

律政司

政務及發展科

物料供應小組

香港中環下亞厘畢道18號

律政中心西座7樓730室



DEPARTMENT OF JUSTICE

Administration and Development Division

Supplies Unit

Room 730, 7/F.,

West Wing, Justice Place,

18 Lower Albert Road,

Central, Hong Kong

本司檔號 Our Ref.: DOJ/T/01/2025

來函檔號 Your Ref.:

電話號碼 Tel. No.

圖文傳真 Fax No. 3902 8723

16 September 2025

Dear Sir/Madam,

**Tender Ref.: DOJ/T/01/2025**  
**Tender for Provision of Online Legal Databases Services**  
**to the Department of Justice**

**Addendum No. 1**

Further to our invitation to tender dated 4 September 2025, we would like to inform you that the following amendments have been made to the Tender Documents.

No.	Original Version	Revised Version
1	<p><u>Page 1 of Compliance Schedule</u></p> <p><b><u>References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-2 (June 2025).</u></b></p>	<p><u>Page 1 of Compliance Schedule</u></p> <p><b><u>References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLDBD-TERMS-2 (June 2025).</u></b></p>
2	<p><u>Page 1 of Information Schedule</u></p> <p><b><u>References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-2 (June 2025).</u></b></p>	<p><u>Page 1 of Information Schedule</u></p> <p><b><u>References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLDBD-TERMS-2 (June 2025).</u></b></p>

No.	Original Version	Revised Version
3	<p>Page 1 of Innovative Suggestions Schedule</p> <p><u>References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-2 (June 2025).</u></p>	<p>Page 1 of Innovative Suggestions Schedule</p> <p><u>References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLDBD-TERMS-2 (June 2025).</u></p>

The revised pages with indication of “Addendum No. 1” at the footer, (page 1 of the Compliance Schedule, page 1 of the Information Schedule and page 1 of the Innovative Suggestion Schedule) are attached for replacement. Please replace the relevant pages by the revised ones attached and submit your Tender together with the revised pages.

**The above addendum shall form part of the Tender Documents.** Apart from the above, all other terms and conditions of this tender shall remain unchanged.

Interested parties are reminded that the Tender Closing Date is **29 September 2025**. To be considered as a valid tender, tenderers must deposit their Tenders in the Government Logistics Department Tender Box located on the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong or to the e-Tender Box of the Government Logistics Department **before 12:00 noon (Hong Kong time) on 29 September 2025** in accordance with the manner stipulated in the Tender Documents. **A late Tender or a Tender not submitted in accordance with the manner stipulated in the Tender Documents will not be considered further.**

If you have already submitted your Tenders and wish to make change to them, you should do so by submitting a revised Tender in accordance with the manner stipulated in the Tender Documents.

Thank you for your attention.

Yours faithfully,



(Mr Ben YIP)

for Director of Administration and Development  
Department of Justice

Encls.

c.c. Sr Libn

To be inserted in Technical Proposal

### **Compliance Schedule**

(To be completed and returned together with the tender submission)

**References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in BD-TERMS-2 (June 2025).**

#### **Part 1. Compliance with Essential Requirement**

[Please refer to Paragraph 18 of the Terms of Tender (Supplement)]

- ☐ (a)\* I/We confirm that the offer submitted **does comply with** the essential requirement as specified in Paragraph 18.1 of the Terms of Tender (Supplement).
- ☐ (b)\* I/We submit **documentary proof<sup>#</sup>** to demonstrate the Tenderer complies with the essential requirement as specified in Paragraph 18.1 of the Terms of Tender (Supplement).
- ☐ (c)\* I/We confirm that the offer submitted **does not comply with** the essential requirement as specified in Paragraph 18.1 of the Terms of Tender (Supplement).

Notes:

- (1)\* Please tick (✓) the appropriate box if the statement is confirmed to be correct.
- (2) <sup>#</sup> **If a Tenderer fails to submit the documentary proof to demonstrate the Tenderer complies with the essential requirement stipulated in Paragraph 18.1 of the Terms of Tender (Supplement) by the Tender Closing Date or within the time which may subsequently be stipulated in the Government’s written request at the Government’s discretion, its Tender will not be considered further.**
- (3) **A Tenderer’s Tender will not be considered further if the Tenderer expressly indicates in Clause (c) of the above Part 1 that the offer submitted does not comply with the essential requirement as specified in Paragraph 18.1 of the Terms of Tender (Supplement).**

Name of Tenderer: \_\_\_\_\_

To be inserted in Technical Proposal

**Information Schedule**

(To be completed and returned together with the tender submission)

**References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in BD-TERMS-2 (June 2025).**

**Table A – Information and documents required under Paragraph 7.1 of the Terms of Tender:**

(a)	Name of the Tenderer	
(b)	Principal place of business of the Tenderer (in address form)	
(c)	Type of business entity of the Tenderer	<b>company / sole proprietorship / partnership / statutory corporation / others*</b>  (*Please delete whichever is not applicable.)
(d)	Shareholders/partners/proprietor of the Tenderer and their percentage of ownership	
(e)	Length of business experience	
(f)	Names of the following: (i) managing director and other directors; (ii) partners; or (iii) sole proprietor	
(g)	Place and date of incorporation or formation	
(h)	Business profile information of the Tenderer including the number and location of full time/contract employees, core business strategies and strength, and industry expertise	
(i)	Names and addresses of banks which are prepared to provide references or other relevant financial data which indicate the financial viability of the Tenderer	

To be inserted in Technical Proposal

**Innovative Suggestions Schedule**

(To be completed and returned together with the tender submission)

**References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in BD-TERMS-2 (June 2025).**

[Please refer to Paragraphs 19.2 and 20.3 of the Terms of Tender (Supplement) and Note 4 of Annex A to the Terms of Tender (Supplement)]

Tenderers shall highlight the proposed pro-innovation proposals / ESG proposals and explain clearly what improvements / benefits / positive values, including items as required in Notes 4(a) and 4(b) of Annex A to the Terms of Tender (Supplement), their proposed pro-innovation proposals / ESG proposals can bring about in their submissions to facilitate tender evaluation. All proposed pro-innovation proposal(s) / ESG proposal(s) will be assessed on the basis of the information provided in the tender submissions and factual supporting documents (e.g. test reports / certificates) provided by the Tenderers. The demonstration (if any) will not be taken into account in marking. It only serves as a means to enable members of the Tender Assessment Panel to have a better understanding of the pro-innovation proposal(s) / ESG proposal(s) proposed by the Tenderers. During the demonstration, Tenderers are also not allowed to provide additional information not contained in their original tender submissions. All practicable innovation proposal(s) / ESG proposal(s) accepted by the Government shall form part of the Contract.

Tenderers shall provide details of the proposed innovative suggestions<sup>1</sup> in the following tables. If there is not enough space, please use supplementary sheets.

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<sup>1</sup> The innovative suggestion, whether it be a Pro-innovation Proposal or an ESG Proposal, shall not just repeat, or be inconsistent with, the requirements of the Tender Documents.