

## OPEN DOORS 2012

A REGIONAL CONFERENCE FOR PROCUREMENT PRACTITIONERS IN EAST ASIA- PACIFIC

MANILA, PHILIPPINES

16- 18 January 2012

### LOGISTICAL NOTE

#### I. THE SECRETARIAT

The Affiliated Network for Social Accountability in East Asia and the Pacific (ANSA-EAP) handles all logistics and coordination for OPEN DOORS 2012. For various concerns and information, please contact any of the following:

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#### II. PHILIPPINES

The Philippines, officially known as the Republic of the Philippines, is a country in Southeast Asia in the western Pacific Ocean. An archipelago comprising of 7,107 islands, the Philippines is categorized broadly into three main geographical divisions: Luzon, Visayas, and Mindanao. Its capital city is Manila. It is the home for 94 million people, the 12<sup>th</sup> most populous country in the world. Citizens/locals are called Filipino.

Official languages are Filipino and English. The type of government is Unitary Presidential Republic with Pres. Benigno Simeon Aquino III, as the current head.

Currency: Philippine Peso (PHP)

Exchange Rate: approximately 1 USD = 43.85 PHP

Languages: English and Filipino (Tagalog)

Timezone: UTC +8

Religion: Christianity 91% (Roman Catholic 82%, Protestant 9%); Islam 5%, Buddhism 3% and others 1%.

Electricity: 220V 60Hz (Plug A type)



### III. ACCOMMODATION AND WORKSHOP VENUE

#### a) Hotel Accommodation

Participants will be billeted at the Holiday Inn Manila Galleria located at One ADB Avenue, Ortigas Center, Pasig City, Philippines. Accommodation expenses from January 15-18 2012 shall be borne by ANSA EAP.

Complimentary bottled water (replenished daily). Coffee and tea making facility will be also provided in each room free of charge. Guests are also entitled to free use of general hotel facilities during their stay.

Telephone Number : +(63) 2 633-7111

Fax Number: +(63) 2 635-2377

Website: [www.holidayinnmanila.com](http://www.holidayinnmanila.com)

Check in time: 2:00pm

Check-out time: 12:00 noon



One Asian Development Bank Avenue, Ortigas Center, Pasig City  
tel: 633.7111 • fax: 633.2824 • url: [www.holiday-inn.com/higalleria](http://www.holiday-inn.com/higalleria)

#### b) Telephone

Room telephones are only for internal call within the hotel. Charges will apply for local and international calls, please contact the operator for assistance. Please note that participants are responsible for paying all incoming and outgoing calls from their respective rooms.

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c) Workshop Venue

All workshop sessions will be held at the 4<sup>th</sup>, floor Ruby B Crowne Plaza Manila Galleria (Telephone Number +(63) 2 633 7222 and website: [www.crowneplaza.com](http://www.crowneplaza.com)). This is located beside the hotel and has an internal passageway from Holiday Inn.

e) Meals

Arrangements have been made for meals for all days of the event. Complimentary buffet breakfast is served at the Fab Restaurant located at the 4<sup>th</sup> floor of the Holiday Inn from 6:00 am to 10:00 am.

The following meals will be provided in the workshop function room:

Mid-morning snack 10:00 am

Lunch break 12:00 noon

Afternoon snack 3:00 pm

\*Please note that Crowne Palaza is not HALAL certified and can only serve Non Pork/Vegetarian dishes.

Funded participants will be provided with dinner allowance for all days of the event except for the Social Night on January 17.

f) Internet (broadband access)

Internet access in hotel rooms is available but with a charge of P350.00 per day. Participants can call the front desk for assistance but request for Wi-Fi connection in your respective rooms will be charged to your personal account.

g) Reimbursement of Travel Costs

Funded participants will be provided with reimbursement for travel costs - provided that receipts are available and named to Ateneo de Manila University. Transportation expenses are requested to be reported using the official transportation report form which will be provided by the secretariat on the first day of the session. Specific schedule for reimbursing shall be announced during the event.

h) Workshop Materials

ANSA-EAP will provide workshop kits upon registration during the first day of the workshop.

#### IV. ARRIVAL IN MANILA

Participants will arrive at the Ninoy Aquino International Airport (NAIA) which is accessible by all public vehicles. Please note that ANSA-EAP will reimburse all transportation expenses from airport to hotel and vice versa (metered taxi, hotel car and car service, etc.)

After going through immigration, baggage claim and customs, please proceed to the arrival gate and make your way to the taxi stands which are located at the arrival area of NAIA Terminals 1, 2 and 3. Initial flag down rate is Php 70.00 and will charge Php 4.00 for per succeeding 300 meters. Airport taxis provide electronic receipts.

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Another option is to take Airport Coupon Taxi Service, which offers “fixed” rate from the NAIA International Airport Terminals 1, 2 and 3. Rate from the airport to PASIG CITY (area location of the hotel) is approximately Php 610.00.

Taxicabs outside the hotel are available round-the-clock for those who want to go out after the workshop and those who are extending their stay to go sightseeing.

## V. OPEN DOORS SOCIAL NIGHT 2012

A masquerade ball-themed social night is organized by ANSA-EAP to provide opportunities for participants to get to know each other and mingle. Participants are requested to wear formal attire with a mask. Masks will be provided by the secretariat but participants may also bring their own.

Participants from each country are also requested to prepare a short production number or presentation. Group performances or acts should uniquely reflect and represent the culture of the country either through song, dance, play or skit. Special awards will be given to winning groups according to unique cultural depiction.

Dinner and cocktails will be served during the social night. Bringing local delicacies for the event is most welcome. Games, party booths and other activities will also be prepared for everyone. Special individual awards will also be given.

This event will be held on January 17, 2012 from 6:30pm to 10:30pm. Venue will be at Ballroom DE, 4<sup>th</sup> floor, Crowne Plaza Manila.

## VI. OTHER USEFUL INFORMATION

### a) Dining

The Holiday Inn and Crowne Plaza are connected to Robinsons Galleria Mall where food court and restaurants offer local and international cuisine.

### b) Telephone System

The Philippines’ country code is +63. Metro Manila’s area code is 2. Local phone numbers (mobile and landline) are typically 7 digits.

### d) Catholic Church

Mary Queen of Peace Shrine/EDSA Shrine is located just outside the mall beside Crowne Plaza. As there is a passageway inside, you can pass by the mall that will lead you to the church. Daily Mass schedules are as follows:

#### Monday – Saturday

6:30 am – 7:15 am  
12:15 pm – 1:15 pm  
5:30 pm – 6:15 pm  
7:00 pm – 7:45 pm

#### Sunday

8:00 am – 9:00 am  
9:30 am – 10:30 am  
11:00 am – 12:00 pm  
12:15 pm – 1:15 pm  
3:00 pm – 4:00 pm  
4:30 pm – 5:30 pm

6:00 pm – 7:00 pm  
7:30 pm – 8:30 pm

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f) Mosque

The nearest mosque is located at Greenhills Shopping Center, San Juan. There are 3 ways to get there. Jeepneys located on the side of Robinsons Galleria Mall (below the fly over) can take you to Greenhills Shopping Center and the fare is P8.50.00. Green buses (with QUIAPO sign board) located also on the other side of Robinson Galleria can drop you off at Greenhills Shopping Center. Fare cost is P10.00. Alternatively, you may take a cab a with approximate cost of Php60.00 - Php80.00 depending on the traffic. The mosque can be found near KFC restaurant at the Greenhills Shopping Center.

g) Helpful numbers:

Emergency number: 117

Tourism: [webmaster@tourism.gov.ph](mailto:webmaster@tourism.gov.ph) or 523-8411

Medical city (nearest hospital): 988-7000 or [mail@medicalcity.com.ph](mailto:mail@medicalcity.com.ph)