

10th Business Opportunities Fair 2019

ADB Headquarters, Manila, Philippines

27-28 March 2019

General Information Guide

I. FAIR VENUE

The 10th Business Opportunities Fair (BOF) will be held on 27–28 March 2019 in the ADB Auditorium at ADB Headquarters, 6 ADB Avenue, Mandaluyong City, Philippines.

II. HELPFUL WEBSITES

You are encouraged to visit the ADB Business Center website:

<https://www.adb.org/business/main> for further information concerning operational procurement for consulting services and for goods, works, and related services.

You are likewise invited to utilize the following ADB networking groups within the LinkedIn platform to communicate with other relevant professionals and prospective BOF participants:

ADB Consultants Network (LinkedIn): <https://www.linkedin.com/groups/3796524/>

ADB Suppliers Network (LinkedIn): <https://www.linkedin.com/groups/3796532/>

III. MEETINGS WITH STAFF

ADB procurement experts will be available on both days of the event to meet with participants on a first-come, first-served basis. ADB sector experts from project departments of ADB may also be available to meet with participants. Confirmed participants will receive a list of available ADB sector experts and their respective contact details prior to the event, to facilitate direct correspondence requesting individual appointments.

Signages will be prominently displayed near the ADB Auditorium to indicate designated meeting places. Participants are requested to adhere to the 20 minutes maximum per person in order to be able to accommodate as many people as possible.

IV. TRAVEL ARRANGEMENTS

Note: Please be advised that all travel, hotel, and visa arrangements will be done by the participants themselves. ADB will not support arrangements for visa on arrival. Participants are responsible for all travel costs.

A number of international airlines operate regular services to and from Manila. You are advised to secure required visa/s and your return bookings prior to your departure for Manila and ensure that your travel documents required to proceed to and enter the Philippines are in order as early as possible. Passports must be valid for at least six months beyond the intended date of entry into the Philippines.

Philippine Visa

Many nationals are allowed to enter the Philippines without visas for a stay not exceeding 21 days. Please check out the Official Website of the Republic of the Philippines' Department of Foreign Affairs for information about visa requirements:

<http://consular.dfa.gov.ph/visainformation>

*IMPORTANT NOTE: Nationals of countries being required a Philippine entry visa are expected to be able to independently secure an appropriate visa, given that attendance at the annual BOF is voluntary and on a self-funded basis. Kindly take into account visa processing time of 10–15 days (depending upon embassy / consulate in your area). ADB is under no obligation to provide any form of representation or other documents to support a visa application by a prospective BOF delegate, other than a simple letter acknowledging registration to the BOF, which may be issued upon request but should be received by BOF Secretariat **not later than 28 February 2019.***

Hotel Accommodation in Manila

Please check the BOF website for a list of hotels and names of hotel contacts with close proximity to ADB Headquarters. We have requested these hotels, on a non-committal basis, to provide special rates for the participants of the Fair. Please call or email directly the designated hotel contact persons and make special reference to the ADB Business Opportunities Fair when making your bookings. Kindly note that the rates indicated are not applicable to online bookings.

Airport Transfers

Arrangements for airport transfers from the Ninoy Aquino International Airport (NAIA) can either be arranged through your choice of hotel or by taking taxis.

For your convenience, you may avail of accredited fixed rate or metered taxis. Accredited transfer services on a prepaid coupon basis currently charge a rate of around Philippine Peso (PhP) 750.00 (Or about US\$14, at exchange rate of PhP53.00 per US\$1.00) if drop-off or pick-up point is within Ortigas Center, where ADB and ADB-accredited hotels are located. Accredited NAIA metered taxis (different from regular taxis) generally fetch lower rates than prepaid transfer services.

Due to frequent heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least 4 or 5 hours before your flight departure. The international terminal fee, Philippine travel tax and departure tax are usually included in the ticket cost. However, we encourage you to verify this information with your local travel agency or check on the fine print of your eticket.

V. ACCESS TO ADB

Access by participants to the ADB building is allowed only through a visitor registration system. All those who have received confirmation of their participation will be enlisted in the system and will be issued an event-specific ID pass upon presentation of any valid ID with photo (e.g., passport or driver's license) at the ADB reception area.

The ADB-issued event-specific IDs will be valid throughout the duration of the Fair and will allow participants to get in and out of ADB through its various gates. Please wear the ID at all times while inside ADB premises.

VI. HOSPITALITY ARRANGEMENTS

Light snacks will be served in the morning and in the afternoon during the Fair. All participants are invited to a **networking cocktail reception** from 5:30–7:00 p.m. on Wednesday, 27 March 2019 at the Executive Dining Room (take the spiral staircase beside the Auditorium). This will be a good opportunity to network with staff and co-participants of this Fair.

In addition, a Participants' Networking Lounge will be available to participants for the entire two-day duration of the BOF. This provides a venue for face-to-face introductions, information exchange, and to explore possible areas of cooperation among participants. Signages will be prominently displayed to indicate designated venues.

A variety of meals at reasonable prices are available for lunch at the ADB Cafeteria, which is adjacent to the Auditorium, or at the Executive Dining Room located at the second floor of the Special Facilities Block. Alternatively, you may wish to try restaurants in nearby malls within the Ortigas Center. A vicinity map is provided in the BOF website.

VII. LANGUAGE

All business sessions will be conducted in English, which is the working language of the Bank. As the sessions are also intended to promote team work and networking, it will not be possible to have translators during this event. We therefore emphasize the importance of the attendees' knowledge of the English language to encourage active participation in the sessions.

VIII. COUNTRY INFORMATION

Check out the websites below for more information about the Philippines:

<http://www.tourism.gov.ph/history.aspx>

http://www.tourism.gov.ph/immigration_custom.aspx

IX. MISCELLANEOUS SERVICES/FACILITIES AVAILABLE AT ADB HEADQUARTERS BUILDING

ADB Cafeteria Level 1, Special Facilities Block
Executive Dining Room Level 2, Special Facilities Block
ADB Cashier Ground Floor, Office Tower Building
Commercial Banks Ground Floor, Office Tower Building
Travel Agents Ground Floor, Office Tower Building
Library, Level 1, Office Tower Building
Medical/Dental Clinic, Level 2, Special Facilities Block
Pharmacy, Level 2, Special Facilities Block
Personal Counter (for phone cards, Ground Floor, Office Tower Building
Courier services, etc.)
Post Office, Ground Floor, Office Tower Building

X. INQUIRIES

Should you need additional information about the Fair, please contact:

Ms. Clarisse Santos

Email: csantos.consultant@adb.org

Summary of what you need to do to participate in the ADB Business Opportunities Fair 2019:

- Register online for the ADB Business Opportunities Fair (BOF) as soon as possible, **but not later than 28 February 2019** to ensure timely receipt of your email confirmation of participation with attachments of important pre-event documents.
- Download “**The Event App by EventsAIR**” onto your mobile phone, where important event information will be available (available for iOS or Android). An access code for the app will be sent to all registered participants.
- Ensure that your travel documents, including passport, are in order and transit visa and/or Philippine visa (if required) obtained upon receiving ADB’s confirmation of your participation.
- Make your flight and hotel bookings at the latest upon receiving ADB’s confirmation of your participation. For hotel bookings, please communicate directly with the contact person of your preferred hotel provided in the Hotel Listing. ADB will not be responsible for any prior costs incurred by any registrant resulting from their nonconfirmation to participate.