



7th Business Opportunities Fair 2016
ADB Headquarters, Manila, Philippines
16 - 17 March 2016
General Information Guide

I. FAIR VENUE

The 7th Business Opportunities Fair will be held on 16 – 17 March 2016 in the ADB Auditorium (Zones A, B, C and D) at the Bank Headquarters, No. 6 ADB Avenue, Mandaluyong City, Philippines.

II. HELPFUL WEBSITES

You are encouraged to visit the ADB Business Opportunities website: <http://www.adb.org/site/business-opportunities/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/ADB-Consultants-Network-3796524>
ADB Suppliers Network (LinkedIn) - <https://www.linkedin.com/groups/ADB-Suppliers-Network-3796532>

III. MEETINGS WITH STAFF

Procurement Experts of the Bank will be available on Days 1 and 2 to meet with participants on a first- come, first-served basis. Sector experts from project departments of ADB may be available to meet with participants. Confirmed participants will receive through email prior to the event, a list of ADB sector experts and their respective contact details to facilitate direct correspondence requesting individual appointments.

Signages will be prominently displayed near the 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, visa arrangements (no arrangements will be done for visa on arrival) will be done by the participants themselves. 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 30 days. Please check out the Official Website of the Republic of the Philippines' Department of Foreign Affairs for information about visa requirements:

<http://www.dfa.gov.ph/index.php/consular-services/visa-information>

Hotel Accommodation in Manila

Please check the Business Opportunities website for a list of hotels and names of hotel contacts with close proximity to the ADB headquarters. We have requested these hotels, on a non-committal basis, to provide special rates for the Business Opportunities 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 on-line bookings.

Airport Transfers

Arrangements for airport transfers 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 pre-paid coupon basis currently charge a rate of around Philippine Peso (PhP) 651-698 (about US\$14-15) at exchange rate of PhP46.50 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 pre-paid transfer services.

Due to occasional heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least 3 hours before your flight departure. The international terminal fee, Philippine travel tax and departure tax are included in the ticket cost.

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 at the ADB gate of any valid ID with photo (e.g., passport or driver's license).

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, 16 March 2016 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 2-day duration of the BO Fair. This provides a venue for participants to meet among themselves for face-to-face introductions, information exchange, and to explore possible areas of cooperation. Signages will be prominently displayed to indicate designated venues.

You may wish to avail at reasonable prices a variety of meals served at the ADB Cafeteria which is adjacent to the ADB Auditorium, or at the Executive Dining Room (EDR) located at the 2nd floor of the Special Facilities Block (take the spiral staircase near the Auditorium). Alternatively, you may wish to try restaurants in nearby

malls in the Ortigas Center. The Ortigas Center vicinity map is available in the ADB Business Opportunities Fair website.

VII. LANGUAGE

As English is the working language of the Bank, all business sessions will be conducted in English. 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 permit their active participation in the sessions.

VIII. COUNTRY INFORMATION

Check out the websites below for information on the local weather, currency, transport, business:

<http://www.philippinecountry.com/>

<http://www.philippines-travel-guide.com/information-on-the-philippines.html>

IX. MISCELLANEOUS SERVICES/FACILITIES AVAILABLE AT ADB HEADQUARTERS BUILDING

ADB Cafeteria Level 1, Special Facilities Block
Executive Dining Room (EDR) 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
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

Tel: (632) 632 4444 local 70582

Email: csantos.consultant@adb.org

Summary of what you have to do to participate in the ADB BUSINESS OPPORTUNITIES FAIR:

-  Register online for the ADB Business Opportunities Fair as soon as possible, **but not later than 10 February 2016** to ensure timely receipt of your email confirmation of participation with attachments of important pre-event documents.
-  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.
-  **We recommend that you 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 non-confirmation to participate.