



You can view current opportunities on BC Bid that may lead to a contract by clicking on **Browse for Bid Opportunities or Bid Results** on the right-hand side of the homepage at [www.bcbid.ca](http://www.bcbid.ca). If you are logged on to a BC Bid account with your username and password, click on **Opportunities** in the left-hand menu.


The Browse Opportunities page allows you to filter search results based on your preferences. The steps below outline how you can view lists of opportunities.





BC Bid email notification subscribers also have the option to **browse opportunities using their profile**. See page 3 for more information.

*Browse Opportunities*


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

- [Browse opportunities by organization](#)  a.
- [Browse All Open Opportunities](#)  b.

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](#)   c.
- [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.](#)  d.

### a. Browse Opportunities by Organization

If you are looking for a specific opportunity and know the organization who posted it, this is the easiest way to find the opportunity.

- You can view a list of organizations with current opportunities on BC Bid if you click the **Browse Opportunities by Organization** link. The alphabetical list will include all organizations with current, open opportunities on BC Bid.
- Click the **organization name** to see a list of their open opportunities. The list will be in descending posted date order so the newest ones will be near the top.
- Find the opportunity in their list and click on the **document number** to open the advertisement.


### b. Browse All Open Opportunities

You can see all current opportunities on BC Bid in one list if you want to review everything posted on BC Bid.

- Click on **Browse All Open Opportunities** to view a list of all open opportunities. You will see 30 opportunities listed per page. Each opportunity will display the organization name, posting date, closing date and time, title and document numbers.
- Click onto any **document number** to find out more information about the opportunity.

### c. Browse by Category


Use this option if you are interested in viewing opportunities grouped by category.


- You can click onto one of the three main categories - **Construction, Goods, Services** - to display a listing of all current opportunities in only that category.
- Alternatively, to narrow the search, you can click onto the **binoculars icon**  beside one of the three main categories to expand that category and view a list of subcategories. For example, the main **Goods** category has over 75 subcategories.
- Click onto a **subcategory name** to view a listing of just those opportunities posted in the subcategory.
- Click onto any **document number** to find out more information about the opportunity.


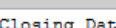
#### d. Browse Using the Advanced Search



The Advanced Search allows you to use multiple criteria to search for opportunities. You can search by a title word, document number, organization and/or date range. This is also where you can access **closed** opportunities using the same criteria.


#### *Advanced Opportunities Search*


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**Advanced Search** 

Select: **1.**   Open  Closed    Sort by: **6.**  Closing Date

Title Search Word:  **2.**     Document Number:  **3.** 

By Organization:  **4.** 

Issued Dates between: **5.**  From:   To:

#### 1. Select Open or Closed:

You can change the default search from **Open** opportunities to **Closed** if you want to search for historical opportunities that are no longer accepting responses. You will be able to view the latest version of the opportunity as it was when it closed on BC Bid.

#### 2. Title Search Word:

You can specify a word that must be contained in the title for the opportunity to be matched using this search. The entire string of characters you enter must be within the title in the same order. For example, if the title is *Blue and Red Car*, you could find it by searching for *blue*, *red*, *car* or *red car*. If you searched for *cars* or *blue car*, you would not find it as they do not match part of the title in the exact order.

#### 3. Document Number:

You can enter all or part of the document number that was used to post on BC Bid. The entire string of characters specified (including spaces, dashes and other characters) must be within the document number to get a match. For example, if the document number is *123-456*, you could find by searching for *123*, *456* or *3-45*. If you searched for *12-34* (dash in the wrong place) or *23 45* (missing dash), you would not find it as they do not match part of the document number in the exact order.

#### 4. Organization

- i. Click the Find button to search for an organization name. If you are searching for an open opportunity, you will choose from a list of organizations with current opportunities on BC Bid. You can only choose one organization at a time. It is easier to use **Browse Opportunities by Organization** on the previous screen for this type of search.

- ii. If you are searching for a closed opportunity, enter part of the organization name in the box and click Search. Click on to the organization name to select it.
- iii. The Reset button clears a previously-selected organization name.

5. **Issued Dates:**

The default date range when you search for Open opportunities is approximately the last two months. The default date range when you search for Closed opportunities is the past year. You can change the dates to either expand or narrow the range of search dates. This search uses the last publish/issue date for an opportunity, not the closing date (or original publish date, if there were amendments). You can search for opportunities back to February 2003.

6. **Sort By:**

The default display for search results is to show opportunities in ascending closing date order. If you search for Open opportunities, the results will show ones closing soonest at the top. For Closed opportunities, the ones posted earliest are at the top, so more-recent opportunities are at the end of the list.

You can change the search so that it uses the issue date for sorting instead of the closing date.

**Browse Using My Profile** - for email service subscribers only

BC Bid email notification subscribers have the option to browse opportunities using their profile. On the Browse Opportunities page when you are logged on to BC Bid with your username and password, choose **Browse Opportunities Using My Profile**.

*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](#)

This option will only present opportunities that match your previously defined preferences for products and locations. ?

- [Browse Opportunities Using My Profile.](#) 

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.](#)

The search result will display all current open opportunities on BC Bid that match categories chosen in your profile. These will be the same opportunities that are sent to you in the nightly email notifications. If you have a service disruption with your email address, use this search to find the opportunities that would be sent to you in email notifications. If you add categories to your profile, you can use this search to identify opportunities already posted that match your updated profile.

**For assistance, contact the BC Bid Help Desk at 250-387-7301 (Victoria, BC)**

Toll-free within BC by calling Enquiry BC and requesting a transfer:  
604-660-2421 (Greater Vancouver) or 1-800-663-7867 (outside Victoria/Vancouver)