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附件：如說明五（附件.pdf）

主旨：敬邀派員參加亞洲開發銀行（下稱亞銀）本（113）年10月9日至10日於菲律賓馬尼拉亞銀總部舉辦第12屆「亞銀商機博覽會」，請查照。

說明：

- 一、亞銀成立於1966年，總部設於菲律賓馬尼拉，為亞洲最主要之多邊開發銀行，其透過融資、技術援助、援贈及股權投資方式，協助亞太地區發展中會員國經濟與社會發展。
- 二、商機博覽會係亞銀於該行總部舉辦之商機推廣活動，以利會員國承包商、製造商、供應商、顧問服務商、非政府組織及政府人員參與及瞭解亞銀各項計畫商機，參加者並可藉此機會與亞銀會員國於能源、交通運輸、城市發展、氣候變遷、農業、環境、公共管理、財金等領域廠商及亞銀相關專家交流。
- 三、為協助我國廠商爭取亞銀商機，請貴機關（構）積極報名參加本屆商機博覽會，並廣宣周知有意爭取亞銀商機及標案廠商與其他相關機關（構）踴躍報名與會。

行政院公共工程委員會



技術處

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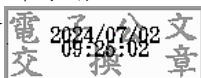


四、請行政院公共工程委員會、中國工程師學會及財團法人中華民國對外貿易發展協會協助辦理洽邀廠商事宜，與會相關費用請各機關(構)自行負擔。

五、亞銀商機博覽會報名網站將於本年9月6日關閉，請逕行辦理報名事宜，並提醒有意參加者儘速報名(報名網址：
<https://adb.eventsair.com/business-opportunities-fair-2024/registration/Site/Register>，報名相關資訊詳附件)。

正本：外交部、經濟部、行政院公共工程委員會、中國輸出入銀行、財團法人中華民國對外貿易發展協會、中國工程師學會

副本：財團法人國際合作發展基金會





12th Business Opportunities Fair 2024

09 October 2024 ADB Headquarters, Manila, Philippines, 9:00 a.m.–5:00 p.m., Manila time (GMT+8)

Description

In 2024, ADB will conduct its second in-person Business Opportunities Fair (BOF) after the pandemic.

The ADB BOF is a one-stop forum for consultants, contractors, manufacturers, suppliers, and civil society organizations looking to provide goods, works, and services for ADB projects. It has proven to be an excellent opportunity to network with peers in the industry and with ADB specialists in the energy, transport, water, urban development, climate change, agriculture, environment, public management, finance, health, and education sectors.

One-on-one meetings

Appointments with ADB staff can be requested by registered participants through the appointments desk at the BOF. Appointments can be scheduled with ADB sector and project processing experts from project departments, subject to their availability, and with procurement specialists from ADB's Procurement, Portfolio and Financial Management Department (PPFD) on a first-come, first-served basis.

Networking among participants

Participants are 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)
- ADB Suppliers Network (LinkedIn)

A participants' networking lounge will be available to participants over the two-day duration of the BOF. This provides a venue for participants to meet among themselves for face-to-face introductions and information exchange, and to explore possible areas of cooperation.

Objectives

During the event, participants will have the opportunity to:

- meet with ADB staff in procurement, consulting, project management, and related operations.
- meet with ADB sector specialists.
- network with other consulting firms and suppliers from donor and developing member countries.
- hear presentations on how to qualify for ADB-financed contracts.
- discover what business opportunities are available and where.

At the end of the event, participants will have:

- discovered the advantages of ADB-financed contracts.
- received an inside look at ADB's policies and procedures for the procurement of goods and works, the recruitment of consultants, and the engagement of NGOs and civil society organizations.
- learned how to locate business opportunities.
- learned the best ways to prepare responsive bids and proposals.
- received first-hand information on contracting opportunities by sector currently available under ongoing ADB-financed projects, and upcoming ADB pipeline projects.
- explored areas of cooperation with other BOF participants.

Expected output

The BOF aims to attract the most talented professionals, and to help them qualify for ADB projects. This increasing pool of highly competent bidders ensures the success of ADB projects.

Target participants

From ADB member countries:

- consultants
- contractors
- manufacturers
- suppliers/traders
- NGOs and civil society organizations
- government officials
- embassy/trade commissioners
- think-tanks, institutes, academia, and centers of excellence

How to register

REGISTER NOW

to join BOF 2024

Resource speakers

ADB procurement and sector specialists will present general requirements for doing business with the ADB, applicable ADB policies and procedures for procurement of goods, works, and services, and ongoing and upcoming business opportunities.

The sector specialists will discuss ADB's loan, technical assistance, and grant pipelines in the agriculture, environment, energy, public management, finance, transport, water, urban development, health, and education sectors as well as in the thematic areas of climate change, public–private partnerships, and private sector operations.

Specialists on ADB's engagement with NGOs and civil society organizations will present a dedicated session on ADB business opportunities for these organizations.

Key documents

Please read the following documents before registering to the BOF and making any travel arrangements.

- General information guide
- BOF FAQs
- Hotel listing and contacts

Costs

Attendance at the event is free. However, ADB does not cover travel and travel-related costs and arrangements (i.e., return airfare, hotel accommodation, daily subsistence, ground transport, and appropriate visa, if required) for participation to the event in Manila, Philippines.

Event organizers (logistics)


Clarissa Santos (Ms)

Logistics Administrator

Jhoanna "Gigi" Quimson (Ms)
Logistics Assistant

Jerald Acosta (Mr)
Digital Events/Social Media Coordinator

Business Opportunities Outreach Initiatives (RETA 9721)
Asian Development Bank

- **Marie Charmaine “Apple” Yuson (Ms)**
Program Manager/Coordinator Business Opportunities Outreach Initiatives (RETA-9721)
ADB
 E-mail contact form



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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. In this regard, ADB has 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 [6 September 2024, Friday, 12 noon, Manila time](#).

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 PhP57.95 per US\$1.00 as of 28 May 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 5:30-7:00 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. 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 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

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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