



12th ADB Business Opportunities Fair 2024
ADB Headquarters, Manila, Philippines
9–10 October 2024

GENERAL INFORMATION GUIDE

I. FAIR VENUE

The 12th Business Opportunities Fair will be held on 9–10 October 2024 in the ADB Auditorium at the Bank Headquarters, 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>

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

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 the 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 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 made for visa on arrival) will be done by the participants themselves. ADB will not support arrangements for visa on arrival. Participants are responsible for all travel costs.

Several 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

Nationals from [selected countries](#) may enter the Philippines visa-free for tourism and business purposes, and for stays not exceeding 30 days. Travelers entitled to visa-free entry must hold a passport valid for at least 6 months at the time of arrival in the Philippines, and tickets for their return journey or to the next port of destination.

Official guests/consultants whose countries of nationality are not in the [list](#) are required to obtain a visa prior to their flight to the Philippines at the nearest [Philippine Embassy or Consulate](#). Visa processing time takes around 20 working days. See general [requirements for a Philippine visa](#).

Some Indian and Chinese nationals may be exempt from the visa requirement if they fall under either criteria [A](#) (for Chinese) or [B](#) (for Indians) as provided by the Philippine Bureau of Immigration.

IMPORTANT NOTE:

BOF is an event to provide opportunities to all companies/individuals who are interested in doing business with the Bank under ADB-financed projects for finding its own business opportunities and networking with possible business partners. It is not a training event that is financed by TA projects, where participation of nominated EAs is funded, including travel cost. Participation in BOF is voluntary and self-funded. Nationals of countries being required a Philippine entry visa are expected to be able to independently secure an appropriate visa. ADB can provide a visa support letter which may be issued upon request, but should be received by the BOF Secretariat not later than 6 September 2024, Friday, 12 noon, Manila time (or even earlier for some of the embassies or consulates). Please note though that this does not guarantee you a visa and it still remains at the discretion of the Embassy/Consulate. Kindly check the visa processing time of the concerned Embassy/Consulate as ADB may not be able to request to expedite visa processing for late submissions.

Hotel Accommodations in Manila

Please check the Business Opportunities website for a list of hotels and names of hotel contacts with 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 online bookings.

Airport Transfers

Arrangements for airport transfers can be arranged either through your choice of hotel or by taking taxis.

For your convenience, you may avail yourself of an 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\$17** at exchange rate of **PhP57.20 per US\$1.00 as of 9 August 2024**) 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. For all transportation options at the NAIA, you may also visit <https://www.miaa.gov.ph/index.php/announcements/miaa-announcements/all-transportation-options-at-naia>.

Due to frequent heavy traffic between Ortigas Center and the airport, it is advisable to leave 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 e-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 always wear the ID 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 5:30-8:00 p.m. on Wednesday, 9 October 2024 at the 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 2-day duration of the Fair. This provides a venue for face-to-face introductions, information exchange, and to explore possible areas of cooperation among participants. Signage will be prominently displayed to indicate designated venues.

A variety of meals at reasonable prices are available for lunch at the ADB Staff Hub or at the Executive Dining Room (EDR) located on the second 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. A vicinity map is available on 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 teamwork 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

Check out the website below for information on the local weather, currency, transport, business, and more:

<https://www.smartraveller.gov.au/destinations/asia/philippines>

<https://www.nationalgeographic.com/travel/article/partner-content-know-before-you-go-the-philippines>

<https://beta.tourism.gov.ph/>

<https://philippines.travel/>

IX. MISCELLANEOUS SERVICES/FACILITIES AVAILABLE AT ADB HEADQUARTERS BUILDING

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| 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, Courier 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 businesscenter@adb.org

Summary of what you must do to participate in the ADB Business Opportunities Fair 2024:

- Register online for the ADB Business Opportunities Fair (BOF) as soon as possible to ensure timely receipt of your email confirmation of participation with attachments of important pre-event documents.
- Download “The Event App by EventsAIR” (available for iOS and Android) onto your mobile phone, where important event information will be accessible. An access code for the app will be sent to all registered participants closer to the event date.
- Ensure that your travel documents, including passport, are in order and transit visa and/or Philippine visa, if required, was 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 resulting from the participants’ no confirmation.

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