

Fast facts about eBidding:

- eBidding is a subscription service available in BC Bid. Suppliers pay \$150.00 for an annual subscription to submit eBid responses on all applicable opportunities during the year.
- eBidding allows all suppliers the same amount of time to prepare and submit their bid, unlike hardcopy responses which may have to be sent by courier sooner by suppliers farther away or in remote locations.
- eBidding is secure; responses cannot be accessed by anyone other than the eBidder until after the opportunity closes.
- eBidders receive a time-stamped receipt online and by email at the time they submit their eBid response.
- eBidders can upload multiple response documents in each eBid response (up to 20mb each).
- eBid responses are electronically signed by the eBidder using a process approved by Legal Services Branch.
- eBid responses do not have to be distributed to evaluators within the same organization because they can access them through BC Bid if they have a registration.

For more information, contact the BC Bid Help Desk (by [email](#) or phone 250-387-7301).

1. Prepare your documents to allow eBidding

As you prepare your solicitation documents (RFP, SRFP, RFQ, RFI etc), include wording that eBid responses through the BC Bid system are allowed. For example:

- If a signed cover page is required with responses, you may want to include wording such as “For eBid proposals, all parts of the Proponent Section must be completed except the signature field, as the BC Bid e-bidding key is deemed to be an original signature. The rest of this page must be otherwise unaltered and submitted as part of your proposal.”
- The Mandatory Criteria section would include a reference to receiving an eBid, such as “An electronic copy of the proposal must be submitted in accordance with BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.”

Some procurement [templates](#) include references to eBid responses.

2. Allow eBids on your opportunity when posting to BC Bid

You only have to change one setting to allow eBid responses when you [post an opportunity](#) on BC Bid. The setting is on the same screen as the closing date/time and title fields (see Step 4 in the [guide](#) to posting an opportunity).

- Click the dropdown beside **Allow e-Bid Response** and change the default of **No** to **Allow Authenticated or Invited vendors**. The term *authenticated* applies to suppliers who have completed the eBid registration process.

Tender Notice Control Fields

Submit Return

2010 Related

Closing Date *

Closing Time *

Opening Date (if later than the closing date)

Opening Time (if later than the closing time)

Time Zone *

Date Required

Document Date *

Document Title *

Allow e-Bid Response

Estimated dollar value for this opportunity notice

Postpone Publish Date Until

Dropdown menu options:

- No
- Allow invited vendors
- Allow Authenticated or Invited vendors
- eBid only - invited vendors only
- eBid only - Invited or Authenticated vendors

3. Monitor eBids while the opportunity is posted on BC Bid

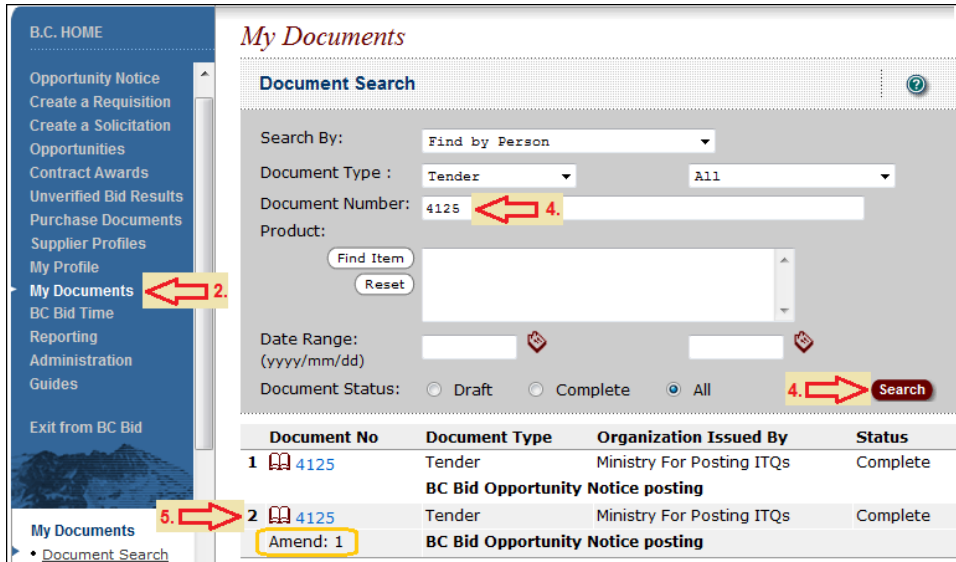
Due to security functions in BC bid, you will see **Name Withheld** instead of supplier names on the list of submitted eBid responses prior to the closing time of an opportunity. Security also prevents you from opening an eBid response until after the closing time of the opportunity.

4. Access eBid responses once the opportunity has closed

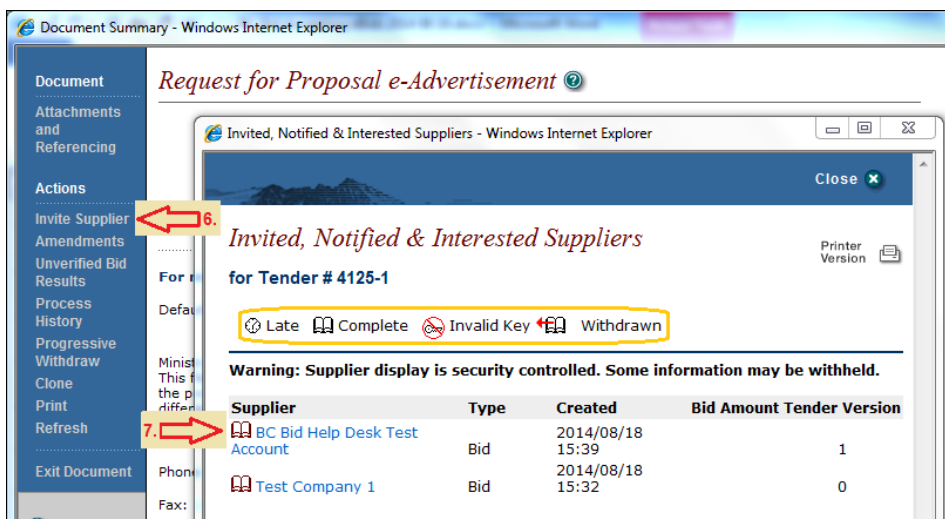
An automated reminder email will be sent to the person who posted the opportunity after it closes to remind them to check for eBid responses.

To access eBid responses on a closed opportunity:

- Log on to [BC Bid](#) with your username/password.
- Choose **My Documents** in the left-hand menu.



3. Click on **Document Search**.
4. Enter the Document Number and click the **Search** button.
5. Scroll down to view the search results; click onto the Document Number to open the opportunity (if there were amendments, click onto the latest published version).
6. On the opportunity notice, choose **Invite Supplier** in the left-hand menu. eBid responses are stored on this screen. The legend at the top of the Invite Supplier screen defines the icon beside each supplier's eBid response. An eBid response can be:
 - **Complete** - received before closing, eBid key entered and correct;
 - **Late** - received after the closing time;
 - **Invalid Key** - the equivalent of receiving an unsigned hardcopy proposal; or
 - **Withdrawn** - the equivalent of a supplier requesting to withdraw their submitted hardcopy response.



7. Click onto the supplier name to access their eBid response.

8. Click onto **Attachments Exist** to access their eBid response attachments.



9. Click onto the attachment document icon to open or save the document.
10. If any other eBids were submitted, repeat steps 7 through 9 above to download all the eBid responses.

The BC Bid Help Desk is available for assistance weekdays
phone 250-387-7301 or email bcbid@gov.bc.ca.