

檔 號：

保存年限：

行政院公共工程委員會 函

220

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發文日期：中華民國108年1月14日

發文字號：工程技字第10800002441號

速別：普通件

密等及解密條件或保密期限：

附件：如說明

主旨：關於亞洲開發銀行函邀我國參加108年3月27日至28日於菲律賓馬尼拉市舉行之第10屆亞銀商機博覽會乙案，請轉知所屬會員踴躍參加，請查照。

說明：檢送財政部108年1月3日台財庫字第10703802190號函及附件影本乙份。

正本：各工程技術顧問同業公會、各技師公會、臺灣區綜合營造工程工業同業公會、中國工程師學會、中國土木水利工程學會

副本：

主任委員 吳澤成

台灣省土木技師公會
108. 1. 18
收文號: 0281

檔 號：
保存年限：

財政部 函

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Email：chiaching@mail.nta.gov.tw

受文者：行政院公共工程委員會

發文日期：中華民國108年1月3日

發文字號：台財庫字第10703802190號

速別：普通件

密等及解密條件或保密期限：

附件：如說明一（107A302899_1_031545599451.pdf）

主旨：敬邀派員參加亞洲開發銀行（下稱亞銀）108年3月27日至28日於菲律賓馬尼拉市舉辦「第10屆亞銀商機博覽會（10th ADB Business Opportunities Fair 2019，下稱商機博覽會）」，並請協助辦理廠商與會相關事宜，請查照惠復。

說明：

- 一、商機博覽會係亞銀於該行總部舉辦商機推廣活動，提供會員國廠商參與亞銀各項計畫一站式服務平臺，檢附議程相關資料1份，請卓參。
- 二、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。
- 三、貴機關（構）參加人員名單請於108年1月15日前惠復，與會相關費用由各機關（構）自行負擔；另請惠允協助辦理事項如下：
 - （一）發布新聞稿：由本部撰擬邀請各界報名參加之新聞稿，洽請貴機關（構）表示意見後共同發布；本項作業請貴機關（構）提供聯絡電子郵件資料。

行政院公共工程委員會



技術處

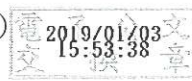
1080000244

(二)洽邀廠商：請行政院公共工程委員會及財團法人中華民國對外貿易發展協會辦理洽邀廠商事宜。

四、亞銀商機博覽會須於108年2月28日前上網報名，請提醒有意參加者儘早報名(報名網址：<https://www.adb.org/news/events/10th-adb-business-opportunities-fair-2019>)。

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

副本：財團法人國際合作發展基金會(含附件)



2019 年亞銀商機博覽會議程

2019/3/27 (星期三)

- 08:30 am - 09:00 am 報到
- 09:00 am - 09:15 am 歡迎致辭-亞銀副總裁(主管行政與營運)
- 09:15 am - 09:30 am 亞銀簡介-亞銀採購、專案組合及財務管理局局長
- 09:30 am - 10:15 am 十年亞銀商機-過去經驗及未來走向
- 10:15 am - 10:30 am 休息時間
- 10:30 am - 12:00noon 介紹亞銀採購系統
- 12:00 noon - 01:45pm 午餐時間
- 01:45 pm - 03:15 pm 按產業別之商機
能源(場地 A 及 B)
農業、自然資源及農村發展(場地 C)
- 03:15 pm - 03:30 pm 休息時間
- 03:30 pm - 05:30 pm 水資源及都市發展(場地 A 及 B)
公共管理、公司治理及財務(場地 C)
- 05:30pm- 交際雞尾酒會

2019/3/28 (星期四)

- 09:00 am - 10:30 am 按產業別之商機(接續前日)
交通(場地 A 及 B)
健康醫療及教育(場地 C)
- 10:30 am - 10:45 am 休息時間
- 10:45 am - 12:15 pm 特定主題商機
環境、氣候變遷、性別與社會發展(場地 A 及 B)
公私部門合作夥伴關係(PPP)、私營部門業務、高科技及亞銀經濟研究(場地 C)
- 12:15 pm - 14:00 pm 午餐時間
- 14:00 pm - 14:30 pm 如何在亞銀網站尋找商機(場地 A 及 B)
- 14:00 pm - 14:30 pm 亞銀職涯工作機會(場地 C)
- 14:30 pm - 15:30 pm 顧問聘用研習(場地 A 及 B)
- 14:30 pm - 15:30 pm 反貪、廉政及申訴(場地 C)
- 15:30 pm - 15:45pm 休息時間
- 15:45 pm - 17:15pm 民間團體、學術、非政府組織商機(場地 A 及 B)
- 15:45 pm - 17:15pm 亞銀採購商機(場地 C)
- 17:15pm 議程結束

10th BUSINESS OPPORTUNITIES FAIR 2019



27-28 March 2019, ADB Headquarters, Manila, Philippines

DAY 1 27 March 2019, Wednesday	
8 a.m.	Arrival of Delegates
9 a.m.	ZONES A-D: Welcome Remarks by the Vice President for Administration and Corporate Management
9:15 a.m.	ZONES A-D: "Introducing the Asian Development Bank (ADB)" by the Director General, Procurement, Portfolio and Financial Management Department A brief description of ADB's strategic priorities and business opportunities.
9:30 a.m.	ZONES A-D: High-Level Panel: Ten Years of Doing Business with ADB—What Have We Learned and Where are We Going? To mark 10 years of the BOF, the panel will discuss how ADB's business opportunities have changed in the last decade, how ADB's opportunities compare to those available elsewhere in the development marketplace, and how ADB's Strategy 2030 and new procurement framework will change both the types of opportunities available and the ways that ADB engages its partners.
10:15 a.m.	Coffee Break
10:30 a.m.	ZONES A-D: THE ADB PROCUREMENT SYSTEM An introduction to applicable ADB policies and procedures for procurement of goods and works, and for recruitment of consulting and nonconsulting services, informing participants on the advantages of ADB-financed contracts, where to locate ADB opportunities, and how to maximize the participants' ability to win ADB-financed contracts (e.g., "dos and don'ts"). <ul style="list-style-type: none"> - Recruitment of Consulting and Nonconsulting Services - Procurement of Goods and Works - Update on ADB Procurement Reforms
12 noon	Lunch Break
1:45 p.m.	OPPORTUNITIES BY SECTOR Brief presentations by regional sector specialists on ongoing and upcoming business opportunities within each of ADB's five regional departments, followed by open forum of approximately 30 minutes. ZONES A and B: Energy ZONE C: Agriculture, Natural Resources, and Rural Development
3:15 p.m.	Coffee Break
3:30 p.m.	ZONES A and B: Water and Urban Development ZONE C: Public Management, Governance, and Finance
5:30 p.m.	NETWORKING COCKTAILS — Executive Dining Room

9:00 a.m.	OPPORTUNITIES BY SECTOR <i>(continued)</i> Brief presentations by regional sector specialists on ongoing and upcoming business opportunities within each of ADB's five regional departments, followed by open forum of approximately 30 minutes. ZONES A and B: Transport ZONE C: Health and Education
10:30 a.m.	Coffee Break
10:45 a.m.	THEMATIC OPPORTUNITIES Brief presentations on opportunities in key thematic areas, followed by open forum of approximately 30 minutes. ZONES A and B: Environment, Climate Change, Gender, and Social Development ZONE C: Public-Private Partnerships, Private Sector Operations, High-Level Technology, ADB's Economic Research
12:15 p.m.	Lunch Break
2:00 p.m.	ZONES A and B: IDENTIFYING BUSINESS OPPORTUNITIES ON ADB'S WEBSITE Come and learn about how to navigate ADB's website to keep track of the latest business opportunities in your areas of interest.
2:00 p.m.	ZONE C: CAREER OPPORTUNITIES WITH ADB Interested in working for ADB as a staff member? Join this presentation for more information on short- and long-term opportunities available from ADB's human resources department.
2:30 p.m.	ZONES A and B: CONSULTANTS' CLINIC An interactive discussion of common consultants' issues and questions, a detailed presentation on the Consultant Management System (CMS), and specific case studies and information for both consulting firms and individual consultants.
2:30 p.m.	ZONE C: ANTICORRUPTION, INTEGRITY, AND COMPLAINTS Learn about ADB's work to combat corruption and promote integrity in its projects, and about how you can submit complaints on procurement- or integrity-related matters.
3:30 p.m.	Coffee Break
3:45 p.m.	ZONES A and B: OPPORTUNITIES FOR CIVIL SOCIETY, ACADEMIA, AND NONGOVERNMENTAL ORGANIZATIONS (NGOs) ADB values its partnerships with civil society, academia, and NGOs. Learn about the unique opportunities available for these organizations and how to develop them.
3:45 p.m.	ZONE C: ADB'S INSTITUTIONAL PROCUREMENT OPPORTUNITIES Brief presentation on opportunities available to supply the goods, works, and services that keep ADB's headquarters and field offices running smoothly, followed by open forum of approximately 30 minutes.
5:15 p.m.	END OF PROGRAM

***NOTES:**

1. ADB procurement experts will be available on both days to meet with participants on a first come, first served basis.
2. Meetings with sector and thematic focal points from project departments of ADB may be arranged, depending on availability.
3. Auditorium D will be used for these one-on-one meetings with ADB staff, on Day 1 (12:30pm onward) and Day 2 (all day).
4. ADB integrity experts will be available in the Cafeteria Hallway on Day 1 (12:30pm onward) and Day 2 (all day) for consultation on the application of ADB's Anticorruption Policy with respect to fraud and corruption matters and its sanction framework.
5. A "Networking Lounge" for the Fair is open on both days in Private Dining Rooms 2 to 4, for participants to meet, network, relax, work, and take refreshments.

第 10 屆亞銀商機博覽會 10th ADB Business Opportunities Fair 2019

一、地點

第 10 屆亞銀商機博覽會於 2019 年 3 月 27 日至 28 日在亞銀總部大禮堂（ADB Auditorium）舉行，亞銀總部地址為 No. 6, ADB Avenue, Mandaluyong City, Philippines。

二、相關訊息網站

<https://www.adb.org/business/main> 提供最新訊息，包括已核准計畫，採購公告方案，及各種線上訓練工具和諮詢顧問資源等。

在以下網址 LinkedIn，可與 ADB 相關專業人士和商機博覽會參與者進行交流：

ADB 諮詢顧問網址：<https://www.linkedin.com/groups/3796524/>

ADB 供應商網址：<https://www.linkedin.com/groups/3796532/>

三、與個別專家約定洽談時間

與會廠商可在商機博覽會 2 天期間與亞銀專家、區域部門專家進行個別晤談，採先到先服務(first-come, first-served)預約安排。亞銀在完成報名作業後，於會前將依據報名時提供之電子郵件寄送報名確認函、同時提供報名人員亞銀區域部門專家名單及其聯絡方式等，請已報名參加人員儘速與個別專家約定洽談時間。

晤談地點指示牌設於會場大禮堂，為能容納較多晤談安排，每次晤談時間最長為 20 分鐘。

四、行程安排

與會人員簽證、機票及旅館住宿等行程安排請洽往來旅行社自行辦理，並自行負擔相關費用。

● 簽證

赴菲律賓須先辦理簽證，請洽馬尼拉經濟文化辦事處（電話：

02-2658-8825； <http://www.meco.org.tw>）。

● 住宿

亞銀提供旅館參考名單網址為

<https://www.adb.org/sites/default/files/related/131191/bof2019-hotels-list-20181113.pdf>，以電話或 e-mail 訂房時請連繫指定連絡人員，並表明參加亞銀商機博覽會，可能取得優惠房價（未保證），該優惠房價不適用於網路（on-line）訂房。

● 機場交通

可洽請旅館安排，或搭乘計程車。基於便利，得搭乘經合法之固定費率計程車。到達 ADB 附近 Ortigas Center，（預付）計程車費用約 US\$14（約 750 披索）。另外搭乘認證尼諾伊·阿基諾 Ninoy Aquino 國際機場(NAIA) 計程車費用通常較低。

回程時由於 Ortigas Center 至機場交通擁擠，請至少於飛機起飛前 4 或 5 小時出發至機場。

五、須於商機博覽會報名網址登記報名，始得於商機博覽會期間進入亞銀大樓
(<https://www.adb.org/news/events/10th-adb-business-opportunities-fair-2019>)

請務必攜帶護照憑以取得大會識別證（Event-Specific ID），商機博覽會期間進入亞銀大樓須全程配掛識別證。

六、餐點安排

亞銀歡迎晚會時間與地點：

（一）時間：2017 年 3 月 27 日星期三下午 5:30~7:00

（二）地點：Executive Dining Room（亞銀總部大禮堂旁旋轉梯上樓）

（三）歡迎所有人員踴躍參加，可藉此與亞銀相關職員及其他各國廠商聯誼並交換意見。

博覽會期間上午及中午提供簡易餐點。另外，大會亦提供場地 Networking Lounge，使與會人員面對面交換訊息，及探討未來合作機會。

亞銀大樓內 ADB Cafeteria 及 Executive Dining Room (EDR)提供付費餐飲服務，或可至鄰近 Ortigas Center 內用餐。

亞銀大樓鄰近地圖網址為：

<https://www.adb.org/sites/default/files/related/130461/bof-2019-map-20181105.pdf>

七、語言：全程以英語進行。

八、菲律賓天氣、貨幣、交通、商業等資訊網站

<http://www.tourism.gov.ph/history.aspx>

http://www.tourism.gov.ph/immigration_custom.aspx

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

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

九、亞銀大樓相關參考資訊

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

十、亞銀連絡人員資料

Ms. Clarisse Santos

Tel: (國碼 63) 2-632-4444 ext 70563

Email: csantos.consultant@adb.org

我國財政部駐亞銀曾參事欲朋

Tel. No. +632 632 4460, +632 632 6264

Fax No. +632 636 2444

Email: ytseng@adb.org

十一、駐菲律賓代表處資料

駐菲律賓代表處 (駐菲律賓臺北經濟文化辦事處)

Taipei Economic and Cultural Office in the Philippines

館址：41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200,
Metro Manila, Philippines

電話：(國碼 63) 2-887-6688

緊急聯絡電話：(國碼 63) 917-8194597 在菲律賓請撥 0917-819-4597

網址：<http://www.taiwanembassy.org/PH>

電子信箱：phl@mofa.gov.tw

※參加第 10 屆亞銀商機博覽會辦理事項摘要：

1. 歡迎有意參加亞銀商機博覽會之廠商或專業人士踴躍至亞銀官網報名參加（機票及旅館住宿請自行辦理，並負擔相關費用），請儘早報名。

2019 年亞銀商機博覽會報名網址如下：

<https://www.adb.org/news/events/10th-adb-business-opportunities-fair-2019>

2. 在完成報名作業後，參加人員請自行確認備妥護照、菲律賓簽證等證件。
3. 亞銀建議參加人員儘早完成航班和飯店住宿預訂。亞銀提供旅館參考名單網址為
<https://www.adb.org/sites/default/files/related/131191/bof2019-hotels-list-20181113.pdf>，請連繫指定連絡人員，並表明參加亞銀商機博覽會，可能取得優惠房價（未保證）。亞銀不負擔在任何情況下，因訂房而產生之相關費用。

10th Business Opportunities Fair 2019

ADB Headquarters, Manila, Philippines

27-28 March 2019

General Information Guide

I. FAIR VENUE

The 10th Business Opportunities Fair (BOF) will be held on 27–28 March 2019 in the ADB Auditorium at ADB Headquarters, 6 ADB Avenue, Mandaluyong City, Philippines.

II. HELPFUL WEBSITES

You 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.

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/3796524/>

ADB Suppliers Network (LinkedIn): <https://www.linkedin.com/groups/3796532/>

III. MEETINGS WITH STAFF

ADB procurement experts will be available on both days of the event to meet with participants on a first-come, first-served basis. ADB sector experts from project departments of ADB may also be available to meet with participants. Confirmed participants will receive a list of available ADB sector experts and their respective contact details prior to the event, to facilitate direct correspondence requesting individual appointments.

Signages will be prominently displayed near the ADB 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, and visa arrangements will be done by the participants themselves. ADB will not support arrangements for visa on 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 out the Official Website of the Republic of the Philippines' Department of Foreign Affairs for information about visa requirements:

<http://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 28 February 2019**.*

Hotel Accommodation in Manila

Please check the BOF website for a list of hotels and names of hotel contacts with close proximity to ADB Headquarters. We have requested these hotels, on a non-committal basis, to provide special rates for the participants of the 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 from the Ninoy Aquino International Airport (NAIA) 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 prepaid coupon basis currently charge a rate of around Philippine Peso (PhP) 750.00 (or about US\$14, at exchange rate of PhP53.00 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 prepaid transfer services.

Due to frequent heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least 4 or 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 confirmation of their participation will be enlisted in the system and will be issued an event-specific ID pass upon presentation of any valid ID with photo (e.g., passport or driver's license) at the ADB reception area.

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, 27 March 2019 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 two-day 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 Cafeteria, which is adjacent to the Auditorium, or at the Executive Dining Room located at the second floor of the Special Facilities Block. Alternatively, you may wish to try restaurants in nearby malls within the Ortigas Center. A vicinity map is provided 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 active participation in the sessions.

VIII. COUNTRY INFORMATION

Check out the websites below for more information about the Philippines:

<http://www.tourism.gov.ph/history.aspx>

http://www.tourism.gov.ph/immigration_custom.aspx

IX. MISCELLANEOUS SERVICES/FACILITIES AVAILABLE AT ADB HEADQUARTERS BUILDING

ADB Cafeteria Level 1, Special Facilities Block
Executive Dining Room 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
Pharmacy, 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

Email: csantos.consultant@adb.org

Summary of what you need to do to participate in the ADB Business Opportunities Fair 2019:

- Register online for the ADB Business Opportunities Fair (BOF) as soon as possible, **but not later than 28 February 2019** to ensure timely receipt of your email confirmation of participation with attachments of important pre-event documents.
- Download "**The Event App by EventsAIR**" onto your mobile phone, where important event information will be available (available for iOS or Android). An access code for the app will be sent to all registered participants.
- 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.
- 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 nonconfirmation to participate.

Hotel Program for Manila, Philippines (valid until 31 March 2019 for BOF participants only)

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10th Business Opportunities Fair 2019

ADB Headquarters, Manila, Philippines
27-28 March 2019

Frequently Asked Questions (FAQs)

Q. What is the BOF?

A. The ADB Business Opportunities Fair (BOF) is a one-stop educational and networking forum for consultants, contractors, manufacturers, and suppliers looking to provide goods and services for ADB projects. The 2-day BOF has proven to be an excellent opportunity to network not only with peers in the industry, but also with ADB specialists in the agriculture, natural resources, energy, public management, finance, transport, water, urban infrastructure, health and education sectors. Participants will learn about ongoing and upcoming ADB business opportunities from ADB staff, and can network with industry colleagues to explore potential areas of cooperation and alliances.

Q. When and where is the BOF conducted?

A. The BOF is an annual event, conducted at the ADB Headquarters in Manila, Philippines in the first quarter of the calendar year, usually during the month of March.

Q. Is there a fee to participate in the BOF?

A. No, there is no fee to participate in the BOF. The ADB organizes the annual BOF as a free service to consultants, contractors, manufacturers, traders, suppliers, embassies/trade commissions, governments, civil society and the academe/think-tanks from ADB member countries who are interested in pursuing ADB-financed projects. Overseas participants, however, are expected to shoulder all travel and travel-related costs and arrangements (including return airfare, hotel accommodation, daily subsistence, ground transport, and appropriate visa, if required) attendant to their participation in the BOF in Manila, Philippines.

Q. How can I participate in the BOF?

A. Interested participants should individually register online through the Business Opportunities Fair webpage in the ADB website <https://www.adb.org/news/events/10th-adb-business-opportunities-fair-2019>. A BOF web announcement and registration template usually goes online as early as November. Registration closes around February. As professionals, interested participants are expected to be aware of, and to adhere to, the registration deadline.

Q. Can I have one-on-one meetings with ADB sector and procurement specialists?

A. Yes, participants may directly arrange meetings with relevant ADB sector specialists. Appointments can be requested by registered participants through the appointments desk at the BOF. They 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, on a first-come, first-served basis.

Q. How can I properly prepare for participation in the BOF?

A. Upon receipt of an automated ADB email acknowledgement of registration to the BOF, participants should attend to all necessary travel arrangements on their own while taking guidance from the General Information Guide and Hotel Listing provided in the BOF webpage. Attention is also invited to the ADB Business Opportunities webpage where one can find current information on proposed and approved projects, procurement notices and plans. You may also refer to the ADB Business Center for FAQs and key policy and operational documents, and the Projects and Tenders page for the latest tenders and procurement notices.