The Japan Foundation, Manila

Procurement Specifications for Business-use Laptop Computers

The Japan Foundation

October 2026

1 Overview of the Procurement

(1) Procurement Title

Procurement of Business-use Laptop Computers for The Japan Foundation, Manila (hereinafter referred to as the "Services").

(2) Definitions of Abbreviations

- JF: The Japan Foundation
- JF-Cloud: The cloud service environment centered on Microsoft 365 and Microsoft Azure, which was launched in 2022 (the Japan Foundation's core information system).
- Current JF-PC: Business-use laptop PCs currently in use that connect to the "JF-Cloud."
- Replacement JF-PC: Business-use laptop PCs to be procured under this procurement and used to connect to the "JF-Cloud."
- MA: The Japan Foundation, Manila

(3) Scope of Procurement

1. Procurement of 40 Replacement JF-PCs for Use at MA
2. Delivery of Replacement JF-PCs to MA
3. Warranty Services for the replacement JF-PCs (Including Support for Malfunctions, Loss, Damage, etc.)

※The specific details of the Services are set forth in Section 2 below.

(4) Delivery Deadline

February 12, 2027

(5) Background and Purpose of the Procurement

The purpose of this procurement is to procure replacement JF-PCs to address failures and other issues with the current JF-PCs and to ensure a stable and continuous environment for operations at MA, remote work, and work during business trips using the JF-Cloud environment.

2 Scope of Services

(1) Procurement of Equipment

The items subject to this procurement are listed in Table 1.

The following licenses, peripheral devices, and other items are excluded from the scope of this procurement.

- Windows 11 Enterprise and Microsoft Office products (excluded from the scope of procurement because they are included in the Microsoft 365 E3 licenses held by JF).
- Privacy filters, security cable locks, mice, external displays, external keyboards, audio input/output devices (such as headphones and earphones), and carrying bags.

Table 1. Items Included in the Procurement

	Item	Quantity	Remarks
1	Laptop PC	43	Windows 11 Pro/Enterprise
2	AC Adapter	43	Including the power cable

(2) PC Hardware Requirements

The replacement JF-PCs shall meet the requirements specified in Table 2. The specifications of the current JF-PCs are provided in Table 3 for reference.

Table 2. PC Hardware Specifications

	Item	Detail
1	CPU	Intel 13th Generation Core i5 or **higher**
2	Memory	16 GB or more
3	Storage	SSD, 256 GB or more
4	Security Features	BitLocker, TPM 2.0 or higher, and Secure Boot support
5	Display Size	13.3 inches or larger
6	Display Resolution	1920 × 1080 pixels or higher
7	Weight	1.5 kg or less
8	Wireless LAN	IEEE 802.11a/b/g/n/ac/ax support
9	Bluetooth	Bluetooth 5.0 or higher
10	Audio Input/Output	Must have a 3.5 mm headphone jack for use with speakers and a microphone.
11	Camera	Built-in camera supporting Windows Hello
12	USB Ports	At least two USB-A ports and one USB-C port. ※ It must be possible to disable the SD card slot through the initial BIOS settings, or the device must not have an SD card slot.
13	Video Output	HDMI port
14	Security Cable Slot	Required
15	Battery	Must provide at least 8 hours of continuous operation without an external power supply.

16	Environmental Considerations	The product must be designed with consideration for reducing environmental impact.
17	Security Requirements	From an information security perspective, the supplier must be able to confirm and report that the product has been manufactured under appropriate production controls, including regular audits of the manufacturing process to verify the absence of unauthorized activities (including the incorporation of unexpected or undesirable features, such as malicious programs). The equipment supplied must be procured through the manufacturer or an authorized distributor.
18	Other Considerations	The product must not be used or refurbished.

Table 3. Specifications of the Current JF-PCs

	Item	Details
1	Model Number	Dell Latitude 5310
2	CPU	10th Generation Intel Core i5-10310U CPU @ 1.70 GHz (2.21 GHz)
3	Memory	16GB
4	Storage	SSD　256GB
5	Security	BitLocker、TPM2.0
6	Screen Size	13.3 inch
7	Supported Display Resolution	1920×1080 pixels
8	Weight	1.22kg

(3) Delivery Services

1. Delivery

The JF-PCs shall be properly transported. In the event that any replacement JF-PC is damaged or lost during transportation, the Contractor shall provide replacement units for the damaged or lost JF-PCs.

2. Delivery Location

23/F Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City, 1226 Philippines

The Contractor shall confirm the delivery route and conditions with MA in advance of the work and prepare a delivery plan accordingly.

(4) Equipment Warranty

During the warranty period for the JF-PCs, in the event of a failure of a replacement JF-PC, the JF-Cloud operation and maintenance service provider contracted by JF Headquarters shall act as the initial point of contact and perform initial troubleshooting, including issue identification and isolation. If hardware support or repair is required, the MA representative will request the Contractor to arrange the necessary repair services. In such cases, the Contractor shall liaise with the manufacturer or provide the manufacturer's contact information to the MA representative.

1. The PCs to be delivered shall be brand new and shall be covered by a manufacturer's warranty valid for at least 36 months from the date of delivery. During the warranty period, the Contractor shall provide repair or replacement services for any equipment failure occurring under normal use.

2. During the warranty period, the Contractor shall provide support for equipment failures occurring during normal use by telephone, email, or other appropriate means.
3. In the event of a failure, the Contractor shall provide repair or replacement with an equivalent or higher-specification unit.

1. The model should preferably be one for which maintenance services or manufacturer support are available in the country of procurement or the country of use.
4. If equipment needs to be returned for maintenance or repair, the return method and associated costs shall be confirmed in advance.

3 Deliverables

(1) Deliverable Name

The deliverables and their respective delivery deadlines for this project are specified in Table 5.

Table 5. List of Deliverables

No.	Deliverable Name	Delivery Deadline
Items Related to Implementation		
1	Device Inventory List (A list of device names, manufacturers, model numbers, and serial numbers)	February 12, 2027
Items Related to Warranty		

2	Warranty Certificate (a document describing the contact information for hardware failures, equipment shipping procedures, and other relevant procedures)	February 12, 2027

(2) Delivery Method and Delivery Location for Deliverables

1. All deliverables shall be prepared in English.

2. All deliverables shall be prepared in Microsoft Office and PDF file formats and submitted to the designated MA representative via email or a secure online storage service. The recipient's email address will be provided after the contract is concluded. If MA specifies an alternative delivery method, the Contractor shall follow such instructions. Hard copies of the deliverables are not required.

3. The Contractor shall propose a secure method for delivering the deliverables and take appropriate measures to ensure information security so that the deliverables are not misused or tampered during the delivery process.

4. The Contractor shall take appropriate measures to ensure that the deliverables do not contain any malicious programs, including verifying them using anti-malware software.

4 Implementation Structure and Procedures

(1) Organizational Structure for Implementation

1. Individuals engaged in this project shall be appropriately qualified to handle information necessary for the performance of the project.

2. The Contractor shall assign personnel with the ability to smoothly perform the work specified in this Specification and to communicate effectively in either Japanese or English.

3. To ensure the smooth implementation of this procurement, if MA deems it necessary, MA may request the Contractor to make changes to its implementation structure. In such cases, the Contractor shall take the necessary measures.

(2) Qualifications Required of the Contractor

The Contractor shall have experience in procurements of a similar scale to this procurement.

The Contractor shall have a track record of undertaking similar work within the past five years.

(3) Work Location

The Contractor shall, at its own responsibility, provide the work location and all facilities, equipment, supplies, consumables, and other items necessary for the performance of this project.

(4) Items Provided on Loan

None. However, MA shall provide any documents or other materials deemed necessary for the performance of the work.

(5) Data Management Procedures

The Contractor shall not add, modify, delete, or disclose any data handled in the course of this work without prior authorization from JF.

5 Requirements to Be Observed in Performing the Work

The handling of confidential information and personal information shall be as stipulated in the Contract.

6 Information Security

The Contractor shall establish an appropriate system to ensure that all information collected, organized, or created by the Contractor in the course of performing the contract is treated as confidential information until JF determines that such information does not constitute confidential information.

7 Handling of Deliverables

(1) Intellectual Property Rights

The handling of intellectual property rights shall be as stipulated in the Contract.

(2) Liability for Non-Conformity to Contract

The handling of liability for non-conformity to the contract shall be as stipulated in the Contract.

(3) Inspection upon Delivery

The inspection upon delivery shall be as specified in the Contract.

8 Matters regarding Subcontracting

The handling of subcontracting shall be as stipulated in the contract.