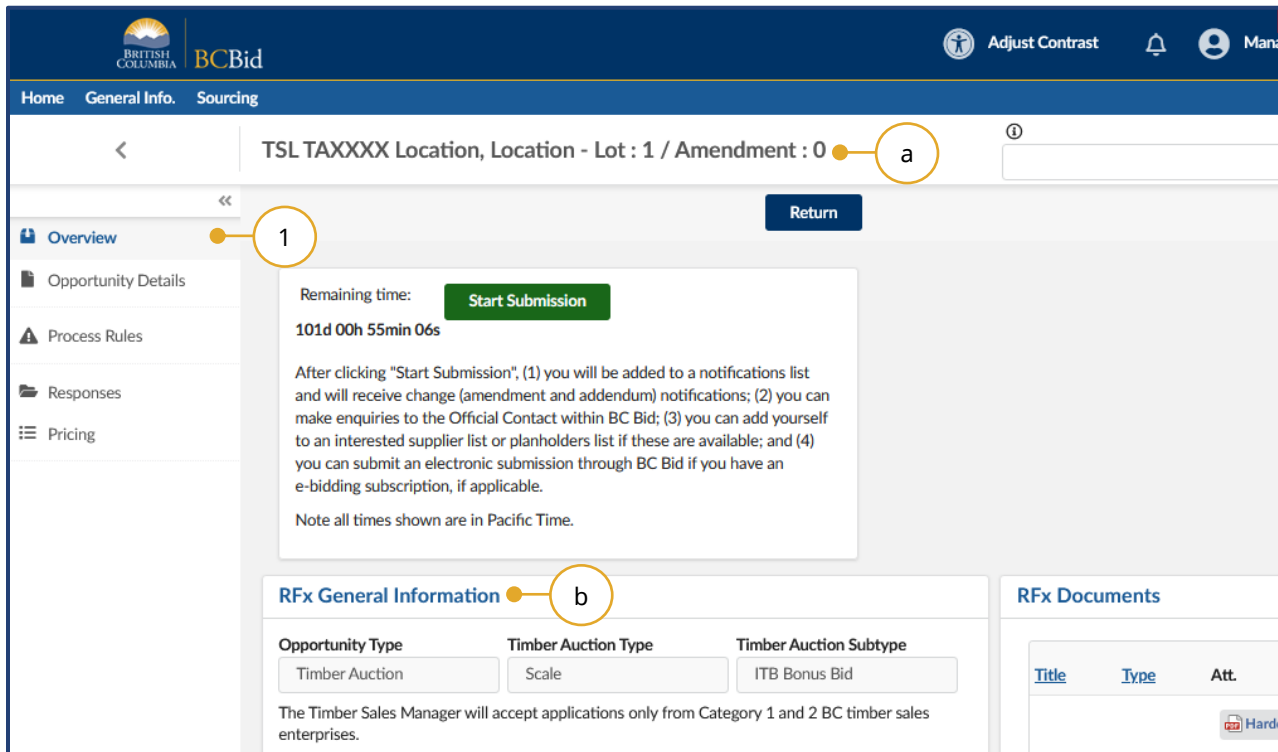
### Submission Overview

#### Amendments

Amendments reflect substantial changes to a specific lot. If an amendment has been issued, any previously received e-Bid submissions for that opportunity are rejected and will need to be resubmitted. For more information see [Step 3 - Amendments](#).

## Review Opportunity Information

When your organization reviews an opportunity to determine interest, they will 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, click the **Overview** tab to review the **RFx General Information** and **RFx Documents** sections.
  - a. **Opportunity Description and Lot/Amendment numbers** will be identified.
  - b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, and Summary Details.

The screenshot displays the BCBid interface for a specific RFX opportunity. The page is titled "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0".

**RFX General Information:**

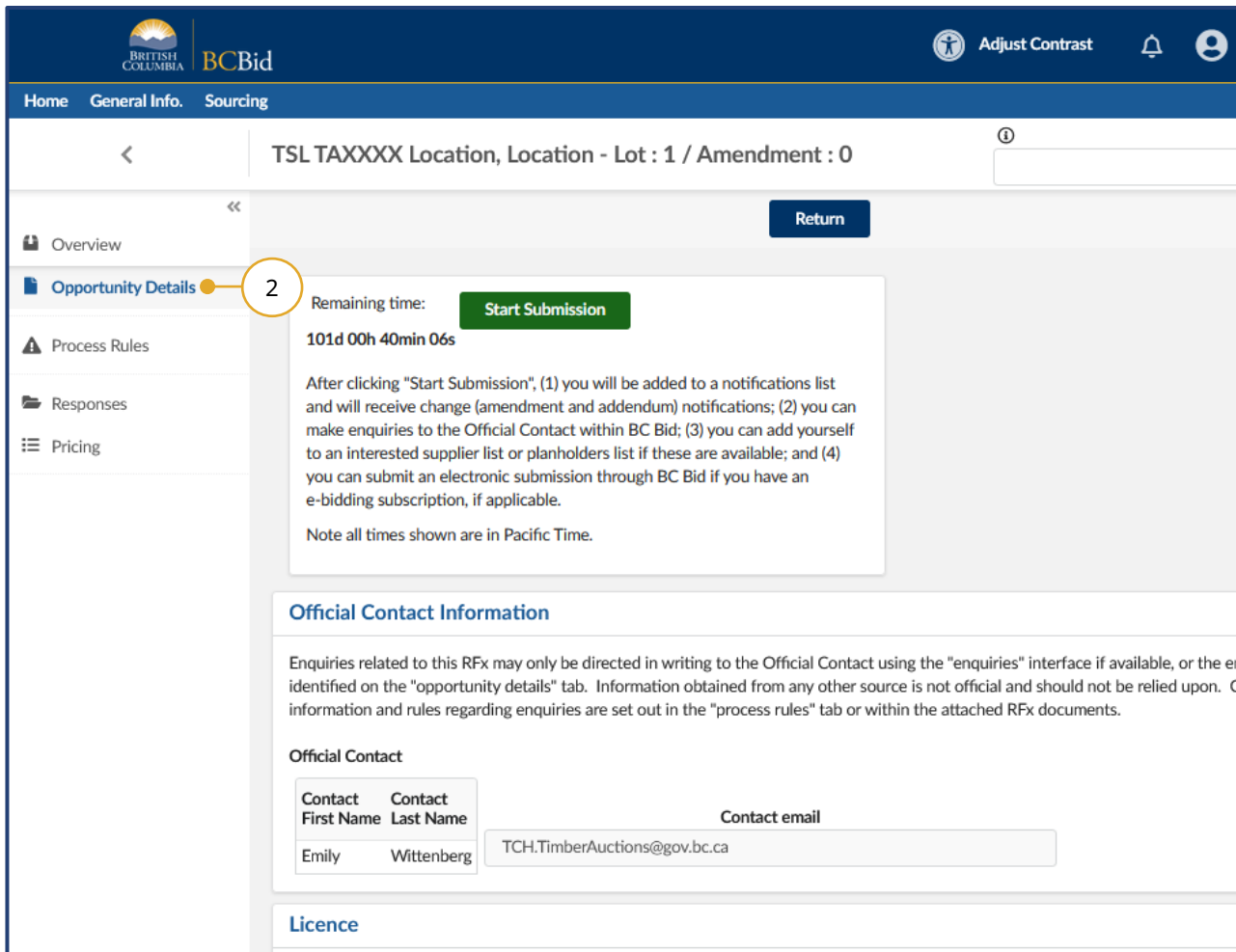
- Opportunity Type:** Timber Auction
- Timber Auction Type:** Scale
- Timber Auction Subtype:** ITB Bonus Bid
- Opportunity Description:** TSL TAXXXX Location, Location
- Opportunity ID:** TAXXXX
- Status:** Open
- Issued by:** Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Issued for:** Chinook
- Main Commodity:** Forestry harvesting

**RFX Documents:** (This section is circled in yellow with a 'c' next to it)

Title	Type	Att.
Hardcopy Bidding Instructions for Bidders.pdf		
TAXXXX_e_TenderEnvel.pdf	RFx Documents (Approved)	RFx_Proce...
Hardcopy Submission - Scale Based TSL.pdf		
TAXXXX_i2_map_Detailed_Location.pdf		
TAXXXX_m1_Wet_Weather_Shutdown_Guidelin		
TAXXXX_i3_map_SP_BK_HN120.pdf		TAXX...
TAXXXX_j3_CruiseCard_data.zip		TAXXO...
TAXXXX_i6_map_RO_Bk_HN120.pdf		
TAXXXX_i1_map_Overview_Location.pdf		
TAXXXX_m2_PulpSector_2020-12-17.pdf	RFx Documents (Approved)	

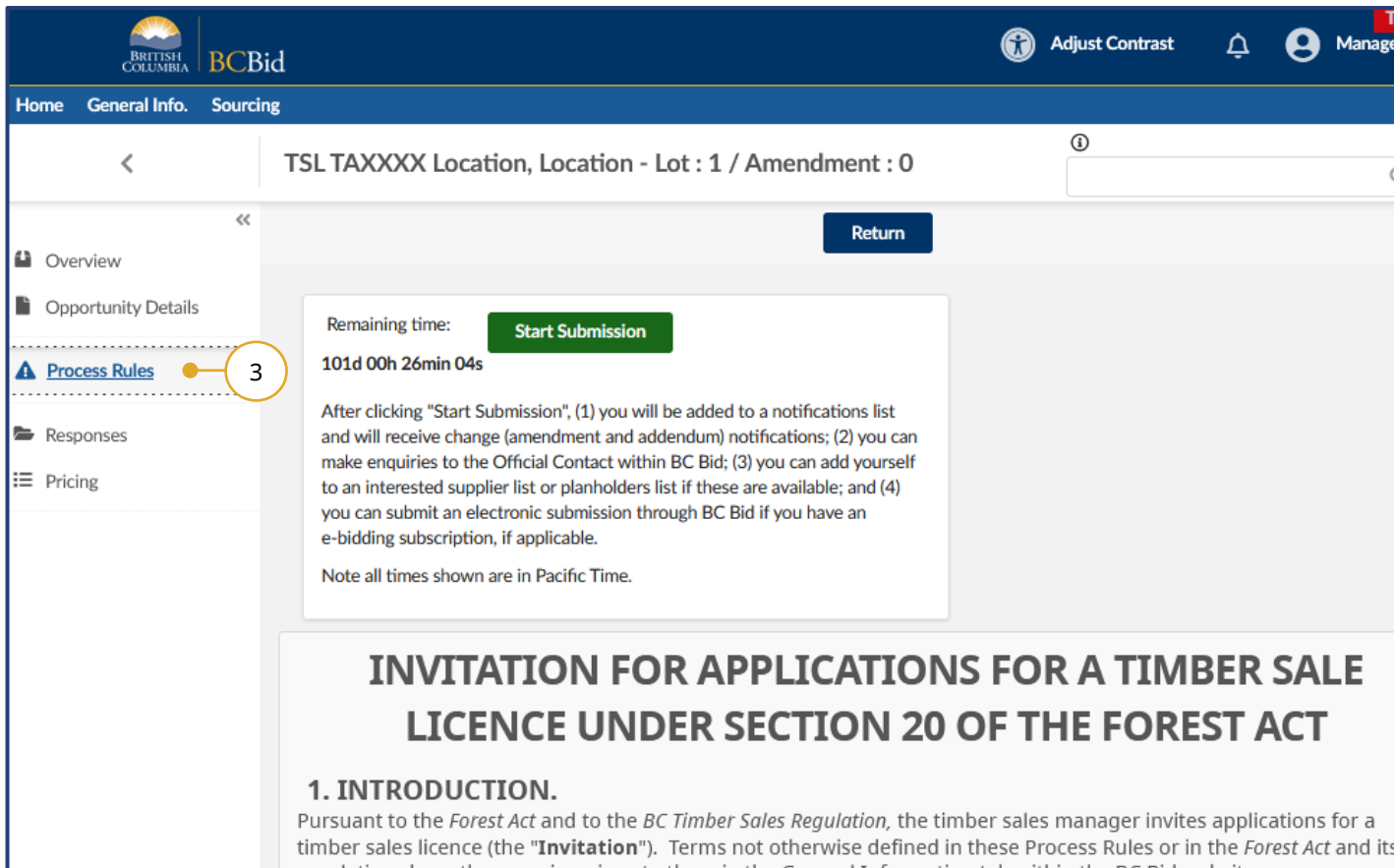
c. **RFx Documents** are the attachments related to the opportunity.

Note: for Timber Auctions, there is a hardcopy submission package included with the RFx documents.



- On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **TSL Category**, and **Licence Term**.





3. Click on the **Process Rules** tab to view the **Invitation for Applications for a Timber Sale Licence**.

The screenshot shows the BC Bid website interface for a timber auction opportunity. The top navigation bar includes the BC Bid logo, 'Adjust Contrast', a notification bell, and a 'Manage' profile icon. The main header shows the opportunity title 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A left sidebar contains navigation options: Overview, Opportunity Details, Process Rules, Responses, and Pricing. The main content area features a 'Remaining time: 101d 00h 55min 06s' and a prominent green 'Start Submission' button, which is circled in yellow with the number '4'. Below this, a text box explains the consequences of clicking 'Start Submission': (1) being added to a notifications list, (2) making enquiries to the Official Contact, (3) adding oneself to an interested supplier list, and (4) submitting an electronic submission. Below the text box are sections for 'RFx General Information' (Opportunity Type: Timber Auction, Timber Auction Type: Scale, Timber Auction Subtype: ITB Bonus Bid) and 'RFx Documents' (listing a document titled 'Hardco').

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

Note: By clicking **Start Submission** the supplier will:

- Receive notifications of amendments
- Easily access the opportunity on the **Manage Submissions** list
- Begin drafting the response for e-Bidding in the application



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

The screenshot displays the BC Bid interface for a specific opportunity. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header shows the opportunity title 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A notification box indicates the remaining time is 101 days, 00 hours, 04 minutes, and 40 seconds. The 'RFx General Information' section contains several fields: 'Opportunity Type' (Timber Auction), 'Timber Auction Type' (Scale), and 'Timber Auction Subtype' (ITB Bonus Bid). A note states that the Timber Sales Manager will accept applications only from Category 1 and 2 BC timber sales enterprises. The 'Opportunity Description' is 'TSL TAXXXX Location, Location'. The 'RFx Documents' section lists a 'Hardcopy Submission Package' as an RFX Document (Approved) and another 'Hardcopy' document.

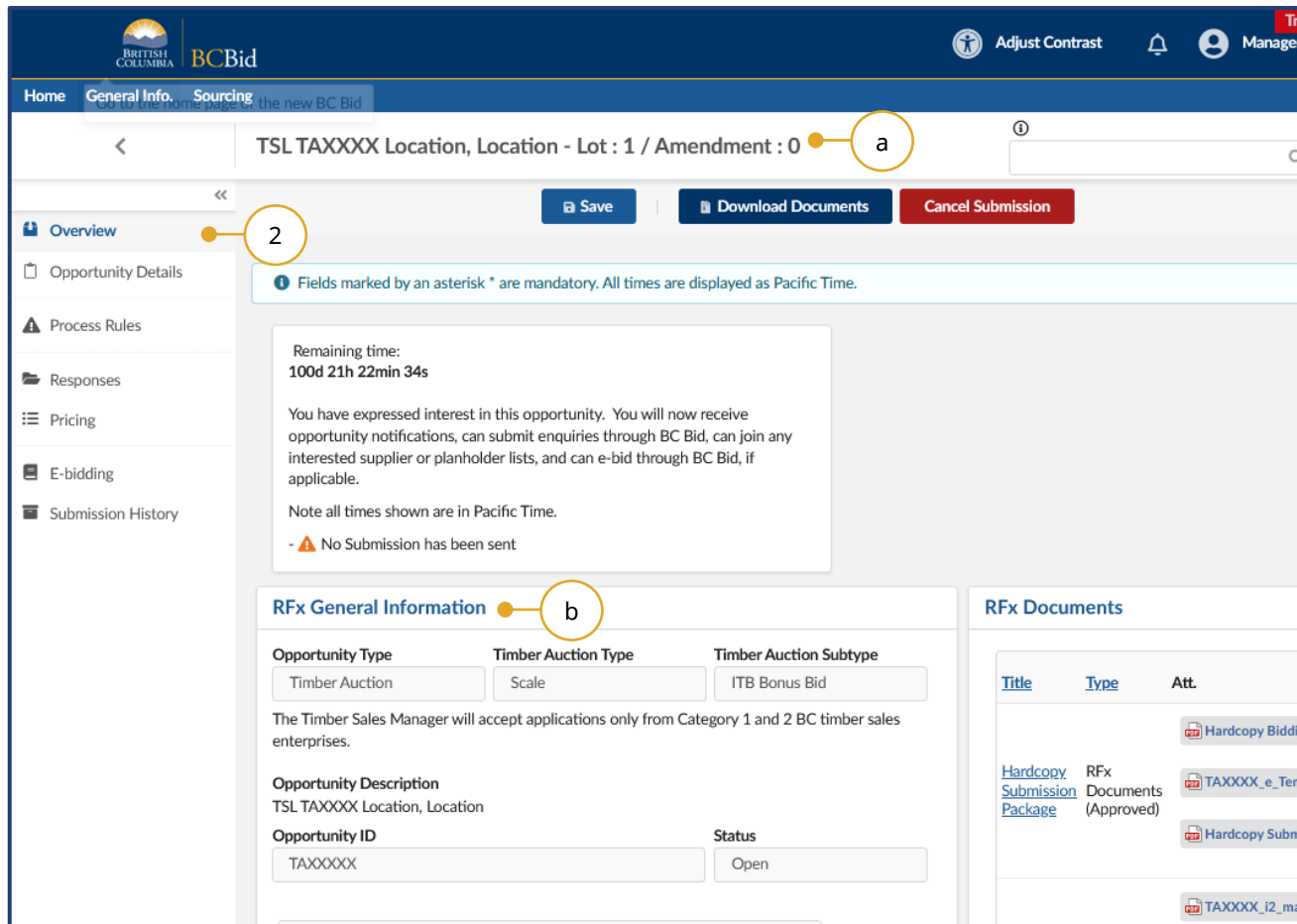
5. The **Start Submission** button will not be visible once it has been selected. Additional tabs will appear on the left-hand menu.

## Step 2: Start Your e-Bid Submission – Timber Auction Only

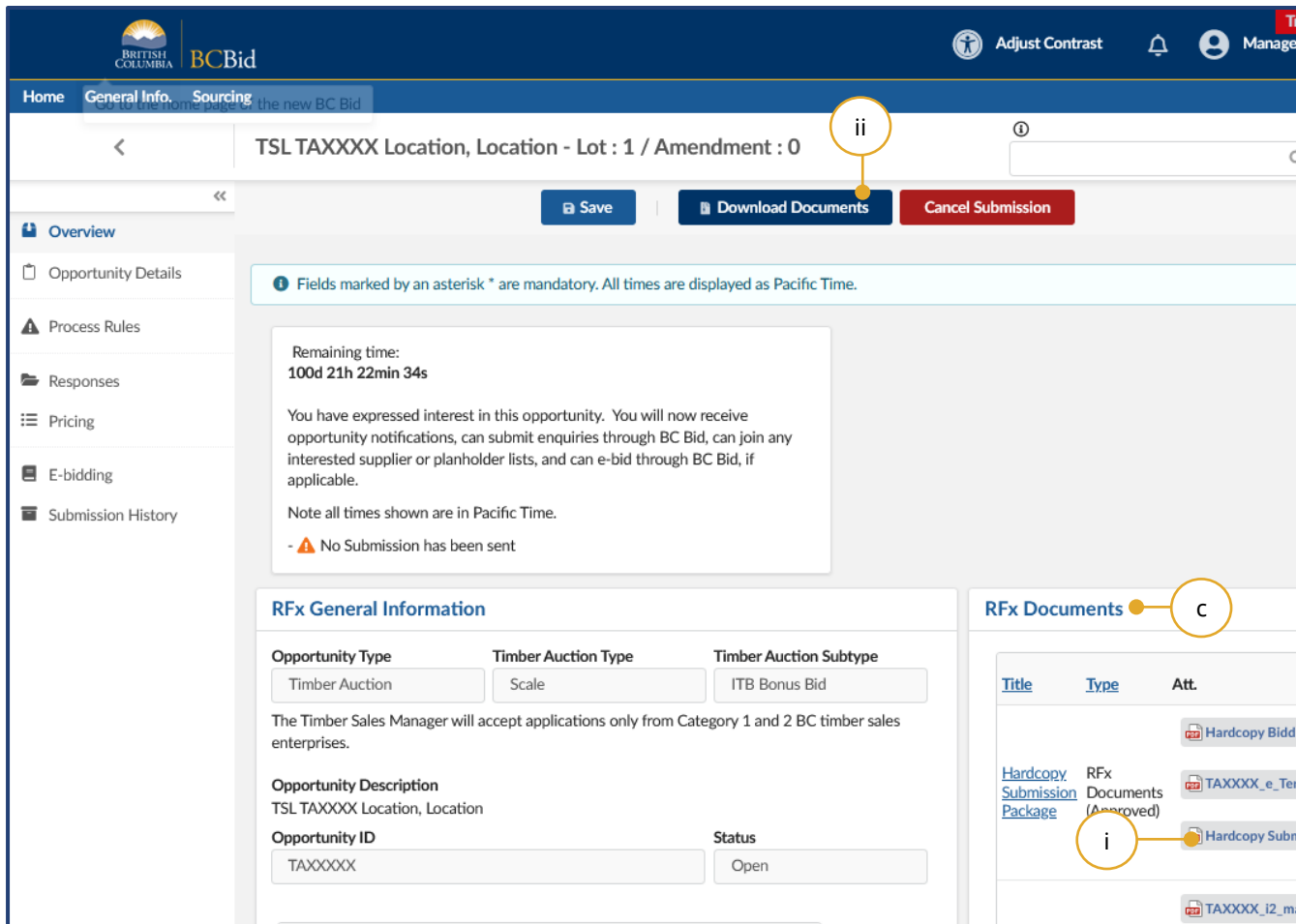
### Opportunity Information

The screenshot displays the BCBid user interface for a timber auction opportunity. The breadcrumb trail shows 'Home > General Info. > Sourcing'. The current page title is 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A 'Return' button is visible at the top right of the main content area. On the left, a navigation menu includes 'Overview', 'Opportunity Details', 'Process Rules', 'Responses', and 'Pricing'. The main content area features a 'Remaining time: 101d 00h 55min 06s' and a green 'Start Submission' button, which is circled with a yellow '1'. Below this, a text box explains the steps after clicking 'Start Submission': (1) being added to a notifications list, (2) receiving change notifications, (3) making enquiries to the Official Contact, (4) adding oneself to an interested supplier list, and (5) submitting an electronic submission. A note at the bottom states that all times are in Pacific Time. Below the main text are sections for 'RFx General Information' and 'RFx Documents'. The 'RFx General Information' section includes dropdown menus for 'Opportunity Type' (Timber Auction), 'Timber Auction Type' (Scale), and 'Timber Auction Subtype' (ITB Bonus Bid). A note below these states: 'The Timber Sales Manager will accept applications only from Category 1 and 2 BC timber sales enterprises.' The 'RFx Documents' section shows a table with columns for 'Title', 'Type', and 'Att.', with one document titled 'Hardco' visible.

1. Ensure that the **Start Submission** button has been clicked and is no longer visible.



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



- 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 individual file(s) to download a copy; or,
  - ii. To download all documents, click **Download Documents**.

The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header area includes the BC Bid logo, 'Adjust Contrast', a notification bell, and a user profile for 'Manager T.'. Below this, a breadcrumb trail shows 'Home > General Info. > Sourcing'. The main content area is titled 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A left-hand sidebar contains navigation options: Overview, Opportunity Details (highlighted with a yellow circle and the number 3), Process Rules, Responses, Pricing, E-bidding, and Submission History. At the top of the main content area, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A message box states: 'Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time.' Below this, a box indicates 'Remaining time: 100d 21h 06min 06s' and provides information about receiving notifications and submitting enquiries. The 'Official Contact Information' section includes a paragraph about enquiries and a table for contact details:

Contact First Name	Contact Last Name	Contact email
Emily	Wittenberg	TCH.TimberAuctions@gov.bc.ca

The 'Licence' section includes a 'Licence Term' box with the following text: 'The Timber Sales Manager will accept applications only from Category 1 and 2 BC timber sales enterprises. The timber type is both Coniferous and Deciduous.'

3. Click the **Opportunity Details** tab to see details related to the opportunity such as: **Official Contact**, and **Timber Sale Licence** information.

The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header displays 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A notification banner states: 'Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time.' The left sidebar contains a menu with 'Overview', 'Opportunity Details', 'Process Rules' (highlighted with a yellow circle and the number '4'), 'Responses', 'Pricing', 'E-bidding', and 'Submission History'. The main content area displays the following text:

Remaining time:  
**100d 20h 45min 26s**

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

## INVITATION FOR APPLICATIONS FOR A TIMBER SALE LICENCE UNDER SECTION 20 OF THE FOREST ACT

### 1. INTRODUCTION.

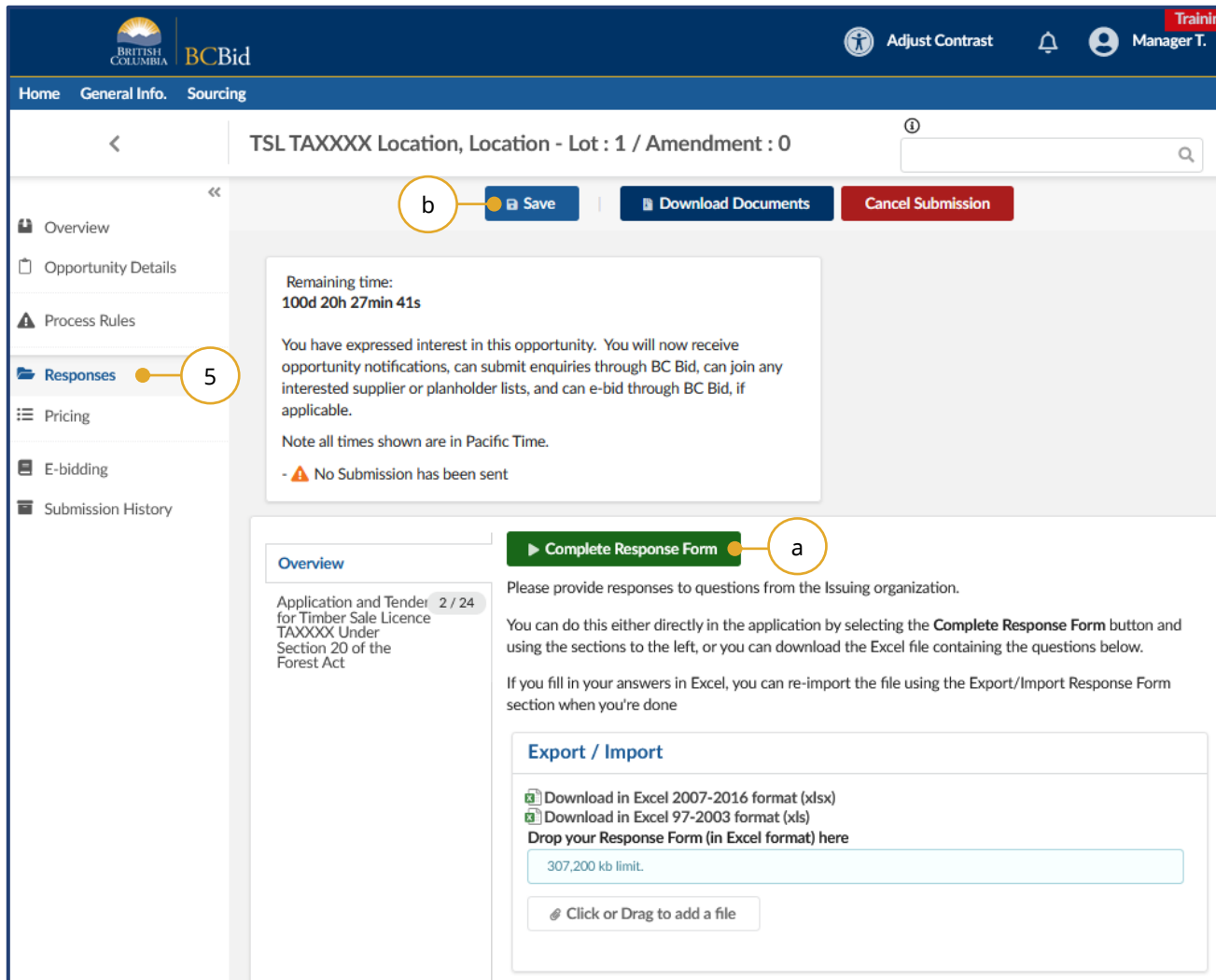
Pursuant to the *Forest Act* and to the *BC Timber Sales Regulation*, the timber sales manager invites applications for a timber sales licence (the "**Invitation**"). Terms not otherwise defined in these Process Rules or in the *Forest Act* and its regulations have the meaning given to them in the General Information tab within the BC Bid website. To be eligible to apply for a timber sales licence, an applicant must meet the following criteria (the "**Eligibility Criteria**"):

- the applicant must be registered as a BC timber sales enterprise and be a category of BC timber sales enterprise to which the Invitation has been made available;
- no circumstance which would constitute a deemed cessation of the applicant's registration as a BC timber sales enterprise pursuant to section 9 of the BC Timber Sales Regulation has occurred and is continuing; and
- the applicant has not ceased to be a BC timber sales enterprise.

### 2. PLACE, DATE AND TIME OF SUBMISSION OF APPLICATIONS.

4. Click **Process Rules** tab to see the **Invitation for Applications for a Timber Sale Licence**.





5. Click the **Responses** tab to reply to questions or provide information needed by the buyer.
  - a. Click the **Complete Response Form** button to view and complete all sections of the **Response Form**.
  - b. Click **Save** once all fields are populated.

Overview  
Opportunity Details  
Process Rules  
Responses  
**Pricing** 6  
E-bidding  
Submission History

TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0

Save | Download Documents | Cancel Submission

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

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

Total Price  
Total Price

Search line items  
Search by keyword  
Items without pricing

Enter your pricing a  
Competitive Portion Bonus Bid Amount + Stumpage

Estimated Competitive Volume	Estimated Competitive Value	Bonus Bid (per cubic metre)	Total Bonus Bid + Stumpage
50,000	2,250,000.00		

1 Result(s)

6. Click the **Pricing** tab.
  - a. The **Pricing** tab will have multiple grids (species breakdown, bonus offer or bonus bid, etc.)

9

Save | Download Documents | Cancel Submission

(in Excel format) here  
307,200 kb limit.  
Click or Drag to add a file

Please provide pricing on the items listed below.

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

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

Total Price  
Total Price

Search line items  
Search by keyword  
Items without pricing

7

Enter your pricing  
Competitive Portion ⓘ Bonus Bid Amount + Stumpage

Estimated Competitive Volume	Estimated Competitive Value	Bonus Bid (per cubic metre)	Total Bonus Bid + Stumpage
50,000	2,250,000.00		8

1 Result(s)

7. To enter the bonus bid, or bonus offer, select the applicable tab.
8. Enter the bonus bid or bonus offer in the applicable field.
9. Click **Save**.

## Submit the Response

### e-Bid Submission

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

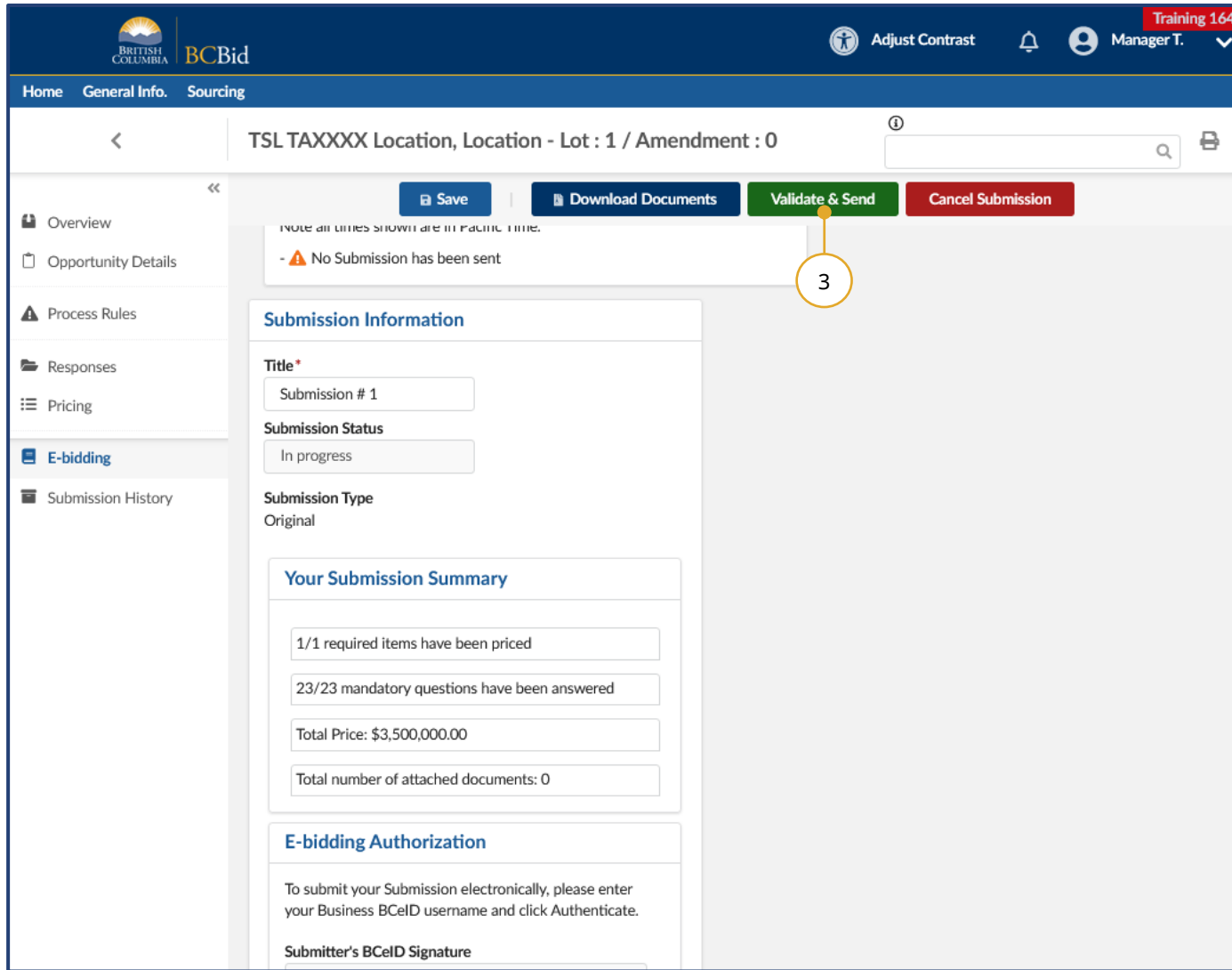
The screenshot shows the BCBid web application interface for submitting a response. The page title is "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0". The navigation menu includes Home, General Info, and Sourcing. The main content area is divided into several sections:

- Submission Information** (Callout 2):
  - Title\*** (Callout a): A text input field containing "Submission # 1".
  - Submission Status**: A dropdown menu showing "In progress".
  - Submission Type**: A dropdown menu showing "Original".
- Your Submission Summary** (Callout b): A section containing four summary items:
  - 1/1 required items have been priced
  - 23/23 mandatory questions have been answered
  - Total Price: \$3,500,000.00
  - Total number of attached documents: 0
- E-bidding Authorization**: A section with instructions: "To submit your Submission electronically, please enter your Business BCeID username and click Authenticate." It includes a text input field for the username (Callout c) and an "Authenticate" button (Callout d).

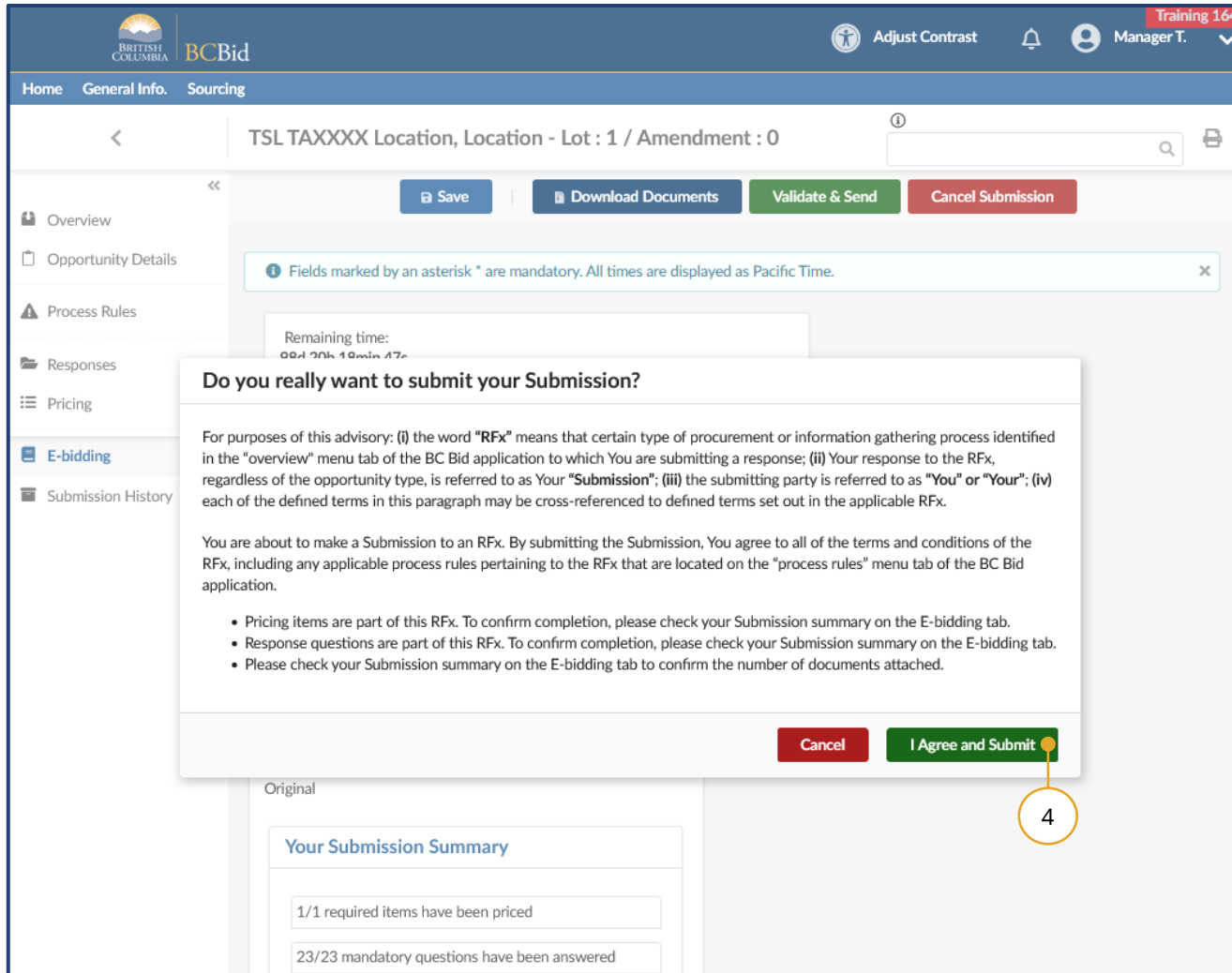
On the left sidebar, the "E-bidding" tab is selected and highlighted with callout 1. At the top of the main content area, there are buttons for "Save", "Download Documents", and "Cancel Submission".

1. Click the **e-Bidding** tab.
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 form questions completed, and pricing items (see note below).
  - c. Enter your **BCeID username**
  - d. Click **Authenticate**.

Note: attached documents are not applicable for Timber Auctions e-Bid submissions.



3. Click **Validate & Send**.



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

The screenshot shows the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo, user profile 'Manager T.', and utility icons for 'Adjust Contrast' and a notification bell. A red 'Training 164' badge is visible in the top right corner. Below the navigation bar, the page title is 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A left-hand sidebar contains menu items: Overview, Opportunity Details, Process Rules, Responses, Pricing, E-bidding (highlighted), and Submission History. The main content area features a notification banner: 'Response Received on 2022-06-08 3:07:20 PM. Your Submission has been successfully submitted. Issuing organization has been notified. Access "submission history" to view Submissions to this opportunity.' Below this is a 'Remaining time' box showing '98d 20h 04min 22s' and explanatory text. The 'Submission Information' section includes fields for 'Title' (Submission # 1), 'Submission Status' (Received, circled with a yellow '5'), and 'Submission Type' (Original). At the bottom, a 'Your Submission Summary' box shows progress: '1/1 required items have been priced' and '23/23 mandatory questions have been answered'. Action buttons for 'Save', 'Create a new Submission', and 'Other Actions' are located at the top of the main content area.

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

## Step 3: Amendments

### 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.

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

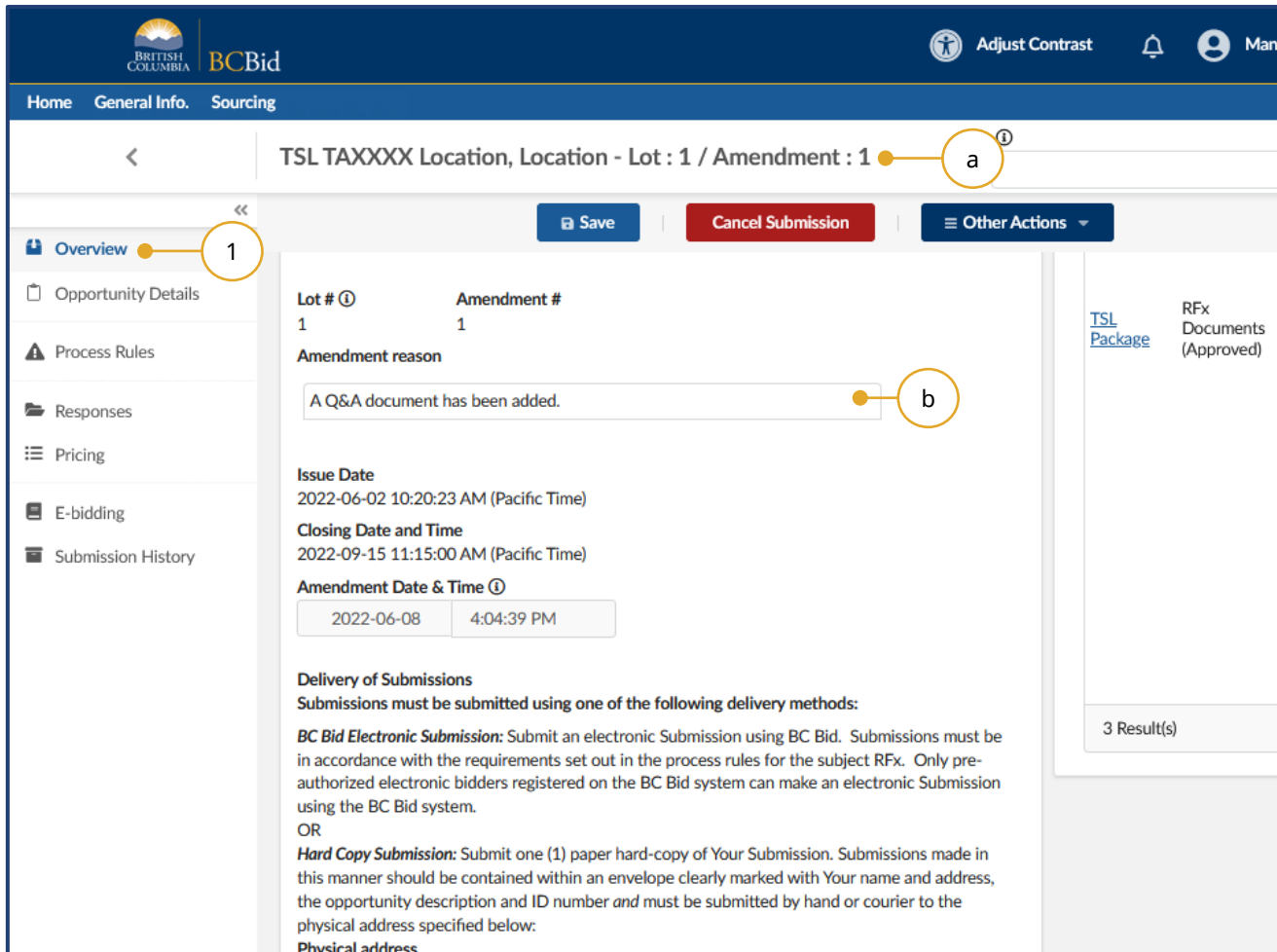
Opportunities that have been amended can be identified by:

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



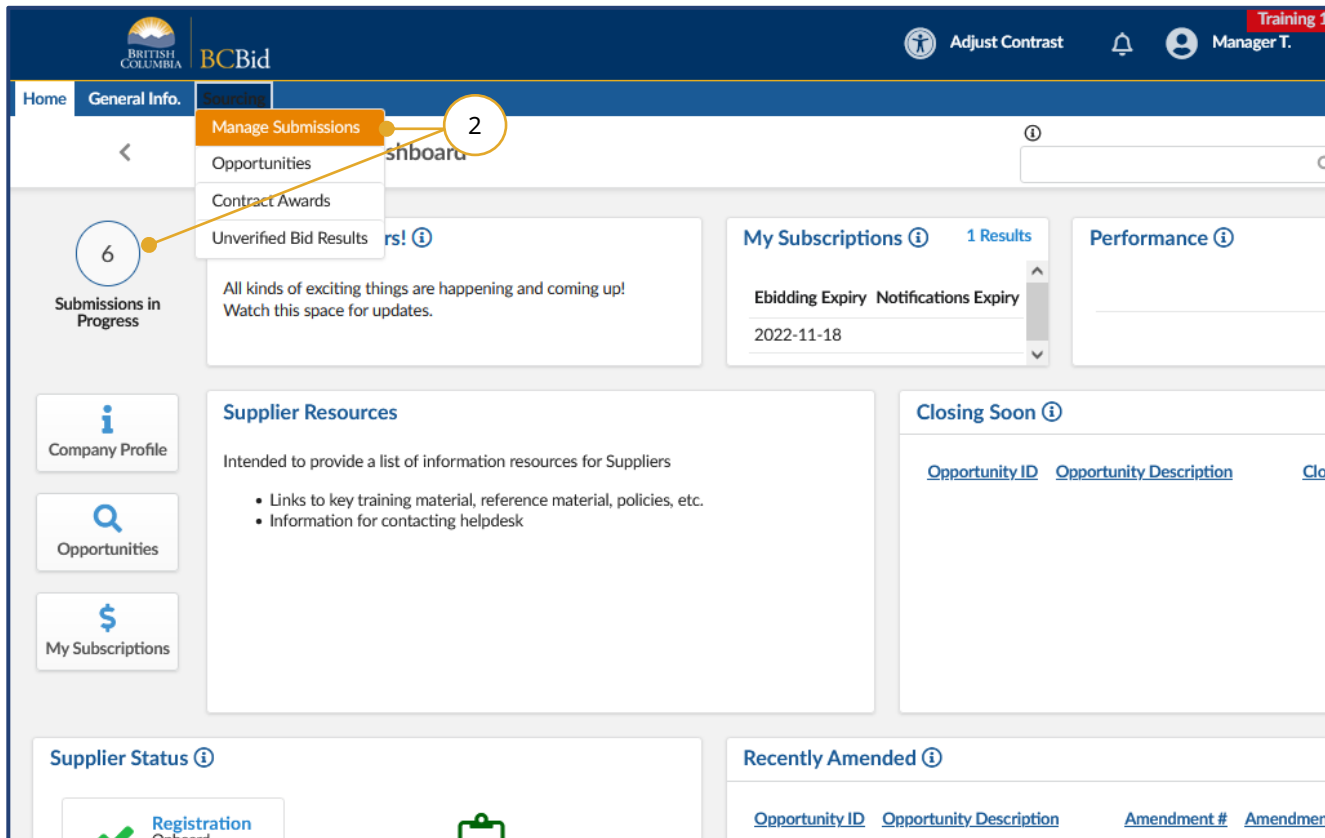
# Amendment

## Look for Changes



1. Click the **Overview** tab.
  - a. The **Title** of the opportunity will indicate what Lot/Amendment version is issued.
  - b. In the **Amendment Reason** section, review the reason for the current amendment.
  - c. If applicable, in the **Amendment History** section, review any previous amendment details.

Re-submit an e-Bid after amendment



1. If a Timber Auction opportunity has been amended after a supplier submits an e-Bid, then the e-Bid is cancelled and must be re-submitted in the application.
2. From the **Home** page, click the **Sourcing** drop down menu, and then **Manage Submissions**. Alternatively, click on **Submissions in Progress** on the left side of the home page.

The screenshot shows the 'Manage Submissions' interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. Below this is a search bar and filter section. The filter section includes dropdowns for 'Submission Progress', 'Opportunity ID', 'Status' (set to 'Open'), and 'Organization'. A 'Search' button and a 'Reset' button are also present. Below the filters is a table with the following columns: Submission Progress, Opportunity Description, Opportunity ID, Opportunity Type, Organization, Lot #, Amendment #, Last Updated, Status, and Remaining. The table contains one row with the following data: Submission Progress is 'In Progress', Opportunity Description is 'TSL TAXXXX Location, Location', Opportunity ID is 'TAXXXXX', Opportunity Type is 'Timber Auction', Organization is 'Chinook Ministry of Forests, Lands, Natural Resource Operations and Rural Development', Lot # is '1', Amendment # is '1', Last Updated is empty, Status is 'Open', and Remaining is '97d 22h 25i'. A yellow circle labeled '3' is around the search bar, and a yellow circle labeled '4' is around the 'In Progress' link in the table.

3. Locate the opportunity in the list. This list can be filtered using the fields at the top.
4. Click on the hyperlink under **Submission Progress** to access the e-Bid submission for the opportunity.

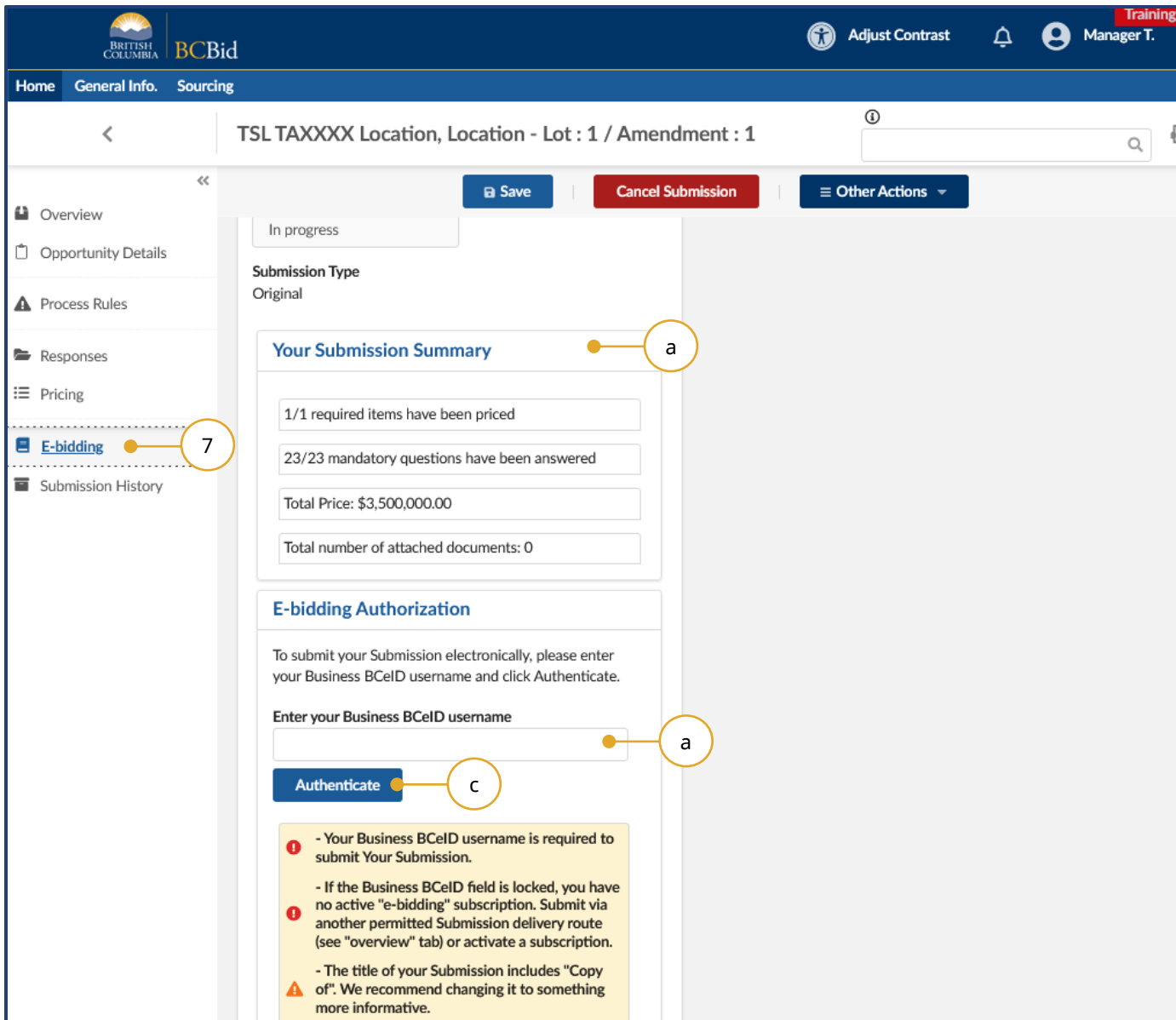
Note: **Submission Progress** will show **Start** after an amendment.

The screenshot shows the BCBid web application interface for a specific opportunity. The top navigation bar includes the BCBid logo, user profile 'Manager T.', and a 'Training 1.64' badge. The main header shows the opportunity title 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1'. Below the header, there are buttons for 'Save' and 'Cancel Submission', and an 'Other Actions' dropdown menu. The dropdown menu is open, showing three options: 'Copy last Submission', 'Copy an existing Submission', and 'Download Documents'. A yellow circle with the number '5' is drawn around the 'Copy last Submission' option. The main content area displays a message about remaining time (97d 22h 08min 02s) and submission information, including a 'Submission Summary' section with fields for '0/1 required items have been priced', '2/23 mandatory questions have been answered', 'Total Price: \$ 0.00', and 'Total number of attached documents: 0'.

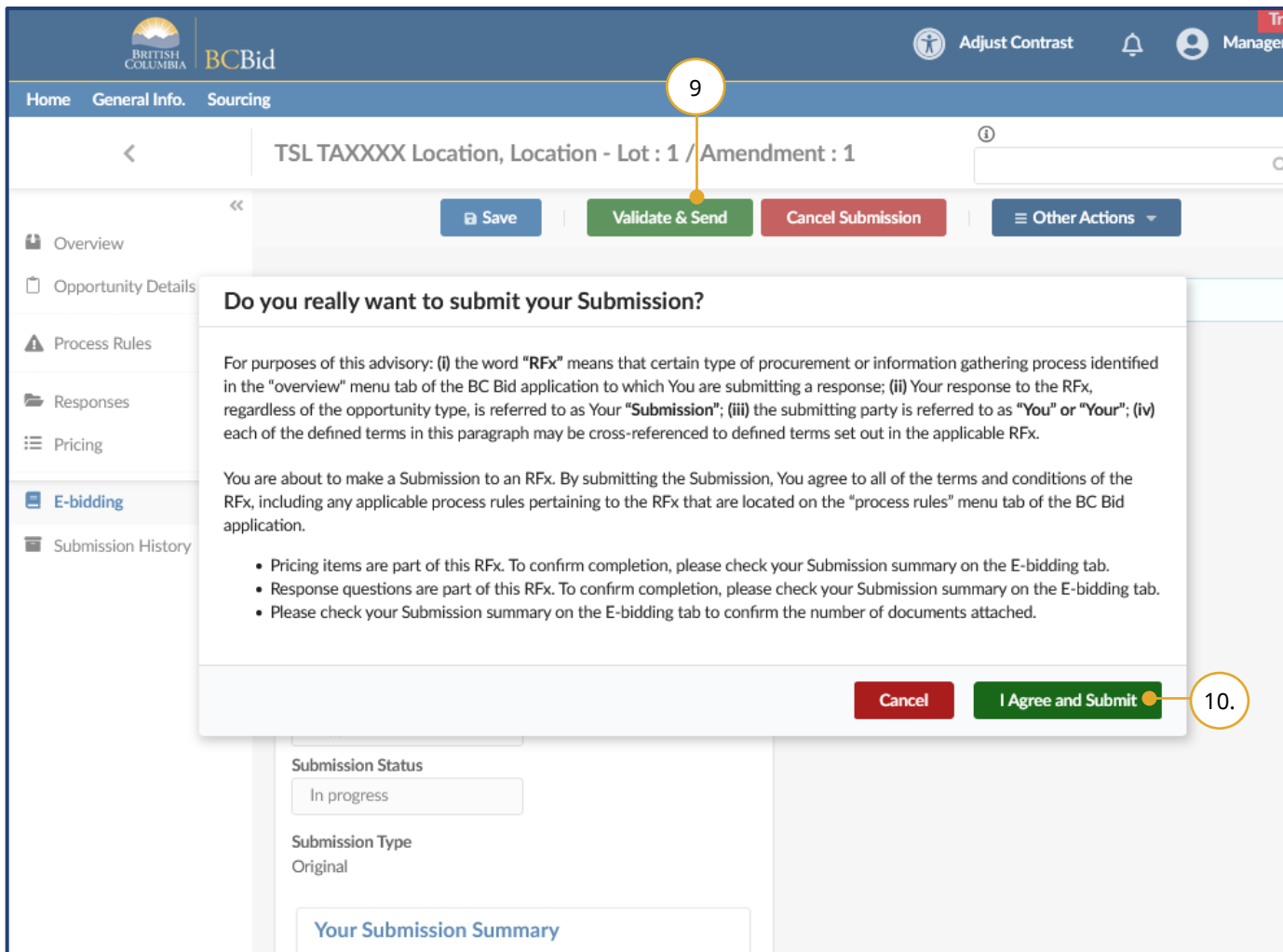
- Click on the **Other Actions** dropdown menu and select **Copy last Submission**. Click **OK** after reviewing the popup message.

The screenshot shows the BC Bid web application interface. At the top, there is a navigation bar with 'Home', 'General Info', and 'Sourcing' tabs. The main header displays the opportunity title 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1'. Below the header, there are buttons for 'Save', 'Cancel Submission', and 'Other Actions'. A notification banner states: 'Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time.' The left-hand navigation menu is highlighted with a yellow bracket and a circled number '6' next to the 'Responses' tab. The main content area displays a notification about remaining time (97d 22h 04min 12s) and submission information including title, status, and type. A 'Your Submission Summary' section shows progress on required items and questions.

- Review all tabs on the left-hand menu, and update response form (**Responses** tab) and bonus bid or bonus offer (**Pricing** tab), if applicable.



7. Click the **e-Bidding** tab.
8. In the **Submission Information** box:
  - a. Review the **Your Submission Summary** section, which lists the number of response form questions completed and pricing items.
  - b. Enter your **BCeID username**
  - c. Click **Authenticate**.



9. Click **Validate & Send**.
10. In the dialog box, review the terms and click **I Agree and Submit**.
11. Confirmation of receipt of submission will show at the top of the screen, and can also be found on the left-hand menu under the **Submission History** tab.

## Withdraw an e-Bid Submission

BRITISH COLUMBIA BCBid

Home General Info. Sourcing

TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1

Adjust Contrast Manager T. Training 164

Save Create a new Submission Other Actions

Response Received on 2022-06-14 1:33:27 PM

Remaining time: 92d 21h 08min 14s

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.

Submission History

Search submissions

Search Reset

Status

Cancelled x In progress x Received x

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)	Decision	Withdraw Submission
TSL TAXXXX Location, Location - 1	<a href="#">Copy of Submission # 1</a>	Received	2022-06-14 1:33:27 PM		

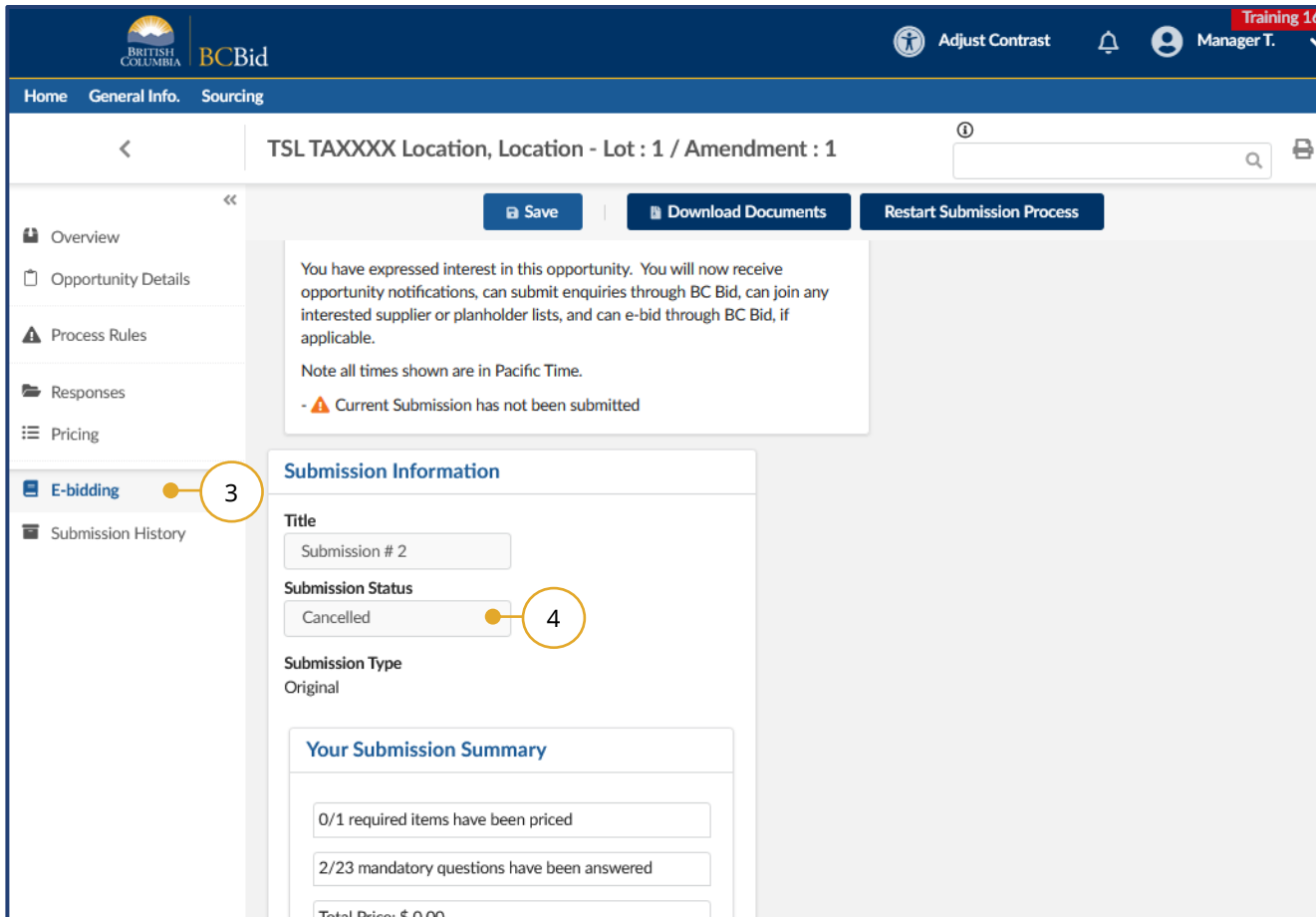
1. When viewing the opportunity, click the **Submission History** tab.
2. In the **Withdraw Submission** column, use the drop-down list to select **Submission Withdrawn**.
3. Click **Save**.
4. After saving, confirm that the **Status** has changed from **Received** to **Cancelled**.



## Cancel an In-Progress submission

The screenshot shows the BC Bid system interface for an opportunity titled "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1". The top navigation bar includes "Home", "General Info", and "Sourcing". The main content area is divided into "RFX General Information" and "RFX Documents". In the "RFX General Information" section, the "Opportunity Type" is "Timber Auction", "Timber Auction Type" is "Scale", and "Timber Auction Subtype" is "ITB Bonus Bid". The "Opportunity Description" is "TSL TAXXXX Location, Location". The "Opportunity ID" is "TAXXXXXX" and the "Status" is "Open". The "Issued by" field is "Ministry of Forests, Lands, Natural Resource Operations and Rural Development" and the "Issued for" field is "Chinook". The "Main Commodity" is "Forestry harvesting". In the "RFX Documents" section, there are several documents listed, including "Q&A", "Hardcopy Submission Package", and multiple "Hardcopy" documents. The "Cancel Submission" button is highlighted with a red circle and the number 1.

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



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

## Appendix 1: BC Bid Help Desk

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

Email: [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca)

Phone:

Direct: 1-250-387-7301

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

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

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