



11th ADB Business Opportunities Fair 2023
ADB Headquarters, Manila, Philippines
4–5 October 2023
General Information Guide

I. FAIR VENUE

The 11th Business Opportunities Fair (BOF) will be held on 4–5 October 2023 in the ADB Auditorium at the Bank Headquarters, 6 ADB Avenue, Mandaluyong City, Philippines.

II. HELPFUL WEBSITES

Participants 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.

Delegates 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>

Follow the ADB Business Center (LinkedIn): <https://www.linkedin.com/showcase/adb-business-center/> for updates on Business Opportunities Outreach activities.

III. MEETINGS WITH STAFF

Procurement Specialists of the Bank will be available for the duration of the BOF to meet with participants on a first- come, first-served basis. Sector Specialists from project departments of ADB may be available to meet with participants. Confirmed participants who registered by the deadline will receive through email a list of ADB sector specialists and their respective contact details prior to the event 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 a maximum of 20 minutes per person in order to be able to accommodate as many participants as possible.

IV. TRAVEL ARRANGEMENTS

NOTE: Please be advised that all travel, hotel, visa arrangements will be done by the participants themselves. ADB will not support requests for visa upon 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 the official website of the Republic of the Philippines' Department of Foreign Affairs for information about visa requirements.

<https://dfa.gov.ph/guidelines-requirements>

<https://www.visa.gov.ph/>

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 15–20 days (depending upon the 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 the BOF Secretariat not later than 1 September 2023, 12:00 noon Manila time.

Hotel Accommodation in Manila

Please check the BOF website for a **list of hotels** with corresponding names of hotel contacts. These are the ones with close proximity to the ADB headquarters. We have requested these hotels, on a non-committal basis, to provide special rates for the BOF. 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 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) 1,000 (or about US\$18 at US\$1 to Php55.00 as of 20 February 2023) 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 frequent heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least 4 - 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 ticket.

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 5:00-7:00 p.m. on Wednesday, 4 October 2023 at the ADB Staff Hub (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 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 Staff Hub which is adjacent to the ADB Auditorium. Alternatively, you may wish to try restaurants in nearby malls in the Ortigas Center. A vicinity map is available 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 their active participation in the sessions.

VIII. COUNTRY INFORMATION

For information about the local weather, currency, transport, business hours, and more, please visit: <https://beta.tourism.gov.ph/> or <https://philippines.travel/>

IX. MISCELLANEOUS SERVICES/FACILITIES AVAILABLE AT ADB HEADQUARTERS BUILDING

ADB Staff Hub	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	Ground Floor, Office Tower Building
Personal Counter (for phone cards, services, etc.)	Ground Floor, Office Tower Building
Post Office	Ground Floor, Office Tower Building

X. INQUIRIES

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

Ms. Marie Charmaine Yuson

Email: businesscenter@adb.org

Summary of what you have to do to participate in the ADB BOF 2023:

- Register online for the ADB BOF as soon as possible, but not later than 4 August 2023 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) is obtained upon receiving ADB's confirmation of your participation.
- Make your flight and hotel bookings 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 prior costs incurred by any registrant resulting from their non-confirmation to participate.