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

- Go to the BC Bid™ Home page
  
  http://www.bcbid.gov.bc.ca

- Click on Logon to BC Bid™
1. Browsing Opportunities

- Enter User ID and Password and click Submit
1. Browsing Opportunities

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.
1. Browsing Opportunities

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
1. Browsing Opportunities

- Click on BC Timber Sales – Timber Auctions
1. Browsing Opportunities

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

- 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

**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

**e-Response Notice Form**

(Test)

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

**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 #:** 20397845
- **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:**
1 day 22hr 26min 10sec

All dates are yyyy/mm/dd

• Click on e-Bidding Key:
2. Submitting an e-Bid

- 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

- 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

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

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**e-Response Notice Form**

**BC Timber Sales - Timber Auctions**

TSL A90000 eBid Opportunity

Timber Sales

**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

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**Draft**

**Supplier Document #:** 20397846

**Solicitation No:** A90000

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

**Time Zone:** Pacific Time

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**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:** 1 day 22hr 1min 61sec

All dates are yyyy/mm/dd
2. Submitting an e-Bid

- 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

- 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 alphanumeric characters
  - Limit title to no more than 50 characters
  - Do not use any special characters
2. Submitting an e-Bid

• 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

- 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**
2. Submitting an e-Bid

• 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.

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**Bid Response Receipt**

This is confirmation that the information you have submitted has been received by BC Bid.

Tender Notice no. A90000
Issued by: BC Timber Sales - Timber Auctions
Closing Date: 2017/02/10 Time: 12:00

Vendor Name: BC Timber Sales Brian Supplier
Bid no. 20397846
Received Date: 2017/02/08 Time: 15:40:54
Confirmation no. 20397846_2017/02/08_15:40:54

A copy of this receipt sent to: brian.quinn@gov.bc.ca

If you have any questions with respect to the opportunity, please contact Carol, BCTS (Ph.: Email: carol.jeterud@gov.bc.ca).

If you have any questions with respect to the email notice, please contact our **systems administrator**.
3. Revising an e-Bid

- Logon to BC Bid
- Click on My Documents

**My Documents**

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

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

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

- **Email Notices**
  Search a list of all opportunity notices sent to you by email.

- **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.
3. Revising an e-Bid

- Click on **Current**

**My Documents**

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

- **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.

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

- **Email Notices**: Search a list of all opportunity notices sent to you by email.
3. Revising an e-Bid

- 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

- The Original e-Bid response that requires revision is displayed
- Click on Amendments
3. Revising an e-Bid

- 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)