

Tender Notice

Tender Reference:	DOJ/T/01/2026
Date of Tender Issue:	17 July 2026 (Hong Kong time)
Procuring Department:	Department of Justice
Subject:	Supply of Office Automation Software Licences to the Department of Justice
Description:	Supply of Office Automation Software Licences to the Department of Justice
Quantity:	2,300 licences
Delivery Schedule:	Please refer to the tender documents
Contact for Enquiries:	Mr Ben YIP, Supplies Officer
Address:	Supplies Unit, Department of Justice, Room 730, 7/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong
Telephone No.:	(852) 3902 8718
Fax No.:	(852) 3902 8723
Closing Date and Time:	12:00 noon (Hong Kong time) on 3 September 2026
Submission of Tender:	Tenders must be submitted in one of the following submission methods before 12:00 noon (Hong Kong time) on 3 September 2026: (a) in electronic form to the e-Tender Box (ETB) at the Procurement and Contract Management System (PCMS) web address: https://pcms2.gld.gov.hk; or (b) in paper form enclosed in a sealed plain envelope, marked with the tender reference, the subject of the tender and the closing date on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Tender Opening Committee, Government Logistics Department and deposited in the Government Logistics Department Tender Box situated at the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong. Tenders in paper form must be deposited in the tender box as specified in this tender notice ("Specified Tender Box") before the tender closing time. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted. Remarks for Submission of Tender: (i) If Tropical Cyclone Warning Signal No. 8 or above is hoisted, or a Black Rainstorm Warning Signal or "extreme conditions" announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon (Hong Kong time) on the closing date of the tender as stated above, the tender closing time will be postponed to 12:00 noon (Hong Kong time) on the first working day after the Tropical Cyclone Warning Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or "extreme conditions" announced by the Government has/have ceased to be in force.

	(ii) In case of blockage of the public access to the location of a Specified Tender Box at any time between 9:00 a.m. and 12:00 noon (Hong Kong time) on the tender closing date, the Government will announce extension of tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of the Information Service Department (http://www.info.gov.hk/gia/general/today.htm). (iii) All time references are Hong Kong time.
Tender Briefing:	(i) A tender briefing will be conducted in Cantonese at 3:00 p.m. on 7 August 2026 at Room 202-204, 2/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong. Tenderers who wish to attend the briefing may nominate up to 2 representatives and complete and return the Annex B (Reply Slip for Tender Briefing) in the Tender Document to the Department of Justice by email to edwardyim@doj.gov.hk or by fax at (852) 2862 5451 before 12:00 noon on 3 August 2026. For details, please refer to Paragraph 27 of Terms of Tender (Supplement) of the Tender Document. (ii) All time references are Hong Kong time.
Remarks:	1. The above tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction. This notice also serves as a summary notice required under the Agreement on Government Procurement of the World Trade Organization. 2. The Government of the Hong Kong Special Administrative Region does not bind itself to accept the lowest tender (or the highest combined score for a tender which adopts a marking scheme) or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer. 3. Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender. 4. Details of the award of this contract will be published on the Internet at https://pcms2.gld.gov.hk/iprod/#/scn00101.
Place for Collection of Tender Documents:	Tender documents may be downloaded from the ETB in the PCMS web address: https://pcms2.gld.gov.hk. Tender documents are also available in compact disc form and can be obtainable from: (a) Supplies Unit, Department of Justice, Room 730, 7/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (Telephone No.: (852) 3902 8717; Fax No.: (852) 3902 8723); or

	(b)* The Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong (Telephone No.: (852) 2189 2819); or (c)* The Yau Tsim Mong Home Affairs Enquiry Centre, Ground Floor, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon (Telephone No.: (852) 2399 2111). * Please note that only 5 sets of compact disc are available in locations (b) and (c) respectively, and they will be distributed on a first-come-first-served basis.
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