

**SECOND SOUTH ASIA REGION PUBLIC PROCUREMENT CONFERENCE
ISLAMABAD, PAKISTAN
MARCH 25-27, 2014**

LOGISTICS INFORMATION

Conference Dates	March 25-27, 2014										
Contact Information:											
Host	<p>Ms. Nazrat Bashir Managing Director, Federal Public Procurement Regulatory Authority Federal Bank for Cooperative Building 1st floor, Adjacent to State Bank of Pakistan Opposite ENERCON G-5/2 Islamabad. Tel: +9251 9224824, +9251 9225430</p> <p>Mr. Alam Zaib Khan Director Federal Public Procurement Regulatory Authority Federal Bank for Cooperative Building 1st floor, Adjacent to State Bank of Pakistan Opposite ENERCON G-5/2 Islamabad. Tel: +9251 9202254</p>										
Sponsors	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">WB (Islamabad)</td> <td style="width: 50%; vertical-align: top;">Ms. Uzma Sadaf +92-51-9090376 Mr. Mohammad Azhar ul Huq + 92-51-9090377</td> </tr> <tr> <td style="vertical-align: top;">WB (HQ)</td> <td style="vertical-align: top;">Mr. Ahmed Merzouk Conference Coordinator +1 202-458-5132 Ms. Zibun Nessa Pinu +1 202-473-4057</td> </tr> <tr> <td style="vertical-align: top;">ADB Resident Mission (New Delhi)</td> <td style="vertical-align: top;">Mr. Hiroyuki Maruyama Conference Coordinator +91 11 3090 0600</td> </tr> <tr> <td style="vertical-align: top;">ADB Resident Mission (Islamabad)</td> <td style="vertical-align: top;">Mr. Naeem Abbas +92 (051) 2087300- Ext 337</td> </tr> <tr> <td style="vertical-align: top;">ADB (HQ)</td> <td style="vertical-align: top;">Mr. Rustam A. Abdukayumov +63 (2) 683 1737</td> </tr> </table>	WB (Islamabad)	Ms. Uzma Sadaf +92-51-9090376 Mr. Mohammad Azhar ul Huq + 92-51-9090377	WB (HQ)	Mr. Ahmed Merzouk Conference Coordinator +1 202-458-5132 Ms. Zibun Nessa Pinu +1 202-473-4057	ADB Resident Mission (New Delhi)	Mr. Hiroyuki Maruyama Conference Coordinator +91 11 3090 0600	ADB Resident Mission (Islamabad)	Mr. Naeem Abbas +92 (051) 2087300- Ext 337	ADB (HQ)	Mr. Rustam A. Abdukayumov +63 (2) 683 1737
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Venue	<p>Islamabad Serena Hotel, Khayaban-e-SuhrawardyIslamabad Tel: +92 2874000, U.A.N. 111 133 133 Fax: +92 2871100, + 92 2871092 Website : http://www.serenahotels.com/</p> <p>Contact Person: <u>Duty Manager (24/7) Cell: 92 300 8505684</u></p>										

Logistics for participants

(Travel, Visa, Charge Code, Air Tickets, Hotel, Transportation, Security Clearances etc.)

Visa: Participants are responsible for making their visa arrangements. They must apply for visa to the nearest Pakistan Embassy/Consulate soonest possible. World Bank Country offices will help if needed. For facilitation of the visa process, FPPRA will be issuing invitation letters to the nominated participants (on request).

Hotel Accommodation: The World Bank has arranged the following hotel in Islamabad. Islamabad Serena Hotel, Khayaban-e-Suhrawardy Islamabad
Tel: +92 2874000, U.A.N. 111 133 133
Fax: +92 2871100, + 92 2871092
Website : <http://www.serenahotels.com/>

Air ticket: Travel arrangements for all nominated participants are being made by ADB. Participants should send the following information to the respective ADB Resident Mission staff listed below:

- A scanned copy of the participants' national passport /diplomatic/official passport
- Final travel itinerary.

- *Afghanistan Resident Mission* : Rachele Ramirez, Portfolio Management Specialist; r Ramirez@adb.org
- *Bangladesh Resident Mission*: Ali Kausar Muhammad Firoz, Senior Procurement Officer; akfiroz@adb.org
- *Bhutan Resident Mission* : Tshewang Norbu, Senior Country Coordination Officer; tnorbu@adb.org
- *India Resident Mission*: Chandra Arora, Senior Procurement Officer; carora@adb.org
- *Nepal Resident Mission* : Narendra Bahadur Chand, Senior Procurement Officer; nchand@adb.org
- *Pakistan Resident Mission*: Naeem Abbas, Senior Procurement Officer; nabbas@adb.org.
- *Sri Lanka Resident Mission* : Sarath Muthugala, Senior Procurement Officer; smuthugala@adb.org

Transportation: Airport transfer will be provided by Hotel Serena. Hotel staff will receive guests at the airport with Serena Hotel placard. In case, no hotel staff appears, guest should go to the Serena hotel booth located at the airport.

Meals/Breakfast: Breakfast and dinner are included in the room. Lunches and tea/coffee will be provided during the sessions. Two formal dinners will be arranged during the Conference: One by the host (the Federal Public Procurement Regulatory Authority, Pakistan); and the second by the World Bank (what about ADB?)

All expenses other than those mentioned above and any other incidentals will be borne by the participants and must be settled directly by them.

Trip Settlement after Conference

Upon their return, participants should contact the ADB Resident Missions staff as mentioned above to submit original/copy of the following required documents :

- attendance sheet duly signed by participants,
- invoice from travel agency,
- boarding passes,
- receipt of purchase or other evidence of payment

	<p>The invited Guest Speakers shall submit Original /copy of their invoices and boarding passes to World Bank for records and expense settlement. The mentioned documents shall be sent to Ahmed Merzouk, Conference Coordinator, amerzouk@worldbank.org</p>
Self-sponsored Participants	<p>Please settle your bills directly with the hotel.</p>
Important Note	<p>Alcoholic beverages are prohibited in Pakistan. Participants should not bring any alcoholic beverages during this trip.</p>
Currency:	<p>Pakistan's local currency is <u>Pakistan Rupee</u>. Currency may be exchanged at the airport, in the hotels, at the banks or exchange offices. The current exchange rates are approximately:</p> <p>1 EUR = 142.20..PKR 1 USD = 105.76PKR</p>