

行政院公共工程委員會 函

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受文者：臺北市都市計畫技師公會

發文日期：中華民國102年12月6日
發文字號：工程技字第10200427481號
速別：最速件
密等及解密條件或保密期限：
附件：如說明

請各會員參考
陳聿甫
於12月11日

主旨：關於亞洲開發銀行函邀我國參加預訂2014年3月12日至13日於菲律賓馬尼拉總部舉行之第5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：檢送中央銀行102年11月25日台央外拾貳字第1020047786號函及附件影本乙份（請洽外貿協會報名）。

正本：各工程技術顧問商業同業公會、各技師公會、中華民國營造工程工業同業公會、全國聯合會、臺灣區綜合營造工程工業同業公會、中國工程師學會、中國土木工程學會

副本：中央銀行、財團法人中華民國對外貿易發展協會

主任委員 陳希舜

中央銀行 函

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受文者：行政院公共工程委員會

發文日期：中華民國102年11月25日
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附件：如文(10204L0000811_102D2005052.pdf、10204L0000811_102D2005053.pdf)

主旨：有關亞洲開發銀行（簡稱亞銀）函邀我國參加預訂明（2014）年3月12日至13日在菲律賓馬尼拉總部舉行之「第5屆亞銀商機博覽會」（ADB 5th Business Opportunities Fair 2014）乙案，擬邀 貴單位與本行共同派員與會，並辦理協助廠商相關事宜，請 查照惠復。

說明：

- 一、本案係亞銀於該行總部舉辦之商機推廣活動，為協助我國廠商取得商機資訊，並加強與亞銀之聯繫關係，爰擬邀請有意參與亞銀商機之廠商及相關機關報名參加。檢附活動資料如附件，請 卓參。
- 二、如蒙 惠允，擬請各單位配合辦理事項如下：
 - （一）發布新聞稿：由本行撰擬新聞稿邀請各界報名參加，並洽請 貴單位回復意見後共同發布。
 - （二）邀請廠商及報名：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（外貿協會）協助洽邀相關廠商，並請外貿協會辦理廠商報名事宜。
 - （三）大會要求與會人員須於明（2014）年1月31日前上網完



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成相關報名手續，請逕卓處並惠復出席人員名單；與會
相關費用仍請各單位自行負擔。

正本：外交部、經濟部、行政院公共工程委員會、財團法人中華民國對外貿易發展協會
副本：駐菲律賓代表處、財團法人國際合作發展基金會、中國輸出入銀行

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5th Business Opportunities Fair 2014

ADB Headquarters, Manila, Philippines

12 - 13 March 2014

General Information Guide

I. FAIR VENUE

The 5th Business Opportunities Fair will be held on 12-13 March 2014 in the ADB Auditorium (Zones A, B, C and D) at the Bank Headquarters, No. 6 ADB Avenue, Mandaluyong City, Philippines.

II. WEBSITE

You are encouraged to visit the ADB Business Opportunities website: <http://www.adb.org/site/business-opportunities/main> to check on further updates and information concerning the Fair.

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 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

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.

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

Some 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://www.dfa.gov.ph/index.php/site-administrator/visa-information>

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) 650 (about US\$15-16) at exchange rate of PhP42-43 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 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 amounts to PhP750. Please prepare this amount upon departure.

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 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, 12 March 2014 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.philippinecountry.com/>

<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

Tel: (632) 632 4444 local 7665

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, **but not later than 31 January 2014** 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) obtained upon receiving ADB's confirmation of your participation.
- We recommend that you 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 non-confirmation to participate.

DAY ONE - Wednesday, 12 March

- 08:30 Registration and Coffee
- 09:00 **ZONES A & B: Welcome Remarks by the Vice President for Administration and Corporate Management**
- 09:15 **ZONES A & B: "Introducing ADB" by the Director General, Operations Services and Financial Management Department**
A brief description of ADB's strategic priorities and business opportunities .
- 09:45 Coffee Break
- 10:00 **ZONES A & B: The ADB PROCUREMENT SYSTEM**
An introduction to applicable ADB policies and procedures for procurement of goods, works, and for the recruitment of consultants 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. do's and don't's).
- 10:00 - **Recruitment of Consultants**
- 11:15 - **Procurement of Goods and Works**
- 12:15 Lunch Break
- 2:00 **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.
- ZONE A: Agriculture and Natural Resources**
ZONE B: Energy
- 3:30 Coffee Break
- 3:45 **ZONE A: Public Management and Finance**
ZONE B: Water and Municipal Infrastructure
- 5:30 **NETWORKING COCKTAILS - Executive Dining Room**

DAY TWO - Thursday, 13 March

- 09:00 **OPPORTUNITIES BY SECTOR (continued)**
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.
- ZONE A: Transport and ICT**
ZONE B: Health and Education
- 10:30 Coffee Break
- 10:45 **ZONES A & B: ADB GENERAL**
Brief presentations on general requirements for doing business with ADB followed by open forum of approximately 30 minutes. Relevant themes include: Climate Change, Environment & Social Safeguards, and ADB Strategy for PPPs.
- 11:45 **ZONES A & B: Procurement Integrity - Fundamental Principles and Expectations**
- 12:30 Lunch Break
- 2:00 **ZONE A: PROCUREMENT CLINIC**
An interactive discussion of common procurement issues including specific case studies.
- 2:00 **ZONE B: CONSULTANTS' CLINIC**
An interactive discussion of common consultants' issues including a session on Opportunities for NGOs, a detailed presentation on CMS (Consultant Management System), and specific case studies.
- 5:30 **END OF PROGRAM**

***NOTES:**

1. Procurement Experts of ADB will be available on Days 1 and 2 to meet with participants on a first come, first served basis.
2. Meetings with Sector Experts from project departments of ADB may be arranged upon confirmation of registrations, depending on availability.
3. A Participants' Networking Lounge complete with light refreshments will be available to participants for the entire duration of the BO Fair. This will provide a venue for participants to meet among themselves for face-to-face introductions, information exchange, and to explore possible areas of cooperation.
4. A list of confirmed participants including contact details will be emailed to confirmed participants prior to the event. Confirmed participants are encouraged to correspond and set up meetings among themselves.