



9th ADB Business Opportunities Fair 2018

ADB Headquarters, Manila, Philippines
14 – 15 March 2018
General Information Guide

I. FAIR VENUE

The 9th Business Opportunities Fair will be held on 14 – 15 March 2018 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 who registered by the deadline, 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

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.

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.

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:

<https://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 15 February 2018 c.o.b. Manila time.

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) 700 (or about US\$14 at exchange rate of PhP51.25 per US\$1.00 as of 3 November 2017) 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 a system-generated email acknowledgement of their online registration 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, 14 March 2018 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.fnctravel.com/travel_info/english/philippines-info/philippines.html

<http://www.tourism.gov.ph/Pages/default.aspx>

<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

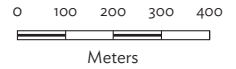
Telephone: 632 4444 ext 3005

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 to ensure timely receipt of your email acknowledgement of registration as well as important pre-event documents.
- Ensure that your travel documents, including **passport**, are in order and transit visa and/or Philippine visa (if required) is obtained.
- **We recommend that you make your flight and hotel bookings early.** 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-participation in the BOF.

ORTIGAS CENTER



PROOF ONLY

Area accomodations

- 1 Astoria Plaza
- 2 BSA Twin Towers
- 3 Crowne Plaza
- 4 Discovery Suites
- 5 EDSA Shangri-La
- 6 Holiday Inn Manila
- 7 The Linden Suites
- 8 The Malayan Plaza Hotel
- 9 Marco Polo
- 10 Millenia Suites
- 11 Oakwood Premier
- 12 The Richmond Hotel
- 13 UC Exchange Regency

MANDALUYONG CITY

QUEZON CITY

MERALCO CENTER

PASIG CITY



- Carpark
- Gasoline Station
- MRT 3
- Ortigas Central Business District
- School / Educational Facility
- Shopping Mall (Restaurants & ATMs)
- City Boundary

Boundaries are not necessarily authoritative.

Current Proof: 28 April 2014

This map was produced by the cartography unit of the Asian Development Bank. The boundaries, colors, denominations, and any other information shown on this map do not imply, on the part of the Asian Development Bank, any judgment on the legal status of any territory, or any endorsement or acceptance of such boundaries, colors, denominations, or information.

ASIAN DEVELOPMENT BANK

Hotel Program for Manila, Philippines (valid until 31 March 2018 for BOF participants)

Manila ceiling rate: PHP 5,700 nett

Updated as of 26 October 2017

Name of Hotel	ADB Rate (Room + Breakfast nett rate)	Room Category	Address	Phone No.	Reservation Policy	Contact Person / E-mail	Cancellation Policy	No-show Policy	Internet Access in Room	Other Amenities	Travel Time to and from ADB	Website
EDSA Shangri-la Hotel	PHP 5700 nett (single occupancy)	Tower Deluxe	1 Garden Way, Mandaluyong City	(632) 633-8888	Reservations must be guaranteed by credit card	Doris Tiu / doris.tiu@shangri-la.com; reservations.esi@shangri-la.com	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, free local calls, free use of pool, health club	8-12 minutes by car 12-16 minute walk	http://www.shangri-la.com/en/property/manila/edsashangri-la
Holiday Inn Manila Galleria	PHP 4400 nett (single occupancy)	Deluxe	1 ADB Avenue, Pasig City	(632) 633-7111	Reservations must be guaranteed by credit card	Gayle Calub / gayle.calub@ihg.com; higm.reservations@ihg.com	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, free local calls, welcome drink, daily coffee and tea set up; mineral water, fitness center facilities, swimming pool	7 minutes by car 4-minute walk	www.holidayinn.com/higalleria
						Monnette Bautista / monnette.bautista@ihg.com						
Crowne Plaza Manila Galleria	PHP 4500 nett (single occupancy)	Deluxe	Ortigas Ave., cor ADB Ave.	(632) 633-7222	Reservations must be guaranteed by credit card	Gayle Calub / gayle.calub@ihg.com; higm.reservations@ihg.com	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, free local calls, welcome drink, daily coffee and tea set up; mineral water, fitness center facilities, swimming pool	2 minutes by car 5-minute walk	www.crowneplaza.com/galleriamanila
						Monnette Bautista / monnette.bautista@ihg.com						
Discovery Suites	PHP 4400 nett (single or double occupancy)	Junior Suite	25 ADB Ave., Ortigas Center, Pasig City	(632) 719 8888 local 6920; 719 6931 (Reservations)	Reservations must be guaranteed by credit card	Paola Roxas / proxas@discovery.com.ph; reservations@ds.discovery.com.ph	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, fitness center, pool, jacuzzi, wi-fi access at the Serendipity Lounge and Restaurant 5, health club, welcome fruit, coffee/tea making facilities	5 minutes by car 3-minute walk	www.discoverysuites.com
	PHP 4800 nett (single or double occupancy)	One Bedroom Suite										
Joy Nostal Suites (formerly Oakwood Premier)	PHP 5300 nett (single occupancy)	Studio Executive	17 ADB Avenue, Ortigas Center, Pasig City	(632) 637 7888 / (632) 910 8888	Reservations must be guaranteed by credit card	Francis Tongson / francis.tongson@joynostalsuites.com; reservations@joynostalsuites.com	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, swimming / lap pool with underwater music; jacuzzi, welcome fruits, newspaper, free local calls	4 minutes by car Less than 3-minute walk (Note: Hotel is right in front of ADB Building)	www.joynostalsuites.com
	PHP 5650 nett (single occupancy)	One Bedroom Deluxe										
Linden Suites	PHP 3500 nett (single occupancy)	Deluxe	37 San Miguel Ave., Ortigas Center, Pasig City	(632) 638-7878	Reservations must be guaranteed by credit card	Karren Dimasuhid / kmdimasuhid@lindensuites.com	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, local newspaper, distilled water, health club facilities, coffee and tea set up in the room	8-14 minutes by car 6-minute walk	www.lindensuites.com
	PHP 4000 nett (single occupancy)	One Bedroom Suite										
Marco Polo Ortigas	PHP 5000 nett (single occupancy) PHP 5500 nett (double occupancy)	Superior	Meralco Ave. cor. Sapphire St. Ortigas Center, Pasig City	(632) 720-7777	Reservations must be guaranteed by credit card	Kristine Dagdag / kristine.dagdag@marcopolohotels.com	Reservations may be cancelled 24 hours prior to the arrival date without penalty charge.	One night equivalent No-show fee	free high speed internet	free roundtrip scheduled transfers to and from ADB, free local calls, free use of gym and pool, Nespresso coffee-making facilities, local newspaper, welcome fruits, bottled water, shoe shine service	7-8 minutes by car 11-14 minute walk	www.marcopolohotels.com
	PHP 5200 nett (single occupancy)	Deluxe										
	PHP 5600 nett (single occupancy)	Premiere										