



General Questions and Answers for e-Bidding -2017-02-23

1. Why is BC Timber Sales (BCTS) piloting e-Bidding and what are the advantages for e-Bidding over submitting an application and tender by hand to the Timber Sales Office?

In response to queries and input from BCTS Timber Sales Advisory Council and from BCTS registrants over the last couple of years, BCTS has initiated a pilot project to provide the ability to submit tender applications electronically, e-Bidding.

Many businesses and government organizations employ e-Bidding options for clients' convenience, increased efficiency and cost savings for both the client and the vendor. Some BCTS registrants have indicated that an eBidding alternative would also offer a safety benefit by providing a rapid alternative to the hand delivering of tender packages on the closing day of auctions.

2. How secure is the e-Bidding services through BC Bid?

BC Bid is a well-established BC Government electronic system that provides a convenient way to access bid opportunities (e.g. goods, services and contracts) posted by more than 400 provincial public sector organizations (e.g. cities and other local governments, school boards, health authorities, Crown corporations and the B.C. government) and includes value-added opportunity notifications and e-bidding services. E-Bidding is a secure site service offered through BC Bid. A person can only use the eBidding services when they have a supplier account, have registered for eBidding services and have set up suitable passwords for their account.

3. Why do I need to obtain a supplier account to use the eBidding service?

BC Bid requires a supplier account to be set up before a person can be registered for e-Bidding services. A supplier account is a different account from your client number. Some BCTS registrants may already have a supplier account in BC Bid and that supplier account can be used to register for the e-Bidding service.



4. I see that there is a cost to sign up and to use the eBidding service through BC Bid. Do I have to pay this fee?

BC Timber Sales will cover the cost of the one (1) year e-Bidding subscription if:

- the registrant registers before October 1, 2017;
- the registrant indicates this is the BCTS Pilot program; and
- the registrant indicates their BCTS client number on the registration form when submitted the BC Bid registration form.

BCTS registrants that register for or renew their e-Bidding service after October 1, 2017, the cost will not be paid for by BCTS.

5. Will TSL's still be advertised on the current Official Notice site?

During the e-Bidding pilot, TSLs will be advertised on the Official Notices site and TSLs will also be advertised on the BC Bid web site. As of April 1, 2017, all TSL tender information **attachments will only** be available through BC Bid. If a person is going to submit an eBid for a TSL, the application and tender will have to be submitted through the e-Bidding service of BC Bid.

6. When can I submit my application and tender for a TSL using the e-Bidding services of BC Bid?

BCTS registrants can submit their application and tender electronically (e-Bidding) for all TSLs advertised on or after April 1, 2017, if;

- The advertisement does not require a bid deposit; and
- The advertisement identified to accept eBid submissions in BC Bid, displaying "This document may be responded to Online."

7. If a TSL is amended on BC Bid will I be notified of the amended TSL?

Yes, if you have are registered with BC Bid and have subscribed to the e-Bidding services and have selected "Send me amendments" you will receive a notification if there is an amendment to the TSL. If you have not registered and have not subscribed to the e-bidding services, then you will not receive amendment notifications.

Yes, if you have already submitted an eBid, you will receive an email notification of the amendment. TSL amendments will also be posted on Official Notices. If the amendment entails an attachment, it will only be available on BC Bid.



8. Do I have to use the e-Bidding service through BC Bid to submit my application and tender electronically?

Yes. All applications and tenders that are submitted electronically must be submitted through e-Bidding services of BC Bid. Application and tenders can still be submitted by the current paper-based tender form method.

9. Can I use other electronic services such as fax or email to submit my application and tender for a TSL?

No. Applications and tenders that are submitted by fax, email or other electronic means other than through the e-Bidding services of BC Bid **will not** be accepted.

10. If I submit my application and tender through e-Bidding, is my application and tender treated any differently than if I submitted it in paper form?

No. All applications and tenders must be submitted before the closing date and time as outlined in the application and tender. During the pilot period, BCTS will accept applications and tenders for TSLs either through e-Bidding service or by the current paper-based tender form. All applications and tenders submitted either in paper form or by eBid will have to meet all the eligibility requirements set out in the *Forest Act*, its regulations and the tender package.

11. Can I still submit my application and tender for a TSL in paper form in a sealed container?

Yes. Applications and tenders can still be submitted in the current method of paper-based tender form. All application and tenders must be submitted before the closing date and time as outlined in the application and tender. Submitting an application and tender by the e-Bidding service of BC Bid is not mandatory.

12. When I submit my application and tender for a TSL using the e-Bidding service, how will I know if BC Bid has received my application and tender?

Once you have submitted your eBid, you will receive a confirmation email from BC Bid saying that your eBid has been received. You should keep this confirmation email for your records. If you do not receive the confirmation email from BC Bid, please contact BC Bid Help Desk immediately.

13. Can anyone see my application and tender if I use the eBidding services of BC Bid?

No. Only the person that uploaded the tender application is able to see the eBid submission. Once the deadline has expired for receiving applications and tenders, BCTS staff are able to download the eBid applications and tenders and normal auction procedures apply. Once the



deadline to receive applications and tenders has passed, no new, amended or withdrawal of any applications and tenders can occur electronically or in paper form.

14. Can I submit an eBid on a timber sale licence that requires a bid deposit?

No. Submission of an eBid can only occur if the TSL does not require a bid deposit to be submitted with an application and tender.

If a TSL that is advertised requiring a bid deposit to be submitted along with an application and tender, the application and tender will be restricted to paper-based submission method only.

However, all TSLs advertised on or after April 1, 2017, including those that require a bid deposit and those that do not require a bid deposit, will be advertised on the Official Notices site as well as the BC Bid web site.

15. If I had submitted my application and tender through the e-Bidding services, can I withdraw my application and tender?

Yes. The eBidding service through BC Bid does allow the person that submitted an application and tender to withdraw their tender before the closing date and time. All eBid applications and tenders are automatically date stamped and timed.

16. If I had submitted my application and tender through the e-Bidding services, can I make changes to my application and tender before the closing date and time?

No. If you need to make changes to your application and tender you must withdraw your application and tender and replace with a new one before the closing date and time.

17. What happens if the BC Bid or ebid functionality is unavailable just prior to the closing date and time?

It is the applicant's responsibility to ensure that their application and tender is received by the Timber Sales Manager before the date and time stated in the Particulars of the Invitation for Applications under Section 20 of the *Forest Act* for a TSL. The e-Bidding system is another option that a person has to submit their application and tender for a TSL.

18. My internet connection is not always reliable, will there be allowances made for clients who use dial-up internet?

No. All applications and tenders must be received to the Timber Sales Manager before the date and time stated in the Particulars of the Invitation for Applications under Section 20 of the *Forest Act* for a TSL.



19. Will the eBid system close the auction at the same time as the paper-based bid process?

Yes. E-Bidding will close at the same time as the paper-based process closes. Once the deadline to receive applications and tenders has passed, no new, amended or withdrawal of any applications and tenders can occur electronically or in paper form.

20. If I submit two (2) applications and tenders for a TSL, which one of the application and tender will be considered for the TSL? (i.e. a paper form and/or an eBid)

In accordance with section 20(4) of the *Forest Act*, the Timber Sales Manager must approve the eligible application of the applicant whose proposed bonus bid or bonus offer is the highest of those tendered by all applicants with eligible applications.

21. Can I use my e-Bidding key to submit an application and tender on behalf of another registrant?

No. As you have agreed to in the Terms and Conditions of Use for the e-Bidding service through BC Bid, your e-Bidding key is the electronic equivalent of your authorized signature. Your BCTS registration number, e-Bidding key, and the signature on the Application and Tender for the timber sale licence you are submitting your bid for must all originate from the same registrant.