



Procurement Services - Ministry of Technology, Innovation and Citizens' Services BC Bid™ System

BC Timber Sales Supplier's Guide to Browsing TSL Opportunities and e-Bidding

NOTE: You must register for an e-bidding key prior to submitting an electronic bid. The registration process can take several business days to complete so please plan ahead. You do not need to register to browse opportunities.

BC Bid URL: <http://www.bcbid.gov.bc.ca>



This guide has been prepared in support of BC Timber Sales supplier use of e-bidding through BC Bid and includes instructions on the following topics:

- 1) Browsing Opportunities
- 2) Submitting an e-Bid
- 3) Revising an e-Bid



1. Browsing Opportunities

The screenshot shows the BC Bid website home page. The left sidebar contains the following elements:

- B.C. HOME
- BC Bid™ Home
- Logon to BC Bid™** (indicated by a red arrow)
- BC Bid Resources
- [Vendor Complaints - Procurements Issued by Ministries](#)
- News
- Help for BC Bid**
- Help Desk open from 8:30am - 4:30pm M-F
- [Contact us by e-mail](#)
- [Phone Numbers/Help](#)

The main content area includes:

- Breadcrumb: [B.C. Home](#) > [Ministry of Citizens' Services](#) > [Procurement](#) > BC Bid™
- e-Procurement in B.C.**
- BC Bid™**
- Access, create, browse and compete on public sector opportunities anytime.*
- [Browse](#) for Bid Opportunities or Bid Results
- [Register now](#) for BC Bid™ value added services:
- There's a faster, more convenient way for you to access BC public sector bid opportunities. You can take advantage of our value-added bid-matching and e-bidding services.
- For an annual fee of \$100, you can create your own custom commodity profile and receive matching notices automatically by e-mail.
- Interested in electronic bidding?** This service is also available to authenticated bidders for \$150 per year.
- Click [here](#) for full details of our services.
- Please contact our [Help Desk](#) for more information on BC Bid™ services.

The right sidebar contains navigation links:

- Supplier** ⓘ
 - [Registration Tutorial and FAQs](#)
- Public Sector Buyer**
 - [Registration Tutorial and FAQs](#)
- Browse BC Bid™**
 - [Browse](#) for Bid Opportunities or Bid Results
 - [Recommended Browsers](#)
- Downloadable guides**
 - Click here for guides ⓘ

- Go to the BC Bid™ Home page

<http://www.bcbid.gov.bc.ca>

- Click on **Logon to BC Bid™**



1. Browsing Opportunities

BRITISH COLUMBIA

B.C. HOME

BC Bid™ Home
Logon to BC Bid™

- [BC Bid Resources](#)
- [Vendor Complaints - Procurements Issued by Ministries](#)
- [News](#)

Help for BC Bid

- Help Desk open from 8:30am - 4:30pm M-F
- [Contact us by e-mail](#)
- [Phone Numbers/Help](#)

e-Procurement in B.C.
BC Bid™
Access, create, browse and compete on public sector opportunities anytime.

Login to BC Bid™ ⓘ

User ID:

Password:


Account Type: ⓘ

[I forgot my password](#)

- Enter **User ID** and **Password** and click **Submit**



1. Browsing Opportunities

 **BRITISH COLUMBIA**

B.C. HOME

Opportunities

Contract Awards

Unverified Bid Results

My Profile


My Documents

My Company Details

BC Bid Time

Guides

Exit from BC Bid

 **Help for BC Bid**

- [Need help?](#)

Welcome to BC Bid™
(Test)

Hello BC Timber Sales 1

Supplier No: BC Timber Sales
Brian Supplier

The last time you logged onto the system was: 2016/10/21 13:53

You are logged in as an authenticated supplier. You can e-Bid on opportunities that allow e-Bidding if your company is a paid subscriber for the e-Bidding Service.

BC Bid e-Notification Subscribers:
Each week day BC Bid® will compile a list of new opportunities that match your profile and, if you have selected the e-Notification service, send you an email notification. The system will also advise you of any amendments that have been made to previously issued opportunities.

MoT Hired Equipment Operators:
You can now register and update all of your equipment online through BC Bid. No changes have been made to the Hired Equipment Policy, but we have introduced a new service to enable equipment owners to register new equipment, re-register equipment, update equipment information, and update company information.

- Click on **Opportunities**



1. Browsing Opportunities

BRITISH COLUMBIA

B.C. HOME

Opportunities

Contract Awards

Unverified Bid Results

My Profile

My Documents

My Company Details

BC Bid Time

Guides

Exit from BC Bid

Help for BC Bid

- Need help?

Browse Opportunities

You can browse through the currently available opportunities by choosing one of the following search options:

- Browse opportunities by organization
- Browse All Open Opportunities

Browse opportunities arranged by product groupings. Click on the binoculars directly adjacent to the commodity headings (Goods, Services or Construction) to refine the commodity search ...

- Construction, Hydroelectric and Public Works
- Goods
- Services

Or browse using the Advanced Search. Find all open or closed tenders, or narrow your search by entering a date range, tender number, or other criteria:

- Browse Using The Advanced Search.

You can also browse opportunities posted by the Province of Alberta:

- All Categories
- Construction
- Goods
- Services

- To view the list of timber sale opportunities posted by BC Timber Sales, click on **Browse opportunities by organization**



1. Browsing Opportunities

The screenshot shows the BC Bid website interface. On the left is a blue navigation menu with the following items: B.C. HOME, Opportunity Notice, Create a Requisition, Create a Solicitation, Opportunities (highlighted), Contract Awards, Unverified Bid Results, Purchase Documents, Supplier Profiles, My Profile, My Documents, BC Bid Time, Reporting, Guides, and Exit from BC Bid. At the bottom of the menu is a 'Help for BC Bid' section with a 'Need help?' link. The main content area is titled 'Opportunities By Organization (Test)' and includes a 'Back' button. Below this is a table with two columns: 'Organization' and '# of Tenders'. The table contains five rows of data, with a red arrow pointing to the first row.

Organization	# of Tenders
1 BC Timber Sales - Timber Auctions	1
2 Ministry of Forests, Lands and Natural Resource Operations	2
3 Ministry of Transportation and Infrastructure	0
4 Provincial Health Services Authority	1
5 Test BC Bid Included	1

- Click on **BC Timber Sales – Timber Auctions**



1. Browsing Opportunities

BRITISH COLUMBIA

B.C. HOME

- Opportunity Notice
- Create a Requisition
- Create a Solicitation
- Opportunities**
- Contract Awards
- Unverified Bid Results
- Purchase Documents
- Supplier Profiles
- My Profile
- My Documents
- BC Bid Time
- Reporting
- Guides

Exit from BC Bid

BRITISH COLUMBIA

Browse Opportunities

[Back](#)

Browse opportunities by organization

[Show Details ::](#)

Document No	Organization Name	Published Date	Closing Date
1 A99999	BC Timber Sales - Timber Auctions TSL A99999	2017/02/03	2017/02/06 11:00

[Help for BC Bid](#)

- [Need help?](#)

- Click on the **Document No.** link to view the opportunity or when you wish to submit an e-Bid if interested



1. Browsing Opportunities

Document *Invitation to Bid e-Advertisement* (Test)

Attachments and Referencing

Actions

- Invite Supplier
- Print
- Refresh
- Exit Document

Help Desk

- [Need help?](#)

BC Timber Sales - Timber Auctions
TSL A99999
Timber Sales

- All Locations Specified
- Supplier Attachments Exist
- This document may be responded to Online

For more information contact:

Carol, BCTS

BC Timber Sales - Timber Auctions
Main Office
Victoria, British Columbia
V8V 1X4

Phone:
Fax:
Email: carol.gjeterud@gov.bc.ca

Summary Details:

Final	
Solicitation Number:	A99999
Original Publish Date:	2017/02/03
Close Date & Time:	2017/02/06 11:00
Time Zone:	Pacific Time

Approx. Time Left: 2day 20hr 29min 08sec

All dates are yyyy/mm/dd

20397689

- Review the details of the opportunity to confirm this is the one of interest

- Attachments that provide details of this opportunity can be found under **Supplier Attachments Exist**

- TSL Particulars document is needed for the next step

Note: visible on the next screen, click on **Send Me Amendments** to receive email notification from BC Bid



2. Submitting an e-Bid

Attachments
View Interested
Send Me Amendments
Bid Response
Print
Refresh

Exit Document

Help Desk
• [Need help?](#)

Invitation to Bid e-Advertisement (Test)

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

- All Locations Specified
- Supplier Attachments Exist
- This document may be responded to Online

For more information contact:
Carol, BCTS

BC Timber Sales - Timber Auctions
Main Office
Victoria, British Columbia
V8V 1X4

Phone:
Fax:
Email: carol.gjeterud@gov.bc.ca

Summary Details:

Final

Solicitation Number:	A90000
Original Publish Date:	2017/02/08
Close Date & Time:	2017/02/10 12:00
Opening Date & Time:	2017/02/10 12:30
Time Zone:	Pacific Time

Approx. Time Left: 1day 23hr 39min 42sec

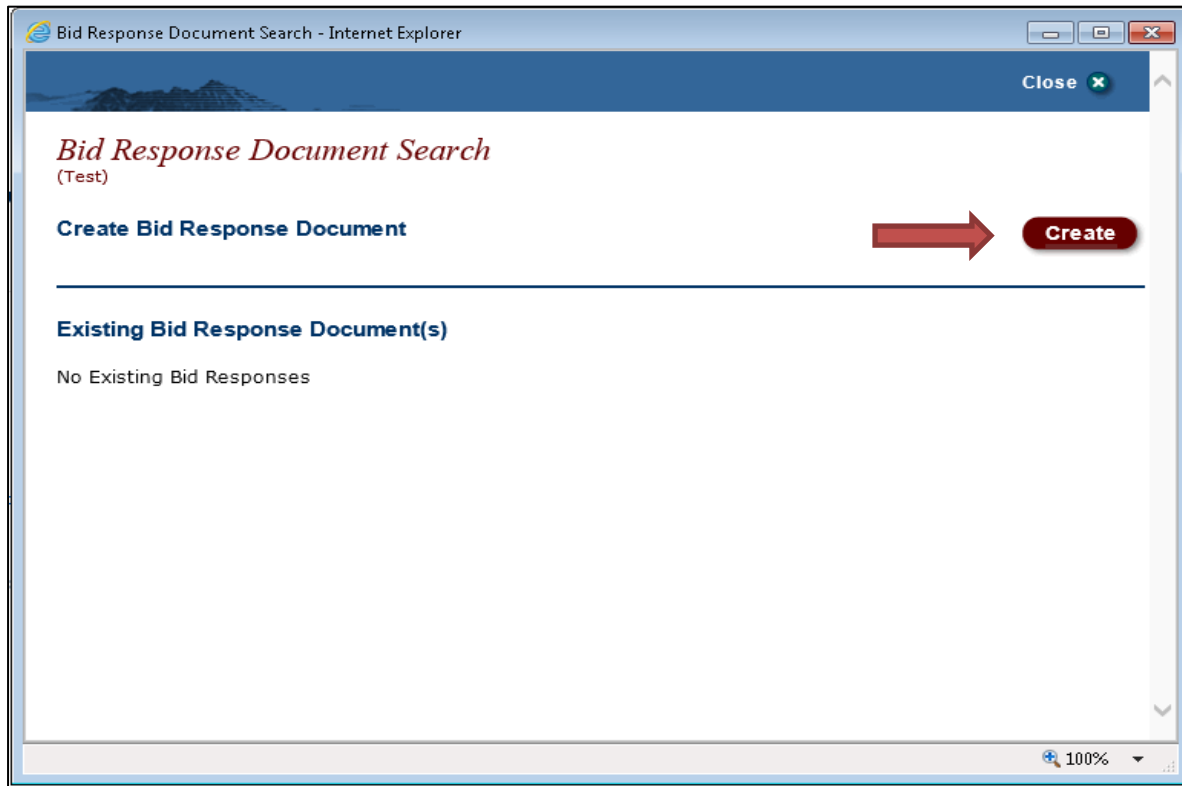
All dates are yyyy/mm/dd

Note: Download, fill in and sign the TSL Particulars document prior to this step

- Scan and upload the signed TSL Particulars document filed on your computer.
- Click on **Bid Response**



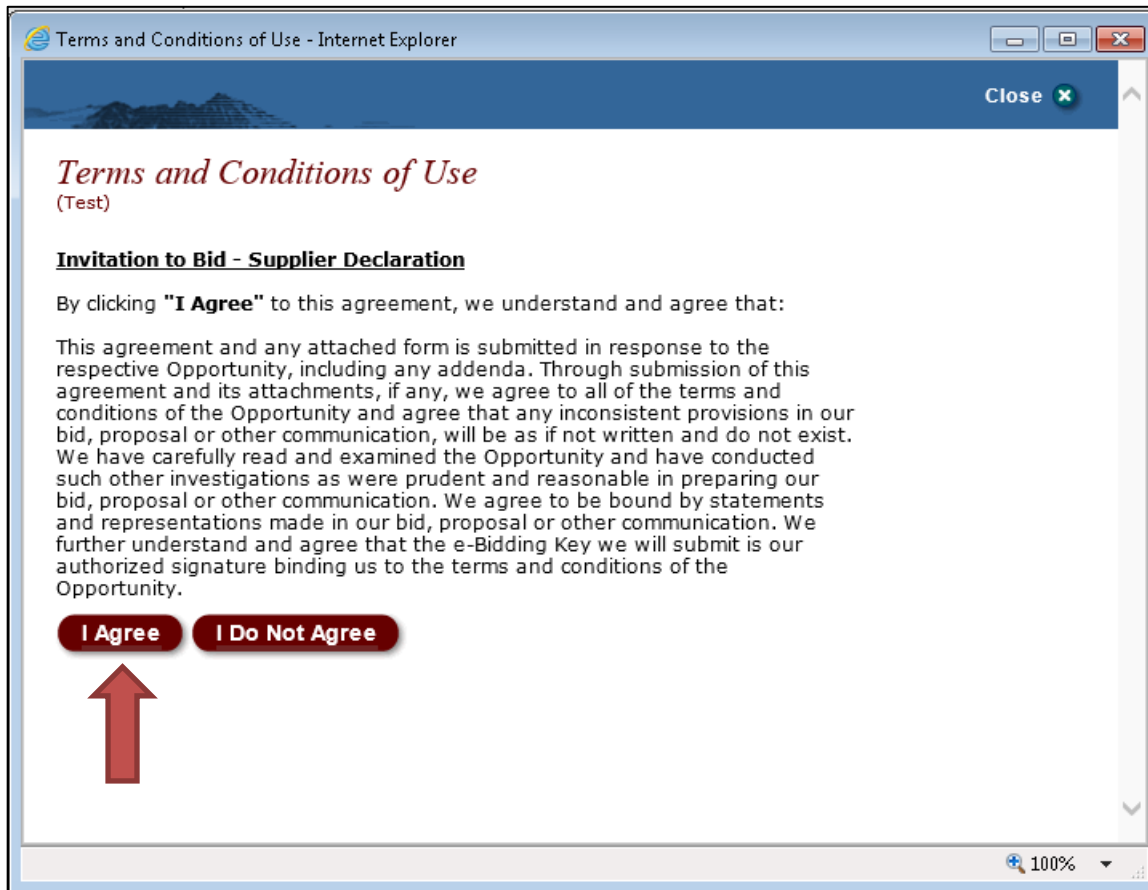
2. Submitting an e-Bid



- Click on **Create** to begin the Bid Response



2. Submitting an e-Bid



- Review the Terms and Conditions and if you agree, click on **I Agree**



2. Submitting an e-Bid

Document
Details
Contact Info

Actions
Delete Work
Print
Refresh Screen
Submit Bid Response
Exit Document

Help Desk
• Need help?

e-Response Notice Form ⓘ
(Test)

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

- Attachments do not exist

e-Bidding Key: ←

For more information, contact:

Sales 1, BC Timber

BC Timber Sales Brian Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada

Phone: 1 (250) 952-0421

Fax:

Email: brian.quinn@gov.bc.ca

Bid Response Comments:

Draft

Supplier Document #: 20397846
Solicitation No: A90000
Close Date and Time: 2017/02/10 12:00
Time Zone: Pacific Time

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Approx. Time Left 1day 22hr 28min 10sec

All dates are yyyy/mm/dd

•Click on
e-Bidding Key:



2. Submitting an e-Bid

A screenshot of a web browser window titled "e-Bidding Key - Internet Explorer". The page has a blue header with a "Close" button. Below the header, the title "e-Bidding Key" is displayed in a red, italicized font, followed by "(Test)" in a smaller font. A paragraph of text reads: "Please enter your company's e-Bidding Key exactly as it was specified on the e-Bidding Authorization Form. You will have three chances to enter the key correctly after which your e-Bidding privileges will be suspended." Below this text, there is a label "e-Bidding Key" next to an empty text input field. A red arrow points to the input field. Below the input field is a red "Submit" button.

- Enter your e-Bidding Key and press **Submit**

Note: this is the key you selected on the e-Bid authorization form



2. Submitting an e-Bid

Document
Details
Contact Info

Actions
Delete Work
Print
Refresh Screen

Submit Bid Response
Exit Document

Help Desk
• Need help?

e-Response Notice Form (Test) ?

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

• Attachments do not exist

e-Bidding Key:
SECRET
e-Bidding Key Matched

For more information, contact:
Sales 1, BC Timber

BC Timber Sales Brian Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada

Phone: 1 (250) 952-0421
Fax:
Email: brian.quinn@gov.bc.ca

Bid Response Comments:

Draft

Supplier Document #: 20397846
Solicitation No: A90000
Close Date and Time: 2017/02/10 12:00
Time Zone: Pacific Time

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Approx. Time Left 1day 22hr 21min 54sec

All dates are yyyy/mm/dd

- The e-Bidding Key will indicate **e-Bidding Key Matched**, if correct

- If you have a problem with your e-Bidding Key, please contact the BC Bid Help Desk at 250-387-7301 or BCBID@gov.bc.ca



2. Submitting an e-Bid

Document *e-Response Notice Form*

Details
Contact Info

Actions
Delete Work
Print
Refresh Screen

Submit Bid Response
Exit Document

Help Desk
• [Need help?](#)

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

• Attachments do not exist

e-Bidding Key:
SECRET
e-Bidding Key Matched

For more information, contact:
Sales 1, BC Timber

BC Timber Sales Brian Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada

Phone: 1 (250) 952-0421
Fax:
Email: brian.quinn@gov.bc.ca

Bid Response Comments:

Draft

Supplier Document #: 20397846
Solicitation No: A90000
Close Date and Time: 2017/02/10 12:00
Time Zone: Pacific Time

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Approx. Time Left 1day 22hr 18min 51sec

All dates are yyyy/mm/dd

- Click on **Attachments do not exist** to add your completed TSL Particulars document



2. Submitting an e-Bid

A screenshot of a web browser window titled "BC Bid - Internet Explorer". The page has a blue header with a "Close" button. Below the header, the word "Attachments" is written in a red, italicized font. A red arrow points down to the first "Attachment Title" input field. To the left of the input fields is a red button with the text "Submit Return". Each input field is followed by a "File" label and a "Browse..." button. The browser's status bar at the bottom shows "100%".

BC Bid - Internet Explorer

Close

Attachments

Submit Return

Attachment Title File

Attachment Title File

Attachment Title File

Attachment Title File

Attachment Title File

Attachment Title File

100%

- Enter the attachment title

Note: Title Naming Conventions

- Use only alpha-numeric characters
- Limit title to no more than 50 characters
- Do not use any special characters

Note: do not significantly change TSL# naming convention of the particulars document; adding Bidder's legal name may be helpful



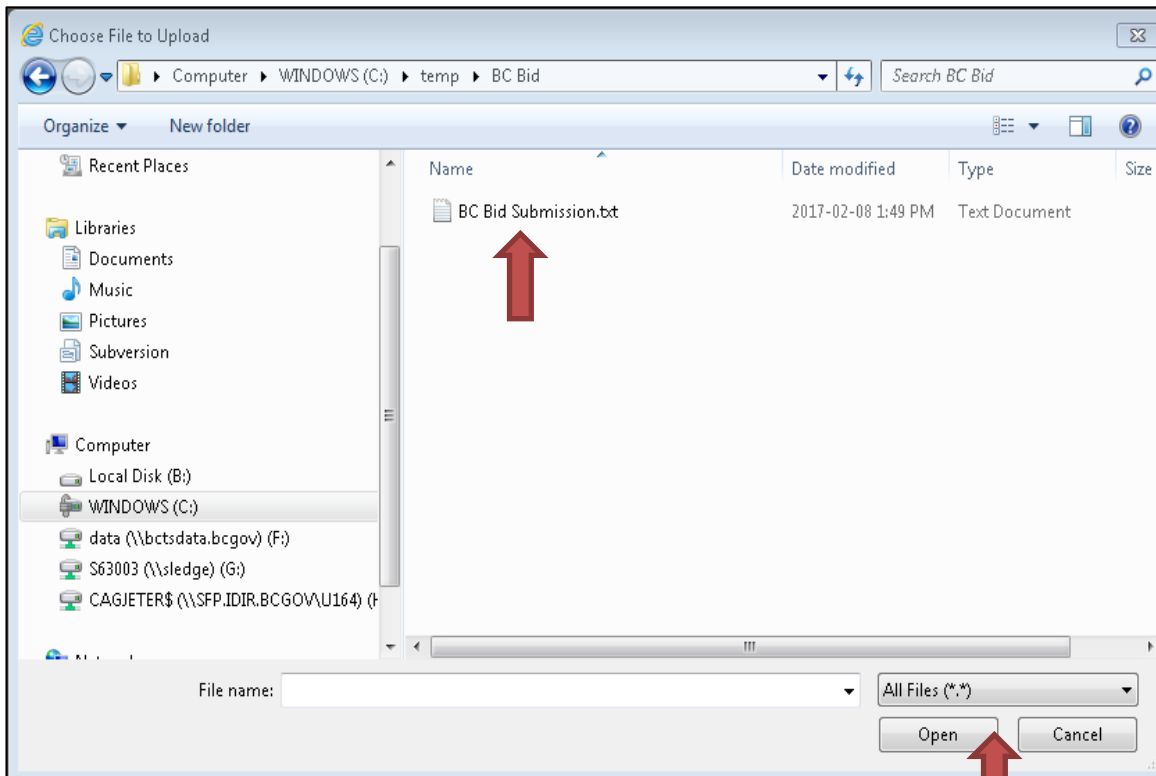
2. Submitting an e-Bid

A screenshot of a web browser window titled "BC Bid - Internet Explorer". The page has a blue header with a "Close" button. Below the header, the word "Attachments" is written in a red, italicized font. A red button labeled "Submit Return" is positioned above a list of six attachment rows. Each row consists of an "Attachment Title" text input field, a "File" label, and a "Browse..." button. A large red arrow points down to the first "Browse..." button. The browser's status bar at the bottom shows "100%".

- Click **Browse** to locate the document required to upload for the e-Bid submission



2. Submitting an e-Bid



- Locate the file
- Double click on the file name to select or click on the file name and click **Open**
- **Note – File Naming Conventions**
 - Use only alpha-numeric characters
 - Limit title to no more than 50 characters
 - Do not use any special characters



2. Submitting an e-Bid

A screenshot of a web browser window titled "BC Bid - Internet Explorer". The page has a blue header with a "Close" button. Below the header, the word "Attachments" is written in a red, italicized font. A red arrow points to a dark red button labeled "Submit Return". Below this, there are six rows of form fields. Each row consists of an "Attachment Title" text box and a "File" field with a "Browse..." button. The first row has "TITLE" in the title box and "C:\temp\BC Bid\BC Bid" in the file box. The other rows have empty title boxes and empty file boxes.

- The file size limit for each individual file is 20 MB

- Once you have completed adding your attachment, upload the attachment by clicking **Submit Return**



2. Submitting an e-Bid

Document Summary - Internet Explorer

Document *e-Response Notice Form* (Test)

Details

Contact Info

Actions

Delete Work

Print

Refresh Screen

Submit Bid Response

Exit Document

Help Desk

- Need help?

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

• Attachments Exist

e-Bidding Key:
SECRET
e-Bidding Key Matched

For more information, contact:

Sales 1, BC Timber

BC Timber Sales Brian Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada

Phone: 1 (250) 952-0421

Fax:

Email: brian.quinn@gov.bc.ca

Bid Response Comments:

Draft

Supplier Document #: 20397846

Solicitation No: A90000

Close Date and Time: 2017/02/10 12:00

Time Zone: Pacific Time

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Approx. Time Left 1day 20hr 29min 33sec

All dates are yyyy/mm/dd

- The e-Response Notice Form will now indicate that **Attachments Exist** and a folder icon will appear



2. Submitting an e-Bid

•Click **Submit Bid Response**

Document Summary - Internet Explorer

Document
Details
Contact Info

Actions
Delete Work
Print
Refresh Screen
Submit Bid Response
Exit Document

Help Desk
• Need help?

e-Response Notice Form (Test)

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

• Attachments Exist

e-Bidding Key:
SECRET
e-Bidding Key Matched

For more information, contact:
Sales 1, BC Timber

BC Timber Sales Brian Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada

Phone: 1 (250) 952-0421
Fax:
Email: brian.quinn@gov.bc.ca

Bid Response Comments:

Draft

Supplier Document #: 20397846
Solicitation No: A90000
Close Date and Time: 2017/02/10 12:00
Time Zone: Pacific Time

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Approx. Time Left 1day 20hr 29min 33sec

All dates are yyyy/mm/dd



2. Submitting an e-Bid

Document Summary - Internet Explorer

e-Response Notice Form (Test)

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales • Attachments Exist

e-Bidding Key:
SECRET
e-Bidding

Draft

Message from webpage

Are you sure that you have checked all the information entered and that the e-Bidding Key provided is correct?

For more information:
Sales 1, 8
BC Timber
3rd Floor
Victoria, B
V8W 9C1
Canada

Phone: 1 (250) 952-0421
Fax:
Email: brian.quinn@gov.bc.ca

Approx. Time Left 1day 20hr 24min 18sec
All dates are yyyy/mm/dd

Bid Response Comments:

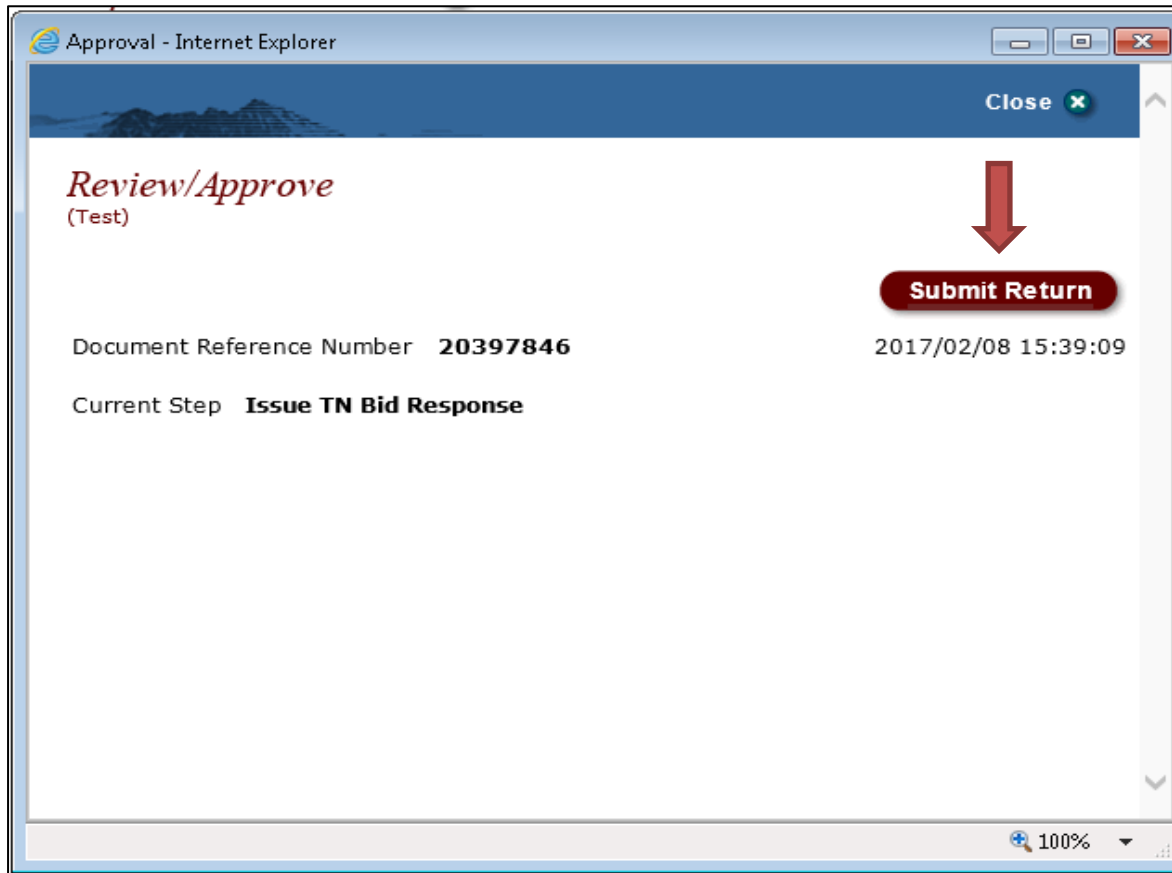
Document
Details
Contact Info
Actions
Delete Work
Print
Refresh Screen
Submit Bid Response
Exit Document
Help Desk
Need help?

Content is in draft
In order to
click on the
hand menu.

•Click **OK** to continue



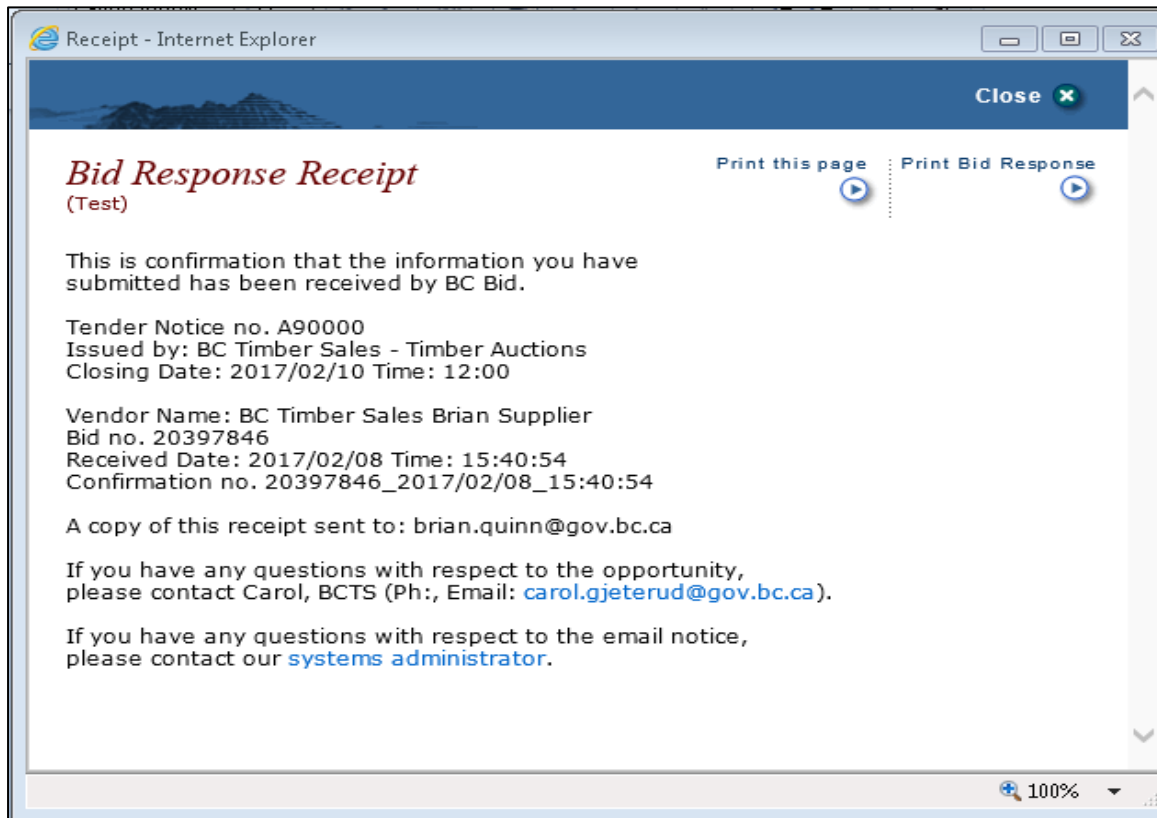
2. Submitting an e-Bid



- Click **Submit Return** to finalize e-Bid



2. Submitting an e-Bid



- A copy of the **Bid Response Receipt** will be emailed to the submitter
- The e-Bid submission process is now complete
- The supplier (bidder) can amend the bid at any time before the closing time



3. Revising an e-Bid

BRITISH COLUMBIA

B.C. HOME

Opportunities

Contract Awards

Unverified Bid Results

My Profile

My Documents

My Company Details

BC Bid Time

Guides

Exit from BC Bid

My Documents

- [Draft](#)
- [Current](#)
- [Historical](#)
- [Email Notices](#)
- [Watch List](#)

Help for BC Bid

- [Need help?](#)

My Documents (Test)

Draft
Search a list of all bid documents that are in-progress.

Current
Search a list of all bid documents that have been submitted by you, where the opportunity is still open.

Historical
Search a list of all bid documents submitted by you where the opportunity has closed.

Watch List
Displays a list of watched items. This list contains all of the open opportunities that you have been invited to respond to, expressed interest in, or bid on.

- Logon to BC Bid
- Click on **My Documents**



3. Revising an e-Bid

- Click on **Current**



3. Revising an e-Bid

The screenshot shows the 'Current Bid Response Documents' page in the British Columbia e-Bid system. The page title is 'Current Bid Response Documents (Test)'. Below the title, there are two tables. The first table lists tender information, and the second table lists bid response details.

Tender No	Amend	Organization Name	Closing Date & Time
A90000		BC Timber Sales - Timber Auctions	2017/02/10 12:00:00
TSL A90000 eBid Opportunity			

Bid No	Amend	Receipt Date & Time
1 20397846		2017/02/08 15:40:54
TSL A90000 eBid Opportunity		

The left sidebar contains navigation options: B.C. HOME, Opportunities, Contract Awards, Unverified Bid Results, My Profile, My Documents, My Company Details, BC Bid Time, Guides, and Exit from BC Bid. Under 'My Documents', there are links for Draft, Current, Historical, Email Notices, and Watch List. At the bottom, there is a 'Help for BC Bid' section with a 'Need help?' link.

- Locate the TSL number previously bid on that requires revision

- Click on the **Bid No** ('Book' icon).

The Bid No should match the Bid No on your '**Bid Response Receipt**'

(See page 25 of this guide for a screen shot sample)



3. Revising an e-Bid

Document
e-Response Notice Form (Test)

Actions
Amendments
Withdraw
Print
Refresh Screen
Exit Document

Help Desk
Need help?

BC Timber Sales - Timber Auctions
TSL A90000 eBid Opportunity
Timber Sales

• Attachments Exist

e-Bidding Key:
SECRET
e-Bidding Key Matched

For more information, contact:
Sales 1, BC Timber

BC Timber Sales Brian Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada

Phone: 1 (250) 952-0421
Fax:
Email: brian.quinn@gov.bc.ca

Bid Response Comments:

Final

Supplier Document #: 20397846
Solicitation No: A90000
Close Date and Time: 2017/02/10 12:00
Time Zone: Pacific Time

Approx. Time Left 1day 20hr 05min 16sec

All dates are yyyy/mm/dd

- The Original e-Bid response that requires revision is displayed
- Click on **Amendments**



3. Revising an e-Bid

Document *e-Response Notice Form* ⓘ
(Test)

Actions

- Amendments
- Withdraw
- Print
- Refresh Screen
- Exit Document

Amendments

- Amend Document

Help Desk

- Need help?

Ministry of Forests, Lands and Natural Resource Operations
Office Mascots
Live Animals

• Attachments Exist

e-Bidding Key:
SECRET
e-Bidding Key Matched

For more information, contact:
Sales Wendy, BC Timber
BC Timber Sales Wendy Supplier
3rd Floor - 727 Fisgard Street
Victoria, British Columbia
V8W 9C1
Canada
Phone: 1 (250) 952-0239
Fax:
Email: wendy.ward@gov.bc.ca

Bid Response Comments:

Final

Supplier Document #: 20399779
Solicitation No: ON-004195
Close Date and Time: 2017/02/24 14:00
Time Zone: Pacific Time

Approx. Time Left 2day 3hr 28min 39sec

All dates are yyyy/mm/dd

- Click on **Amend Document**. If this is not your first amendment then the **Next Amendment** button will appear. Click this until the **Amend Document** is displayed
- Click on **I Agree**
- Instructions to submit your amended e-Bid documents are the same as those to submit new e-Bid documents.

(See section '2. Submitting an e-Bid' of this guide)