

## BC Bid e-Bidding Registration and Change of Information Instructions

### Do I need to fill out the "e-Bidding Registration and Change of Information Form"?

The form should be completed and submitted:

1. If you would like the ability to electronically respond to BC Bid opportunities that allow e-bids.
2. If you previously submitted the form but wish to change your company address, primary contact, e-Bidding Key information or other information.

All sections of the form need to be completed, even if some of the information has not changed.

If you do not wish to respond electronically to notices and bid opportunities, then the **e-Bidding Registration and Change of Information Form** does not need to be submitted.

### What is an "e-Bidding Key"?

Your e-Bidding Key is a series of numbers and/or letters selected by you when completing the **e-Bidding Registration and Change of Information Form** that, in conjunction with your other identifying information such as your legal name, is the legal equivalent of your authorized signature. You may use your e-Bidding Key to electronically sign eligible bids, proposals or other communications in the BC Bid eService. An example of an e-Bidding Key might be: GREATCO123.

### Changing Your e-Bidding Key

As the primary contact for your company, you are responsible for all use of your e-Bidding Key. The security you take in relation to your e-Bidding Key and how often you change your e-Bidding Key depends on you. If an individual leaves your organization who knows your e-Bidding Key, you should consider changing your e-Bidding Key. Also, similar with good practices for passwords, you should also consider changing your e-Bidding Key from time to time.

### What happens next?

After you complete and submit, via fax, the **e-Bidding Registration and Change of Information Form**, BC Bid's registrar will check the form for completeness. If the form is complete and accepted, your information will be added or updated on BC Bid. Your prime contact will receive an email confirming that the processing of the form is complete and that your e-Bidding Key has been activated.

If the form is not complete or accepted, your prime contact will receive an email advising of this. If incomplete, the email will also specify what mandatory information was missing and you will be asked to re-fax an amended form.

### Need More Help?

If you need more help filling out this form please contact the BC Bid Help Desk at the following phone numbers:

**In Victoria:** 250 387-7301

For toll free access from outside of Victoria call Enquiry BC at one of the numbers listed below and request a transfer to the BC Bid Help Desk.

**In Greater Vancouver:** 604 660-2421  
**Elsewhere in BC:** 1 800 663-7867  
**Outside BC:** 604 660-2421

### Terms and Conditions

If the Bidder agrees with the Terms and Conditions on page 2, then the Bidder must complete and sign the **e-Bidding Registration and Change of Information Form** on page 3 and send to the province either by fax at **250 387-7310** or by email to [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca).

Upon receipt of the completed form, the Province may, at its sole discretion, activate the Bidder's e-Bidding Key. The Province is under no obligation to activate the Bidder's e-Bidding Key.

## Terms and Conditions

1. The BC Bid Service ("Service") is offered to the Bidder by the Province of British Columbia, and on behalf of public sector entities that use BC Bid" (referred to below as the "Province", or "We", "Us" or "Our", as the context requires).
2. Access to and use of the Service is provided subject to these terms and conditions. The Bidder agrees to use the Service in accordance with these terms and conditions and other policies as the Province may communicate to the Bidder from time to time.
3. The Bidder agrees that its use of the electronic bidding key ("e-Bidding Key") is the legal equivalent to its authorized signature and indicates its agreement to be bound by the statements and representations to which the e-Bidding Key is affixed.
4. We are under no obligation to confirm or verify the actual identity or authority of any user of the e-Bidding Key. The Bidder authorizes Us to accept, without further verification, all activities and communications that use the Bidder's e-Bidding Key.
5. The Bidder agrees that if its e-Bidding Key is entered incorrectly, or is invalid at any applicable closing times or dates regardless of when received by Us, then any bids, proposals or other communications that the e-Bidding Key is associated with will not be considered or evaluated.
6. The Bidder agrees that We may attach an electronic time and/or date stamp ("Stamp") to bids, proposals or other communications when those bids, proposals or communications have been received by Us. When so attached, the Bidder agrees that the Stamp attached by Us will determine the time and date that the bid, proposal or other communication was received by Us.
7. The Bidder is liable for all use of its e-Bidding Key, including use by any individual whether with or without the Bidder's knowledge or consent.
8. The Bidder will not:
  - a) attempt to defeat or compromise the security related to the Service; or
  - b) decompile, disassemble, reverse engineer, or otherwise copy any source code associated with the Service
9. The Bidder is responsible for ensuring that its registration and other contact information is complete and accurate, and is kept current.
10. All information provided to the Province is subject to the [Freedom of Information and Protection of Privacy Act](#). We will only use the information for purposes related to the Service.
11. We retain the copyright on all information made available to the Bidder through the Service and the BC Bid Web site.
12. The Province may post the Bidder's information online as it relates to its interest in specific bid opportunities.
13. The Bidder should not rely on the Service as its exclusive method of submitting bids, proposals or other communications to Us. For example, there may be technical issues that affect the provision of the Service and, because the Service is provided over the Internet, the Bidder's communications to Us may be susceptible to data corruption and/or delays in transmission.
14. **The service is provided "AS IS" without warranty of any kind, including warranty of fitness for a particular purpose. We do not warrant the accuracy or the completeness of the service or the information made available to the bidder by the service, or that the service will function without error, failure or interruption.**
15. **No action may be brought by any person against Us for any loss or damage of any kind caused by any reason or purpose including, without limitation, reliance on the functioning of service.**
16. The Bidder agrees to indemnify and save harmless Us, and Our respective servants, agents, directors, contractors, and employees (each an "Indemnified Person") against any and all losses, claims, damages, actions, causes of action, costs and expenses that an Indemnified Person may sustain, incur, suffer, or be put to by reason of the Bidder's acts or omissions, or the acts or omissions of the Bidder's servants, agents, directors, contractors and employees, in relation to the Service.
17. The Bidder will not, without the prior written consent of the Province, assign or transfer this Agreement or any of its rights under this Agreement.
18. The Bidder will keep its e-bidding key confidential and will not assign or permit its e-bidding key to be used by any other person, whether or not such other person is in any way related to the Bidder.
19. The Province may terminate this Agreement, thereby invalidating the Bidder's e-Bidding Key:
  - a) immediately if, in the Province's sole discretion, the Bidder has breached or appears to have breached a term of this Agreement, or
  - b) upon giving at least 3 business days' prior written notice of termination to the Bidder for any other reason (where "business day" means a business day of the Province).
20. The Province may discontinue the Service at any time and without any obligation to give notice of discontinuance to the Bidder.
21. The Province may amend this Agreement at any time by providing notice to the Bidder of the amended Agreement. Continued use of the Service after such notice constitutes the Bidder's acceptance of the amended Agreement.
22. With the exception of information requested by the Province, any changes to the Form or these terms and conditions made by the Bidder are as if not written.
23. These terms and conditions are governed by and are to be construed in accordance with the laws of British Columbia.

**Instructions:**

- Please complete **ALL** of the sections below (even if some of the information has not changed) and submit the form by fax to **250-387-7310** or email to [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca)
- This form must be completed by an individual authorized by the legal entity ("Bidder") named below.

**Freedom of Information and Protection of Privacy Act** Any personal information requested is collected under the authority of section 26I of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the BC Bid Help Desk at 250 387-7301

**GENERAL**

Company or Legal Entity Name ("Bidder")

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Doing Business as Name, if applicable

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**OFFICE**

Address	City	Province/State/Country	Postal Code
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**PRIME CONTACT** (Must match the name on the BC Bid Account)

Position/Title	First Name	Middle Name	Last Name
Telephone Number (    )	Fax Number (    )	Mobile Number (    )	Email Address

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**E-BIDDING KEY:** You must specify below the e-Bidding Key that you want to use. It must be between 6 and 10 alphabetic and/or numeric characters. Your e-Bidding Key is the electronic equivalent of the Bidder's authorized signature. Every bid, proposal or communication that the Bidder submits electronically and that would normally require a traditional signature will require entry of this e-Bidding Key in place of a traditional signature. The e-Bidding Key is activated when email confirmation is sent to your prime contact.

**e-Bidding Key** (minimum length 6 characters; maximum 10 characters)

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Upper case letters and/or numbers only – no special characters

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**AUTHORIZATION – To be completed by an authorized signatory of the Bidder**

The information herein is true and correct, and I understand and agree to the terms and conditions on page 2 (Terms and Conditions) of the BC Bid e-Bidding Registration and Change of Information Instructions.

Name	Position/Title	Email address	Telephone Number (    )
Authorized Signature		Date Signed	

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**Witnessed By**

Name	Position/Title	Email Address	Telephone Number (    )
Authorized Signature		Date Signed	

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Registering for BC Timber Sales Pilot Program?	BCTS Registrant No.	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>								

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Do not write in this space – BC Bid use only