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# Roles and Responsibilities of Professional Congress Organizers (PCOs)

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# Specifications

## I. Purpose of Operations

In May 2017, the Asian Development Bank (ADB) will hold its Annual Meeting of the Board of Governors (highest decision-making organ) in Yokohama, where the delegations (Finance Minister and Central Bank Governor level) of member countries (67 countries and regions). In addition to the Annual Meeting, the ASEAN+3 Finance Ministers and Central Bank Governors' Meeting, the trilateral meeting between the Finance Ministers of Japan, China and South Korea, and various seminars will be held, and the total number of participants is expected to be approximately 4,000 including related parties and staff.

The purpose of the Operations is to carry out operations related to the setup of venues and administration of various meetings in accordance with the intent of the meetings to contribute to the smooth implementation of the Annual Meeting.

The Contractor shall formulate implementation plans for the various administrative operations based on consultation with the Kanto Local Finance Bureau and perform operations, and shall consult with the Kanto Local Finance Bureau and determine the response if any operations believed to be necessary that are not items shown in implementation plans arise.

## II. Overview of the Meeting

### 1. Name of the Meeting

50th Asian Development Bank Annual Meeting in Yokohama

### 2. Venues

Pacifico Yokohama, Yokohama Grand InterContinental Hotel, Yokohama Royal Park Hotel, Yokohama Bay Hotel Tokyu (hereinafter each of the hotels are referred to as "InterContinental Hotel," "Royal Park Hotel" and "Bay Hotel Tokyu.")

### 3. Date

Scheduled for four days from May 4 (Thu) until May 7 (Sun), 2017

\*Some events are scheduled to begin on May 3 (Wed).

### 4. Host

Asian Development Bank (ADB). The Ministry of Finance will host this Annual Meeting.

### 5. Participants

Approximately 4,000

## III. Overview of Operations

The Contractor shall perform operations by referring to the "ADB Annual Meeting Requirements Manual Yokohama 2017 edition" (Green Book; hereinafter referred to as "GB"; details are shown at <https://lnadbg6.adb.org/sec0084p.nsf/Content/2017?OpenDocument>) prepared by the ADB and these Specifications prepared based on the GB.

Furthermore, the following operations shall be implemented with sufficient contact and coordinations with the Kanto Local Finance Bureau and relevant parties when executing the Operations.

### 1. Implementation of Preparatory Operations

#### (1) Nomination of Supervisors

The Contractor shall nominate a total of two people as the Supervisor and Deputy Supervisors to oversee the Administrators and Deputy Administrators of each operation, perform liaison, coordination and confirmation, etc. of each operation, and implement operations with the Kanto Local Finance Bureau and relevant parties for the general preparation and administration of the Annual Meeting.

#### 1) Requirements of Supervisors

- a. Must be a full-time employee of the Contractor.
- b. Must have sufficient experience as a supervisor in ministerial-level international conferences, etc. (five events or more in the past ten years), and have a high level of English skills (at a level able to perform liaison, coordination, negotiation and confirmation, etc. with the headquarters of international organizations).
- c. The Supervisors must be the same persons throughout the term of the contract unless approved by the Kanto Local Finance Bureau.
- d. Must be a person able to liaise with the Kanto Local Finance Bureau as required during the term of the contract.

## 2) Content of operations

The Supervisors shall execute the following operations with sufficient understanding of the intent of the Annual Meeting.

- a. Supervision of general operations related to planning and other preparation, setup, administration, etc. concerning the following items.
  - 1) Securing and setting up venues
  - 2) IT systems
  - 3) Security
  - 4) Vehicles, transportation and airport transportation
  - 5) Networking events, etc.
  - 6) Exhibitions
  - 7) Personnel
  - 8) Freight
  - 9) Records
  - 10) Other operations designated by the Kanto Local Finance Bureau (creation of schedule management charts for dignitaries, etc.)
- b. The Supervisors shall perform checks, etc. of the content and consistency of detailed implementation planning documents created by Administrators of each operation, and perform overall coordination and implementation. When formulating detailed implementation planning documents, the Supervisors shall hold adequate discussions with the Kanto Local Finance Bureau, and provide instructions and management of the Administrators of each operation to ensure that the respective detailed implementation plans cover the necessary items and are appropriate.

English materials shall be provided in accordance with instructions from the Kanto Local Finance Bureau regarding those detailed implementation plans and related materials for which this is necessary.
- c. Supervisors shall perform appropriate progress management and management of operations in general, and closely liaise and coordinate with the Kanto Local Finance Bureau and other relevant parties.
- d. Risk management
  - 1) The Supervisors shall establish a sound framework in preparation for foreseeable circumstances such as natural disasters, fire, sudden illness of participants, and damage to fittings.
  - 2) In the event of cancellation or postponement, etc. of the meeting is decided upon due to unforeseen circumstances, the Supervisors shall establish a framework for ensuring information is disseminated to participants.

## 2. Other Notes

The Supervisors shall follow the instructions of the Kanto Local Finance Bureau and other relevant parties if any unexpected events or changes, etc. arise after the conclusion of the contract.

# IV. Details of the Operations

# 1. Securing Venues, etc.

The Contractor shall bear the cost of all rent for the venues, etc. in (1) through (4) below. The Contractor shall conduct sufficient discussions with the respective facility managers, and give consideration to enable the smooth operation of venues, etc. including setup, holding of the meeting and removal after the event ends.

The Contractor shall pay the expenses associated with leasing the venues to the facility managers no later than the date arranged in advanced with each of the facility managers. The Contractor shall also be responsible for expenses for incidental expenses arising to the use of audio equipment, lighting equipment, fixtures, etc. associated with leasing venues.

When setting up venues, etc., if it is necessary to arrange additional space in venues, etc., a proposal shall be submitted with the specific use and number of rooms, etc., and the arrangements shall be made based on discussion with the Kanto Local Finance Bureau and other relevant parties. The Contractor shall bear the cost of rent, etc., pertaining to the additional portion.

The venue rent shall be settled at actual cost, and 256,028,415 yen (including consumption tax and local consumption tax; hereinafter referred to as "including tax") shall be added to the bid amount, and 611,280 yen (tax free) shall also be allocated as a green space usage fee.

Furthermore, the estimated amount of incidental equipment expenses shall be allocated to the bid amount after coordination with the venue managers. In addition, the Contractor shall purchase comprehensive liability insurance for holding the Annual Meeting and other insurance deemed to be necessary after coordinating with the Kanto Local Finance Bureau. The Contractor shall conclude contracts with insurance companies, pay insurance premiums, receive and pay insurance claims, and perform other necessary coordination with insurance companies. When making the bid, a flat fee of 500,000 yen (tax free) shall be allocated as expenses associated with the above purchase of insurance.

In addition, the Contractor shall provide advance payments if official delegations are unable to pay treatment expenses to medical institutions for treatment during the Annual Meeting, and 2,500,000 yen (tax free) shall be allocated as expenses for such advance payments. The Contractor shall invoice the Kanto Local Finance Bureau for the treatment expenses for which it made advance payment along with other expenses for holding the Annual Meeting, accompanied by materials enabling confirmation of the advance expenses paid.

## (1) Pacifico Yokohama

**Duration:** 10 days from April 30 (Sun) until May 9 (Tue), 2017

**Venue:** See [Attachment 1-1].

**Other:** The Outdoor Area (green spaces) and Piloti shall be subject to leasing as a parking area from May 4 (Thu) until May 7 (Sun).

The earthquake resistant berth will be leased as a parking area from April 30 (Sun) until May 1 (Mon) and from May 7 (Sun) until May 8 (Mon).

## (2) InterContinental Hotel

**Duration:** 7 days from May 1 (Mon) until May 7 (Sun), 2017

**Venue:** See [Attachment 1-2].

**Other:** Al Bustan on the 30th floor will also be leased from April 17 (Mon) until May 7 (Sun), 2017.

## (3) Royal Park Hotel

**Duration:** May 6 (Sat), 2017

**Venue:** Hoh-Sho on the 3rd floor

12:00-20:30 (including preparation and rehearsal)  
Azalea, Camellia, Dahlia and Premiere on the 2nd floor  
From 17:30 until 21:00 (as waiting rooms)  
Sakura, Keyaki, Icho and Suzukake on the 4th floor  
From 12:00 until 21:00 (as waiting rooms)

## (4) Bay Hotel Tokyu

**Duration:** May 6 (Sat), 2017

**Venue:** Queen's Grand Ballroom AB on the 2nd basement floor

9:00-21:00 (including preparation and removal)  
Sazanka and Hamayu on the 2nd basement floor  
13:00-19:00 (as waiting rooms)

## 2. Venue Setup

The Contractor shall procure the necessary equipment, fittings and fixtures, furniture and signs, etc. required for administration of the Annual Meeting, set up venues and offices, operate and manage devices and equipment, support smooth holding of various gatherings and meetings, and remove items and restore the venues to their original state after the event ends.

### (1) Establishment of Operational Framework

The Contractor shall appoint one or more Administrator(s) and Deputy Administrator(s), respectively, to implement the operations. During the period of operations, the Administrator(s) and the Deputy Administrator(s) shall be exclusively engaged in the venue setup operations including operations related to IT systems, networking events, catering, exhibitions and freight.

Furthermore, the Administrator(s) and the Deputy Administrator(s) shall secure the On-site Managers, operational personnel and specialized technicians necessary for conducting the operations, and establish a sound operational framework.

#### 1) Administrator(s) and Deputy Administrator(s)

- a. Period of operations: From the date of the conclusion of the contract until May 9 (Tue), 2017. The Administrator(s) and the Deputy Administrator(s) shall discuss, liaise and coordinate with the Kanto Local Finance Bureau and relevant parties during the preparation period prior to holding the Annual Meeting.
- b. Requirements
  - The Administrator(s) and the Deputy Administrator(s) must be the same persons throughout the term of the contract unless approved by the Kanto Local Finance Bureau.
  - The Administrator(s) and the Deputy Administrator(s) must have experience in such positions setting up venues for ministerial-level international conferences.
  - One or more of the Administrator(s) or the Deputy Administrator(s) shall be a person with a TOEIC score of 800 or higher or equivalent English skills.

#### 2) On-site Managers

The Contractor shall assign no fewer than one On-site Manager to each of the facilities (National Convention Hall, Pacifico Yokohama Conference Center, Pacifico Yokohama Exhibition Hall, Pacifico Yokohama Annex Hall, InterContinental Hotel, Bay Hotel Tokyu) used in the Annual Meeting (no fewer than two to the National Convention Hall, Pacifico Yokohama Conference Center, Pacifico Yokohama Exhibition Hall).

- a. Period of operations
  - National Convention Hall: May 2 (Tue) - May 6 (Sat), 2017
  - Conference Center: April 30 (Sun) - May 9 (Tue), 2017
  - Exhibition Hall: April 30 (Sun) - May 8 (Mon), 2017
  - Annex Hall: May 1 (Mon) - May 7 (Sun), 2017
  - InterContinental Hotel: Same as above
  - Bay Hotel Tokyu: May 6 (Sat), 2017
- b. Requirements
 

On-site Managers shall be persons with adequate experience overseeing administration, guiding and managing operations in ministerial-level international conferences, etc. They shall be persons who are able to understand the English required for the operations.
- c. Content of operations
 

On-site Managers shall manage the venues and offices they set up and the various equipment and fixtures procured for holding the Annual Meeting as the persons responsible, and shall oversee administration of the Annual Meeting within the facilities for which they are responsible. They shall conduct direction and management of operations for operational personnel and specialized technicians, and report to and liaise with Administrator(s), etc.

#### 3) Operational Personnel

The Contractor shall secure operational personnel to set up and manage venues and offices under the On-site Managers of each facility to execute the operations. No fewer than three operational personnel shall be assigned to the National Convention Hall, the Conference Center, the Exhibition Hall, and no fewer than two shall be assigned to the Annex Hall, InterContinental Hotel and Bay Hotel Tokyu.

- a. Period of operations
  - National Convention Hall: May 2 (Tue) - May 6 (Sat), 2017
  - Conference Center: April 30 (Sun) - May 9 (Tue), 2017
  - Exhibition Hall: April 30 (Sun) - May 8 (Mon), 2017
  - Annex Hall: May 1 (Mon) - May 7 (Sun), 2017
  - InterContinental Hotel: Same as above
  - Bay Hotel Tokyu: May 6 (Sat), 2017
- b. Requirements
 

Operational personnel shall be persons with ample experience handling venues in ministerial-level international conferences, etc. They shall be persons who are able to understand the English required for the operations.

c. Content of operations

Operational personnel shall observe the setup and removal of venues and offices in each facility, confirm and coordinate the layout of furniture and fixtures, and confirm equipment and fixtures. They shall coordinate with and provide administrative assistance to specialized technicians such as video, audio, lighting and simultaneous interpretation personnel regarding the meetings held in each conference room.

#### 4) Specialized technicians

The Contractor shall assign the necessary number of specialized technicians such as video, audio, lighting and simultaneous interpretation personnel for venues.

a. Period of operations

May 1 (Mon) - May 8 (Mon), 2017

b. Requirements

Specialized technicians shall be persons with the same type of experience in ministerial-level international conferences, etc.

c. Content of operations

Setup and adjustment of equipment, operation and confirmation during rehearsals, operation and management during the event, and removal after the event ends.

#### 5) Simultaneous interpreters and interpretation coordinator

The Contractor shall arrange simultaneous interpreters (Japanese-English) for four days (entire days) and an interpretation coordinator. Refer to [Attachment 2-1] for meetings requiring simultaneous interpreters.

a. Period of operations

May 4 (Thu) - May 7 (Sun), 2017

b. Requirements

Simultaneous interpreters and the interpretation coordinator shall be persons with ample experience in ministerial-level international conferences, etc.

#### 6) Moderators

The Contractor shall arrange one bilingual moderator able to conduct proceedings in English for each of the following events.

a. Period of operations

- May 4 (Thu) Host country events
- May 6 (Sat) Opening session \* two days including rehearsal

b. Requirements

- Host country events  
Moderators shall be persons with an ample amount of the same type of experience in ministerial-level international conferences, etc.
- Opening session  
Moderators shall be persons with an ample amount of the same type of experience in ministerial-level international conferences, etc. attended by VIPs.

## (2) Setup and Removal of Meeting Venues

The Contractor shall hold discussions with the Kanto Local Finance Bureau and the relevant parties, make the necessary advance preparations for the following meeting venues, and also perform the setup and adjustment of equipment and fixtures, etc. shown in [Attachment 2-1], and remove them after the Annual Meeting ends. For setup and removal, the Contractor shall coordinate with venues and relevant parties, and implement these after preparing a schedule for unloading, setup, removal and loading. Furthermore, the Contractor shall manage venues and make setup changes throughout the duration of the event, and appropriately respond if any changes arise to [Attachment 2-1].

Expenses pertaining to the microphones for sponsored seminars in [Attachment 2-1], and the setup and removal of venues by personnel other than audio and lighting operators shall be borne by the Contractor, and the expense shall be invoiced to an organization designated by the ADB, and settled (expenses pertaining to the microphones for sponsored seminars other than audio and lighting operators shall not be included in the bid amount (contract amount)). Items marked with “o” on [Attachment 2-1] are venue fixtures and if the Contractor uses venue fixtures, the fixture usage fee shall be calculated after sufficient deliberation with venue managers.

#### 1) National Convention Hall

Setup: May 2 (Tue), 2017

Rehearsal: May 4 (Thu) - May 5 (Fri), 2017

\*Only the ADB President rehearsal will be held on May 3 (Wed) - May 4 (Thu).

Event: May 6 (Sat), 2017

Removal: May 6 (Sat), 2017

**2) Conference Center 301-304**

**Setup:** April 30 (Sun) - May 2 (Tue), 2017  
**Rehearsal:** May 4 (Thu) - May 5 (Fri), 2017  
**Event:** May 6 (Sat) - May 7 (Sun), 2017  
**Removal:** May 8 (Mon), 2017

**3) Conference Center 501**

**Setup:** April 30 (Sun) - May 3 (Wed), 2017  
**Event:** May 4 (Thu) - May 7 (Sun), 2017  
**Removal:** May 8 (Mon), 2017

**4) Conference Center 502**

**Setup:** April 30 (Sun) - May 3 (Wed), 2017  
**Event:** May 4 (Thu) - May 7 (Sun), 2017  
**Removal:** May 8 (Mon), 2017

**5) Conference Center 503**

**Setup:** April 30 (Sun) - May 1 (Mon), 2017  
**Event:** May 2 (Tue) - May 7 (Sun), 2017  
**Removal:** May 8 (Mon), 2017

**6) InterContinental Ballroom**

**Setup:** May 1 (Mon) - May 2 (Tue), 2017  
**Event:** May 3 (Wed) - May 6 (Sat), 2017  
**Removal:** May 7 (Sun), 2017

See "IV. Details of Operations 6. Networking Events and Catering" in this document for the lunch held by the host country.

**7) Bay Hotel Tokyu Queen's Ballroom A and B**

**Setup:** May 6 (Sat), 2017  
**Event:** May 6 (Sat), 2017  
**Removal:** May 6 (Sat), 2017

**8) Annex Hall F201-202**

**Setup:** May 1 (Mon) - May 3 (Wed), 2017  
**Event:** May 4 (Thu) - May 7 (Sun), 2017  
**Removal:** May 7 (Sun), 2017

**9) Annex Hall F203-204**

**Setup:** May 1 (Mon) - May 3 (Wed), 2017  
**Event:** May 4 (Thu) - May 7 (Sun), 2017  
**Removal:** May 7 (Sun), 2017

**10) Annex Hall F205-206**

**Setup:** May 1 (Mon), 2017  
**Event:** May 2 (Tue) - May 7 (Sun), 2017  
**Removal:** May 7 (Sun), 2017

**11) Conference Center 211-212**

**Setup:** April 30 (Sun) - May 3 (Wed), 2017  
**Event:** May 4 (Thu) - May 6 (Sat), 2017  
**Removal:** May 7 (Sun), 2017

**12) Conference Center 513-514**

**Setup:** April 30 (Sun) - May 2 (Tue), 2017  
**Event:** May 3 (Wed) - May 7 (Sun), 2017  
**Removal:** May 8 (Mon), 2017

**13) InterContinental Hotel Aegean**

**Setup:** May 1 (Mon) - May 2 (Tue), 2017  
**Event:** May 3 (Wed) - May 6 (Sat), 2017  
**Removal:** May 7 (Sun), 2017

**14) InterContinental Hotel Atlantic**

**Setup:** May 1 (Mon) - May 3 (Wed), 2017  
**Event:** May 4 (Thu) - May 5 (Fri), 2017  
**Removal:** May 6 (Sat), 2017



**15) InterContinental Hotel Adriatic**

Setup: May 1 (Mon) - May 3 (Wed), 2017

Event: May 4 (Thu), 2017

Removal: May 5 (Fri), 2017

**16) InterContinental Hotel Pacific**

Setup: May 1 (Mon) - May 2 (Tue), 2017

Event: May 3 (Wed) - May 7 (Sun), 2017

Removal: May 7 (Sun), 2017

### (3) Setup and Removal of Offices and Conference Rooms

The Contractors shall make the necessary advance preparations based on the layout plans for each room presented by the Kanto Local Finance Bureau and the relevant parties, and also perform the setup and adjustment of furniture and fixtures, etc., and remove them after the Annual Meeting ends. For setup and removal, the Contractor shall coordinate with venues and relevant parties, and implement these after preparing a schedule for unloading, setup, removal and loading. With regard to the necessary furniture and fixtures in 1) to 44) below, venue fixtures (items indicated by “●” in 1) through 44) below; fixture usage fees do not need to be allocated because they are included in the venue rent) shall be effectively used while bringing in the portion required to cover any shortfall.

Furthermore, when selecting furniture and fixtures, the Contractor shall select items of the required grade by referring to the sample images, etc. in the GB, and obtain prior confirmation from the Kanto Local Finance Bureau. The following period shall basically apply unless otherwise provided for.

- Setup: April 30 (Sun) - May 2 (Tue), 2017

- Removal: May 8 (Mon), 2017

**1) Conference Center 1F Entrance [ADB Registration Center]**

- 10 reception counters
- 20 stacking chairs
- 10 conference tables (W1,500 mm × D600 mm × H720 mm)

**2) Conference Center 1F Lounge [ADB Registration Office]**

- 5 OA desks
  - 5 wagons
- 16 stacking chairs
- 1 conference table for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 1 table cloth for the conference table for refreshments
  - 5 trash cans

**3) Conference Center 121 [Staff Room]**

- 3 conference tables (W1,500 mm × D600 mm × H720 mm)
- 12 stacking chairs
  - 1 trash can

**4) Conference Center 122 [Staff Room]**

- 3 conference tables (W1,500 mm × D600 mm × H720 mm)
- 12 stacking chairs
  - 1 trash can

**5) Conference Center 123 [Staff Room]**

- 4 conference tables (W1,500 mm × D600 mm × H720 mm)
- 16 stacking chairs
  - 1 trash can

**6) Conference Center 124 [Stocking Space]**

Not required

**7) Conference Center, in front of Main Hall entrance [Staff room]**

- 36 conference tables (W1,500 mm × D600 mm × H700 mm)
- 48 stacking chairs
  - 4 trash cans

**8) Conference Center 213 [Room for the Governor of the Bank of Japan (BOJ)]**

- Luxury reception set (1 three seater sofa, 4 single seater sofas, 1 center table (W1,200 mm × D600 mm × H430 mm))
- 4 stacking chairs
- 1 conference table for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 1 table cloth for the conference table for refreshments
  - 1 trash can

**9) Conference Center 214 [Conference room]**

\* Fixed layout, no arrangements required

**10) Conference Center 311-312 [ADB Annual Meeting Coordination Office]**

- 31 OA desks
  - 31 wagons
- 31 stacking chairs
  - 1 three seater sofa
- 5 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 5 table cloths for the conference tables for refreshments
  - 1 white board
  - 1 pack of marker pens (three colors)
  - 1 white board eraser
  - 32 trash cans

**11) Conference Center 313 [Room for ADB Deputy Director General]**

- 1 executive desk (double pedestal)
- 1 executive chair
- 1 OA desks
  - 1 wagons
- 1 stacking chairs
- 5 conference tables (W1,500 mm × D600 mm × H720 mm)
- 18 stacking chairs
- 1 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 1 table cloths for the conference tables for refreshments
  - 1 2-tier desk tray (A4)
  - 3 trash cans

**12) Conference Center 314 [Stocking space]**

Not required

**13) Conference Center 315 [Japan logistics room]**

- 40 conference tables (W1,500 mm × D600 mm × H720 mm)
- 80 stacking chairs
- 3 OA desks
  - 3 wagons
- 3 stacking chairs
  - Reception set (4 single seater sofa, 1 center table (W1,000 mm × D550 mm × H420 mm))
- 3 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 3 table cloths for the conference tables for refreshments
  - 1 white board
  - 1 pack of marker pens (three colors)
  - 1 white board eraser
  - 15 trash cans

**14) Conference Center 316 [Conference room]**

- 6 conference tables (W1,500 mm × D600 mm × H720 mm)
- 12 stacking chairs

**15) Conference Center 317 [Conference room]**

- 4 conference tables (W1,500 mm × D600 mm × H720 mm)
- 8 stacking chairs

**16) Conference Center 318 [Conference room]**

- 4 conference tables (W1,500 mm × D600 mm × H720 mm)
- 8 stacking chairs

**17) Conference Center 411 (Room for the Mayor of Yokohama)**

- 6 conference tables (W1,500 mm × D600 mm × H720 mm)
- 12 stacking chairs
- 2 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 2 table cloths for the conference tables for refreshments
  - Reception set (4 single seater sofa, 1 center table (W1,000 mm × D550 mm × H420 mm))
  - 3 three-fold partitions (W1,800 × H1,800)

- 4 trash cans

#### 18) Conference Center 412 [BOJ sub control room]

- 6 conference tables (W1,500 mm × D600 mm × H720 mm)
- 12 stacking chairs
- 2 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 2 table cloths for the conference tables for refreshments
- Reception set (4 single seater sofa, 1 center table (W1,000 mm × D550 mm × H420 mm))
- 3 three-fold partitions (W1,800 × H1,800)
- 1 shredder
- 1 white board
- 1 pack of marker pens (three colors)
- 1 white board eraser
- 4 trash cans

#### 19) Conference Center 413 [Sub control room for the Ministry of Finance]

- 18 conference tables (W1,500 mm × D600 mm × H720 mm)
- 24 stacking chairs
  - 1 white board
  - 1 pack of marker pens (three colors)
  - 1 white board eraser
- 6 trash cans

#### 20) Conference Center 414-415 [Security headquarters]

- 18 conference tables (W1,500 mm × D600 mm × H720 mm)
- 24 stacking chairs
  - 1 white board
  - 1 pack of marker pens (three colors)
  - 1 white board eraser
- 4 trash cans

#### 21) Conference Center 416 [Room for ADB President's staff]

- 5 OA desks
  - 5 wagons
- 5 stacking chairs
- 4 conference tables (W1,500 mm × D600 mm × H720 mm)
- 8 stacking chairs
  - 2 round tables (Φ750 mm × H700 mm)
- 8 stacking chairs
  - 1 shredder
  - 5 2-tier desk tray (A4)
  - 1 wall clock
  - 5 trash cans

#### 22) Conference Center 417 [Waiting rooms for representative countries/ADB Governor's office]

The room shall be divided into three, with two rooms used as delegation waiting rooms and one room as the ADB President's office. Furthermore, lockable temporary doors shall be installed in each room, and a refreshment section shall be placed apart from the above rooms.

- Waiting room for delegations (2 rooms) Arrangements shall be made for the following items in each room.
  - Reception set (4 three seater sofas, 2 center tables (W1,000 mm × D550 mm × H420 mm), 2 side tables (W600 mm × D550 mm × H420 mm))
  - 1 wall clock
  - 1 trash can
- ADB President's office
  - 1 executive desk (single pedestal/L-shaped)
  - 1 executive chair
  - 2 stacking chairs
    - 1 2-tier desk tray (A4)
    - 1 wall clock
    - 1 trash can
- Refreshments corner
  - 1 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
    - 1 table cloths for the conference tables for refreshments
    - 1 trash can

#### 23) Conference Center 418 [ADB President's room]

- Luxury reception set (6 three seater sofas, 2 single seater sofas, 3 center table (W1,200 mm × D600 mm × H430 mm), 7 side tables (W600 mm × D550 mm × H420 mm))
- 2 conference tables (W1,500 mm × D600 mm × H720 mm)

- 6 stacking chairs
- 1 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 1 table cloths for the conference tables for refreshments
  - 1 background panel (W2,400 mm × H2,100 mm)
  - 1 wall clock

#### 24) Conference Center 419 [Chairman's room]

- 12 conference tables (W1,500 mm × D600 mm × H720 mm)
- 16 stacking chairs
  - Luxury reception set (2 three seater sofas, 4 single seater sofas, 2 center tables (W1,200 mm × D600 mm × H430 mm))
  - 4 three-fold partitions (W1,800 × H1,800)
  - 4 trash cans

#### 25) Conference Center 421 [Room for ADB Vice-President/ADB Executive Director]

The room shall be divided into two, and lockable temporary doors shall be installed in each room. Furthermore, arrangements shall be made for the following items in each room.

- 1 executive desk (single pedestal/L-shaped)
- 1 executive chair
- 1 conference table (W1,800 mm × D900 mm × H700 mm)
- 4 stacking chairs
  - 2 single seater sofas
  - 1 2-tier desk tray (A4)
  - 1 trash can

#### 26) Conference Center 422 [Room for ADB Vice-President/ADB Executive Director]

The room shall be divided into two, and lockable temporary doors shall be installed in each room. Furthermore, arrangements shall be made for the following items in each room.

- 1 executive desk (single pedestal/L-shaped)
- 1 executive chair
- 1 conference table (W1,800 mm × D900 mm × H700 mm)
- 4 stacking chairs
  - 2 single seater sofas
  - 1 2-tier desk tray (A4)
  - 1 trash can

#### 27) Conference Center 423 [Room for ADB Vice-President]

The room shall be divided into two, and lockable temporary doors shall be installed in each room. Furthermore, arrangements shall be made for the following items in each room.

- 1 executive desk (single pedestal/L-shaped)
- 1 executive chair
- 1 conference table (W1,800 mm × D900 mm × H700 mm)
- 4 stacking chairs
  - 2 single seater sofas
  - 1 2-tier desk tray (A4)
  - 1 trash can

#### 28) Conference Center 424 [Room for ADB Vice-President]

The room shall be divided into two, and lockable temporary doors shall be installed in each room. Furthermore, arrangements shall be made for the following items in each room.

- 1 executive desk (single pedestal/L-shaped)
- 1 executive chair
- 1 conference table (W1,800 mm × D900 mm × H700 mm)
- 4 stacking chairs
  - 2 single seater sofas
  - 1 2-tier desk tray (A4)
  - 1 trash can

#### 29) Conference Center 425 [Room for the staff of ADB Vice-President]

- 4 OA desks (with wagon)
  - 4 wagons
- 6 stacking chairs
  - 4 2-tier desk tray (A4)
  - 4 trash cans

#### 30) Conference Center 511-512 [ADB Seminar Coordination Office]

- 6 OA desks
  - 6 wagons
- 6 stacking chairs
- 4 conference tables (W1,500 mm × D600 mm × H720 mm)
- 8 stacking chairs

- Reception set (2 three seater sofa, 3 center table (W1,000 mm × D550 mm × H420 mm))
- 1 conference tables for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 1 table cloths for the conference tables for refreshments
  - 1 white board
  - 1 pack of marker pens (three colors)
  - 1 white board eraser
  - 7 trash cans

### 31) Conference Center 513 [Seminar Speakers' Room]

- 4 conference tables (W1,500 mm × D600 mm × H720 mm)
- 8 stacking chairs
- 1 conference table for refreshments (W1,500 mm × D600 mm × H720 mm)
  - 1 table cloth for the conference table for refreshments
- Reception set (2 three seater sofas, 1 center table (W1,000 mm × D550 mm × H420 mm))
- 2 trash cans

### 32) Exhibition Hall A [Rooms for ADB Directors/Rooms for Heads of Departments and Offices/Staff rooms]

Carpet shall be laid throughout the entire hall including the following rooms and corridors.

#### a. Rooms for ADB Directors [Attachment 2-2]

Rooms for Directors (12 sets of 4 rooms), conference rooms (6 rooms), lounge and reception shall be established.

#### i) Rooms for Directors (12 sets of 4 rooms)

The rooms Directors shall be made up of four rooms: a Director's office, an Alternate Director's office, a conference room and a staffroom. Each room shall be a 4 m × 5 m lockable temporary office, and arrangements for the following items shall be made.

##### i) Director's Office

- 1 OA desk (with wagon)
- 1 OA chair (with armrest)
- 2 stacking chairs
- Reception set (1 single seater sofa, 3 center table (W1,000 mm × D550 mm × H420 mm))
- 1 2-tier desk tray (A4)
- 1 trash cans

##### ii) Alternate Director's Office

Same as Director's Office

##### iii) Conference room

- 2 conference table (W1,800 mm × D750 mm × H700 mm)
- 8 stacking chairs

##### iv) Rooms for staff

- 3 OA desk (with wagon)
- 3 stacking chairs
- 3 trash cans

#### ii) Conference rooms (6 rooms)

They shall be 4 m × 5 m lockable temporary conference rooms, and arrangements for the following items shall be made for each room.

- 4 conference table (W1,800 mm × D750 mm × H700 mm)
- 12 stacking chairs

#### iii) Lounge

Arrangements shall be made for the following items to provide a space for breaks.

- 14 round tables (Φ750 mm × H700 mm)
- 56 stacking chairs
- Reception set (4 three seater sofas, 2 side tables (W600 mm × D550 mm × H420 mm))

#### 4) Reception

This shall be established near the entrance to Exhibition Hall A.

- 1 conference table (W1,800 mm × D750 mm × H700 mm)
- 2 stacking chairs

#### b. Rooms for Heads of Departments and Offices (Attachment 2-3) Office space for Heads of Departments (placed in the center of the area), conference rooms (6 rooms), work space and a lounge shall be established.

##### i) Office space

- 8 OA desks (with wagon)
- 8 OA chairs (with armrest)
- 8 stacking chairs
- 8 2-tier desk trays (A4)
- 8 trash cans

ii) Conference rooms (6 rooms)

They shall be 4 m × 5 m lockable temporary conference rooms, and arrangements for the following items shall be made for each room.

- 4 conference tables (W1,800 mm × D750 mm × H700 mm)
- 10 stacking chairs

iii) Work space

- 13 conference tables (W1,800 mm × D750 mm × H700 mm)
- 26 stacking chairs

iv) Lounge

Arrangements shall be made for the following items to provide a space for breaks.

- Reception set (32 single seater sofas, 5 round tables (Φ750 mm × H700 mm))
- 4 conference tables for refreshments (W1,800 mm × D750 mm × H700 mm: with table cloth)
- 4 trash cans for separating garbage (90 l)

c. Staff rooms (2 rooms)

They shall be 200 m<sup>2</sup> lockable temporary waiting rooms, and arrangements for the following items shall be made for each room.

- 14 conference tables (W1,800 mm × D750 mm × H700 mm)
- 42 stacking chairs
- 4 trash cans for separating garbage (90 l)

### 33) Exhibition Hall B [Media Center/CSO (Civil Society Organizations, same below.) Center/Conference rooms/ Staff rooms]

Carpet shall be laid throughout the entire hall including the following rooms and corridors.

a. Media Center [Appendix 2-4]

The Media Center shall be made up of media personnel working space, the ADB Media Officer's office, the ADB Multimedia Officer's office, agency booths, and interview room and a briefing room.

1) Working space for media persons

- 36 conference tables with modesty panels (W1,800 mm × D750 mm × H720 mm)
- 72 stacking chairs
- 6 round tables (Φ750 mm × H700 mm)
- 24 stacking chairs
- 4 conference tables for refreshments (W1,800 mm × D750 mm × H700 mm: with table cloth)
- 2 white board
- 2 pack of marker pens (three colors)
- 2 white board eraser
- 1 wall clock
- 4 trash cans for separating garbage (90 l)

2) ADB Media Office

This shall be made up of office space, a lounge, DER (ADB Department of External Relations; same applies below), executive offices (2 rooms) and a conference room.

i) Office space

- 18 OA desks (with wagon), 18 stacking chairs
- 36 stacking chairs
- 2 4-tier cabinets (B4 type)
- 1 background panel (H2,100 mm × W2,400 mm)
- 1 wall clock

ii) Lounge

Arrangements shall be made for the following items to provide a space for breaks.

- 3 round tables (Φ750 mm × H700 mm)
- 12 stacking chairs
- 2 conference tables for refreshments (W1,800 mm × D750 mm × H700 mm: with table cloth)
- 4 trash cans for separating garbage (90 l)

iii) Rooms for DER Executives (2 rooms)

They shall be 4 m × 5 m lockable temporary offices, and arrangements for the following items shall be made for each room.

- 1 OA desk (with wagon)
- 1 OA chair (with armrest)
- 2 stacking chairs
- 1 trash can

iv) Conference room

It shall be a 4 m × 7 m lockable temporary conference room, and arrangements for the following items shall be made.

- 4 conference tables (W1,800 mm × D750 mm × H700 mm)
- 10 stacking chairs

### 3) ADB Multimedia Office

It shall be a 4 m x 7 m lockable temporary office, and arrangements for the following items shall be made.

- 4 conference tables (W1,800 mm x D750 mm x H700 mm)
- 6 stacking chairs
- 1 double door cabinet (W900 mm x D450 mm x H1070 mm: with keys)
- 1 wall clock
- 4 trash cans

### 4) Agency booths (6)

They shall be 4 m x 5 m lockable temporary booths, and arrangements for the following items shall be made for each booth.

- 2 conference tables (W1,800 mm x D750 mm x H700 mm)
- 4 stacking chairs
- 1 double door cabinet (W900 mm x D450 mm x H1070 mm: with keys)
- 2 trash cans

### 5) Interview Rooms

It shall be a 4 m x 7 m lockable temporary interview room, and arrangements for the following items shall be made.

- Reception set (1 three seater sofa, 4 single seater sofas, 2 side tables (W600 mm x D550 mm x H420 mm))
- 1 background panel (W2,400 mm x H2,100 mm)

### 6) Briefing Room

It shall be a 8 m x 12 m lockable temporary briefing room, and arrangements for the following items shall be made. Furthermore, the layout shall be in a theater format.

- 2 conference tables with modesty panels (W1,800 mm x D600 mm x H700 mm)
- 6 stacking chairs
- 40 stacking chairs for participants
- 1 podium for interpreter
- 3 conference microphones, 2 standing microphones, 1 set of PA equipment such as amplifiers and speaker
- Digital recorder
- 1 audio distribution equipment
- 1 background panel (W3,600 mm x H2,100 mm)
- 1 stage (W2400 mm x H600 mm)
- 1 set of steps for stage (H400)

## b. CSO Center

Comprises CSO Office, Conference room, Work space, Lounge

### 1) CSO Office

It shall be a 5 m x 4 m lockable temporary office, and arrangements for the following items shall be made.

- 4 OA desk (with wagon)
- 4 stacking chairs
- 4 trash cans

### 2) Conference room

It shall be a 10 m x 5 m lockable temporary conference room, and arrangements for the following items shall be made.

- 6 conference tables (W1,800 mm x D750 mm x H700 mm)
- 16 stacking chairs

### 3) Work space

- 7 conference tables (W1,800 mm x D750 mm x H700 mm)
- 21 stacking chairs

### 4) Lounge

Arrangements shall be made for the following items to provide a space for breaks.

- Reception set (64 single seater sofas, 8 center tables (W1,000 mm x D550 mm x H420 mm))
- 10 round tables (Ø750 mm x H1000 mm)
- 4 trash cans (90 l)

## c. Conference rooms (3 rooms)

They shall be 10 m x 5 m lockable temporary conference rooms, and arrangements for the following items shall be made for each room.

- 6 conference tables (W1,800 mm x D750 mm x H700 mm)
- 16 stacking chairs

## d. Lounge

It shall be a 13 m x 7 m lockable temporary break space, and arrangements for the following items shall be made.

- Reception set (16 single seater sofas, 2 center tables (W1,000 mm x D550 mm x H420 mm))
- 2 conference tables for refreshments (W1,800 mm x D750 mm x H700 mm: with table cloth)
- 4 trash cans for separating garbage (90 l)

**e. Sponsors' Lounge**

It shall be a 10 m × 5 m lockable temporary break space, and arrangements for the following items shall be made.

- Reception set (16 single seater sofas, 2 center tables (W1,000 mm × D550 mm × H420 mm))
- 6 round tables (Φ750 mm × H700 mm)
- 24 stacking chairs
- 2 conference tables for refreshments (W1,800 mm × D750 mm × H700 mm: with table cloth)
- 4 trash cans for separating garbage (90 l)

**f. Office for Next Annual Meeting**

It shall be a 5 m × 4 m lockable temporary office, and arrangements for the following items shall be made.

- 4 conference tables (W1,800 mm × D750 mm × H700 mm)
- 10 stacking chairs
- 1 double door cabinet (W900 mm × D450 mm × H1070 mm: with keys)
- 4 trash can

**g. AFE-ADB (Association of Former Employees of ADB, same below) Office**

It shall be a 5 m × 4 m lockable temporary office, and arrangements for the following items shall be made.

- 1 OA desk (with wagon)
- 1 stacking chair
- Reception set (4 single seater sofas, 1 round tables (Φ750 mm × H700 mm))
- 1 trash can

**h. Meeting Point (Networking Lunch)**

See "IV. Details of Operations 6. Networking Events and Catering (3)2) Venue setup" in these Specifications for details.

**i. Pantry (Networking Lunch)**

It shall be a 200 m<sup>2</sup> lockable temporary room, and arrangements for the following items shall be made. See "IV. Details of Operations 6. Networking Events and Catering (3)2) Venue setup" in these Specifications for items to be procured other than furniture and fixtures.

- 20 conference tables (W1,800 mm × D750 mm × H700 mm)

**j. Staff rooms (2)**

They shall be 200 m<sup>2</sup> lockable temporary waiting rooms, and arrangements for the following items shall be made for each room.

- 14 conference tables (W1,800 mm × D750 mm × H700 mm)
- 42 stacking chair
- 4 trash cans for separating garbage (90 l)

**k. Stocking space**

It shall be a 200 m<sup>2</sup> lockable temporary room.

**34) Exhibition Hall E201 [Server Room]**

- 8 conference tables (W1,800 mm × D600 mm × H700 mm)
- 4 stacking chairs

**35) Exhibition Hall E202 [Japan logistics room]**

- 8 conference tables (W1,800 mm × D600 mm × H700 mm)
- 24 stacking chairs
- 4 trash cans

**36) Exhibition Hall E203 [Japan logistics room]**

\* Fixed layout, no arrangements required

**37) Exhibition Hall E204 [TV Studio]**

- Reception set (4 single seater sofas, 1 center table (W1,000 mm × D550 mm × H420 mm), 1 side table (W600 mm × D550 mm × H420 mm))
- 1 L-shaped background panel (W9,000 mm × H2,100 mm)
- 6 conference tables (W1,800 mm × D600 mm × H700 mm)
- 12 stacking chairs
- 1 door sign indicating an interview is underway
- 1 set of decorative flowers or plants

**38) Exhibition Hall E205 [Japan logistics room]**

- 12 conference tables (W1,800 mm × D600 mm × H700 mm)
- 36 stacking chairs
- 4 trash cans for separating garbage (90 l)

**39) Exhibition Hall E206 [Prayer Room]**

The room shall be divided into two, and arrangements shall be made for the following items in each room.

- 1 compass for prayer room
- 1 carpet (5.4 m × 6 m)



**40) Exhibition Hall Harbor Lounge A [ABD Media Office (Advance team)/Japan logistics room]**

- 10 OA desks
  - 10 wagons
- 30 stacking chairs
- 3 conference table for refreshments (W1,800 mm × D600 mm × H700 mm)
  - 3 table cloths for the conference tables for refreshments
  - 12 trash cans

**41) InterContinental Hotel Silk [Japan bilateral talks room]**

- 10 conference tables (W1,800 mm × D600 mm × H700 mm: with cloth)
- 32 stacking chairs
  - 1 set of decorative flowers or plants

**42) InterContinental Hotel Pearl [Japan bilateral talks room]**

- 10 conference tables (W1,800 mm × D600 mm × H700 mm: with cloth)
- 32 stacking chairs
  - 1 set of decorative flowers or plants

**43) InterContinental Hotel Bay View [Japan logistics room]**

- 38 conference tables (W1,800 mm × D600 mm × H700 mm)
- 114 stacking chairs
- 3 OA desks
  - 3 wagons
- 3 stacking chairs
- 3 conference tables for refreshments (W1,800 mm × D600 mm × H700 mm:with cloth)
  - 4 trash cans for separating garbage (90 l)
  - 23 trash cans

**44) InterContinental Hotel Al Bustan [ADB Annual Meeting Office (Advance team/Conference room)]**

\* The ADB Annual Meeting Secretariat (Advance Team) shall use this from April 17 (Mon), 2017.

- 5 conference tables (W1,800 mm × D600 mm × H700 mm)
- 9 stacking chairs
- 1 conference tables for refreshments (W1,800 mm × D600 mm × H700 mm: with cloth)
  - 1 white board
  - 1 pack of marker pens (three colors)
  - 1 white board eraser
  - 5 trash cans

## (4) Participant Service Facilities

The Contractor shall perform setup, removal, and arrangement of furniture, fixtures and personnel based on the following conditions indicated by the Kanto Local Finance Bureau and relevant parties. Details on the personnel related to each facility are shown in “IV. Details of Operations 8. Personnel” in these Specifications.

With regard to the necessary fixtures in 1) to 4) below, venue fixtures (items indicated by “●” in 1) through 4) below; fixture usage fees do not need to be allocated because they are included in the venue rent) shall be effectively used while brining in the portion required to cover any shortfall.

The period shall basically be as follows unless otherwise provided for.

- Setup: April 30 (Sun) - May 2 (Tue), 2017
- Removal: May 8 (Mon), 2017

**1) Medical Center [Conference Center B1F 021-024]**

\* The necessary pharmaceuticals and medical supplies, etc. shall be arranged by the City of Yokohama.

**2) Currency Exchange [Conference Center 1F]**

A 5 m × 5 m temporary booth shall be established. The booth includes a parapet, reception counter, a wall panel with a door and a fluorescent lamp. A party designated by the Kanto Local Finance Bureau shall establish the booth, and the expenses for the establishment thereof shall not be allocated to the bid price.

The Contractor shall make the following arrangements.

- 3 conference tables (W1,500 mm × D600 mm × H720 mm)
- 7 stacking chairs
  - 1 three-fold partition (W1,800 × H1,800)

### 3) Cell Phone Charging Corner [Conference Center 1F]

The Contractor shall make arrangements for the following items after installing a power supply, charger and USB cables (4 per table) required for charging mobile phones. The power supply, charger and USB cables shall be included in the expenses for (6) Electrical Work.

- 5 round tables (Φ750 mm × H700 mm)
- 20 stacking chairs

### 4) Information Desk [Conference Center 2F entrance]

- 6 reception counters
- 12 stacking chairs
- 6 conference tables (W1,500 mm × D600 mm × H720 mm)

The above arrangements shall be made with 2 counters, 2 conference tables (W1,500 mm × D600 mm × H720 mm) and 4 stacking chairs allocated for the following desks.

- a. General reception (lost and found)
- b. Travel desk
- c. Yokohama tourism information

### 5) Help desk [room not determined]

To respond to inquiries, etc. in an emergency, 4 personnel shall be arranged for each day from May 1 (Mon) until May 8 (Mon), 2017.

## (5) Decorations, Signs and Branding

The Contractor shall produce signs, etc. suitable for the Annual Meeting venues, and perform the work to install and remove these. The Contractor shall consult with the Kanto Local Finance Bureau, facilities and other relevant parties, and create a sign placement plan stating the design, shape, wording, placement, number, setup and removal schedule, and other necessary matters.

The period shall basically be as follows unless otherwise provided for.

- Setup: May 1 (Mon) - May 2 (Tue), 2017
- Removal: May 8 (Mon), 2017

### 1) Design

The colors, fonts, and logo marks, etc. used shall follow the Branding Guideline (hereinafter referred to as "Guideline") specified by the ADB. Expenses pertaining to the creation of designs and manuscripts, and the creation and revision of placement drawings shall be allocated.

### 2) Types and number of items produced, and installation locations

#### a. Decorations and backdrops, etc. for branding

##### (i) Opening session backdrop

- National Convention Hall
- W5,400 mm × H3,500 mm (main part), W3,600 mm × H3,500 mm (side parts) × 2 (take steps to enable them to be moved for presentation)
- Sign on front of the podium (page 28 of the Guideline)
- Venue side logo panels (W3,000 mm × H3,000 mm) × 2
- Overall seating diagram × 2

##### (ii) Commemorative Photograph of delegations in main hall (prior to the first business session)

- Background panel W115,000 mm × H3,600 mm
- Tiers W15,000 mm × H150 mm × 3 levels

##### (iii) Business session background panel (page 27 of the Guideline)

- Conference Center 301-304
- Part behind Chairman's seat W11,700 mm × H5,400 mm
- Center of hollow square of tables Decoration (decorative flowers, etc.)
- Concealment of floor cables
- Concealment of cables hanging from front of tables

### 3) Meeting venue background panels (page 26 of the Guideline)

#### i) Conference Center

- 501 Background panel For ADB President's press conferences (page 27 of the Guideline) W14,400 mm × H5,400 mm
- 502 Background panel W14,400 mm × H5,400 mm
- 503 Background panel W14,400 mm × H2,400 mm

#### ii) InterContinental Hotel

Ballroom back panels W14,400 mm × H5,400 mm

### 4) Mesh sash signs on Queen's Mall Bridge (page 23 of the Guideline)

4 sides

### 5) Plaza deck banner

W9,000 mm × H1,900 mm

## 6) Inside poster cases outside the Exhibition Hall (page 23 of the Guideline)

W900 mm × H1,600 mm 3 locations

### a. Guidance signs

- 1) A-type signs placed in plaza, etc. (page 20 of the Guideline) 10 locations
- 2) Overwriting existing signs (page 21 of the Guideline) W835 mm × H2,000 mm 5 locations

### b. Map and venue information panel

InterContinental Hotel 3F lobby W4,500 mm × H2,400 mm 1 location

### c. Other

- 1) Registration display signs (page 24 of the Guideline) Conference Center 1F W5,000 mm × H250 mm 10 panels
- 2) Indication of venue using pull-up banners W800 mm × H2,000 mm 40 banners
- 3) Event name signs W600 mm × H450 mm 50 signs 20 easels

## (6) Electrical Work

The Contractor shall calculate the amount of electricity (number of lines, number of outlets, etc.) required for smoothly holding meetings, and plan and implement electrical work. If electricity exceeding the existing capacity of each venue is required as a power supply, a temporary distribution board shall be installed, and power outlets shall be connected in the necessary locations. Furthermore, the wiring shall be covered so as not to impede the movements of participants of the Annual Meeting.

Maintenance personnel shall be assigned throughout the duration of the event to establish a framework for ensuring the safe and stable supply of electricity.

Expenses for electrical work shall be settled at actual cost, so a flat fee of 14,040,000 yen (including tax) shall be added to the bid amount.

## (7) Renting of Mobile Phones

The Contractor shall rent mobile phones as follows. Each of the mobile phones shall be accompanied by a battery and charger. The mobile phones shall be feature Phones.

- 1) 190 phones for ADB Annual Meeting Coordination Office
- 2) 100 phones for the Ministry of Finance and Kanto Local Finance Bureau  
Calling costs shall be settled at actual cost, so a flat fee of 1,080,000 yen (including tax) shall be added to the bid amount.
- 3) 100 IP radios

## (8) Payment of speaking fees and advance payment of travel expenses for host country seminar speakers

The Contractor shall pay speaking fees to speakers at seminars hosted by the Government of Japan and the Bank of Japan. A flat fee of 542,400 yen (tax free) shall be allocated to the bid amount.

The Contractor shall also perform tax withholding for the payment of the speaking fees. The Contractor shall also pay the speakers' travel expenses in advance. The expenses shall be settled at actual cost but not allocated to the bid amount. The Contractor shall invoice the Kanto Local Finance Bureau for the advance payment along with other expenses for holding the Annual Meeting, accompanied by materials enabling confirmation of the advance expenses paid.

## (9) Precautions Concerning the Operations

When performing setup and removal work, the necessary areas shall be covered and care shall be taken to ensure walls, doors, elevators, etc. of facilities are not damaged. It shall be assumed that wheelchairs will move through all lines of movement, and slopes, etc. shall be installed where necessary.

The Contractor shall establish a maintenance framework such as preparing substitute equipment to be able to respond quickly if an equipment failure occurs during the period.

When performing the operations stated above, the Contractor shall sufficiently consult and coordinate with the Kanto Local Finance Bureau, venue personnel and other relevant parties.

# 3. IT Systems

The Contractor shall refer to the GB prepared by the ADB to create and operate the IT infrastructure required for the administration of the Annual Meeting after consulting with the Kanto Local Finance Bureau and relevant parties. The Contractor shall also support the operation of general IT services provided to participants in the Annual Meeting.

## (1) Overview

### 1) Creation of an implementation planning document

The Contractor shall liaise with the Supervisor promptly after receiving the order, closely consult with the Kanto Local Finance Bureau and relevant parties, and formulate an implementation planning document related to the procurement of IT systems. The implementation planning document shall contain information security measures, equipment placement plans, personnel assignment plans, network configuration diagrams, setup and removal plans, maintenance plans and service level guarantees, etc. Adequate adjustments shall be made for other implementation plans concerning the necessary scope of the work on communication and information facilities such as laying cable.

### 2) Technical support and coordination with relevant parties

The Contractor shall provide appropriate advice to the Kanto Local Finance Bureau and relevant parties concerning the appropriate and efficient use of items delivered in this procurement. Furthermore, if there is a request from the Kanto Local Finance Bureau or relevant parties to submit materials for ascertaining progress, etc., the Contractor shall appropriately respond according to the content thereof.

### 3) Precautions concerning the operations

The Contractor shall comply with the relevant laws such as the Civil Code, the Penal Code, the Copyright Act, the Act concerning the Prohibition of Unauthorized Computer Access and the Act on the Protection of Personal Information Held by Administrative Organs, laws and regulations related to labor, and the security policy shown in (2)1) below.

In addition, if work that is not clearly stated in these Specifications but is necessary for installation, operation or removal arises, the Contractor shall handle this after consulting with the Kanto Local Finance Bureau and relevant parties as appropriate.

The Contractor shall bear all expenses required for performing the Operations.

## 4) Matters concerning subcontracting

### a. Restrictions on subcontracting and conditions for allowing subcontracting

The Contractor shall not entrust operations in this procurement to a third party (Subcontractor (including subcontractors in cases where multiple levels of contracting take place such as part of the business undertaken by the business operator that is the Subcontractor being sub-subcontracted to another business operator; same below) without the permission of the Kanto Local Finance Bureau.

However, this shall not apply if approval has been obtained from the Kanto Local Finance Bureau in advance. In this case, the Contractor shall ensure the Subcontractor also maintains a level of information security equivalent to the level required of the Contractor under the contract with the Kanto Local Finance Bureau, and report to the Kanto Local Finance Bureau on the information security measures implemented by the Subcontractor and the state of their implementation.

### b. Approval procedures

- i) If it is necessary to subcontract part of the Operations due to a reasonable reason and necessity, the Contractor shall submit a subcontracting approval request form stating the trade name or name and address of the party being subcontracted, the scope of the operations being subcontracted, the necessity for subcontracting and the contract amount, etc. to the Kanto Local Finance Bureau, and obtain approval in advance.

Furthermore, in addition to the above information, the Contractor shall also submit information on the affiliation, expertise (qualifications, etc.), experience and nationality of the personnel involved in the subcontracted operations at the Subcontractor.

- ii) If the need to perform changes, etc. to the Subcontractor in 1) above arises, documents on subcontracting shall be submitted to the Kanto Local Finance Bureau in the same manner to be subject to approval.
- iii) If subcontracting is performed on multiple levels such as the party to subcontracting further subcontracting work (hereinafter referred to as "subsubcontracting"), the trade name or name and address of the party to said sub-subcontracting and the scope of operations subject to sub-subcontracting shall be reported in writing.

### c. Breach of contract, etc. by Subcontractors

- i) The Contractor shall be liable for all actions by Subcontractors.
- ii) The Contractor shall be responsible for ensuring information security by Subcontractors.
- iii) A person responsible for executing work in the Contractor may not be made an employee or a contract employee of a business operator that is a Subcontractor.
- iv) If a Subcontractor violates an obligation or neglects an obligation related to matters stipulated in these procurement specifications, the Contractor shall be wholly liable, and the Kanto Local Finance Bureau may request the cessation of subcontracting to said Subcontractor.

v) If the Kanto Local Finance Bureau determines that it is necessary to implement an information security audit to confirm the state of performance of information security measures in the execution of operations pertaining to this procurement, an information security audit based on the implementation content (audit content, scope, implementing personnel, etc.) specified by the Ministry of Finance shall be accepted by the Contractor and the Subcontractor (including audits by business operators separately selected by the Kanto Local Finance Bureau).

## (2) Information security measures

### 1) Formulation of information security measures

The Contractor shall formulate information security measures based on the “Unified Standards for Information Security Measures of Government Organs (FY2016 Edition)” and the “Ministry of Finance Security Measure Standards” (January 6, 2001 (partially revised on December 26, 2016)).

When formulating the measures, the Contractor shall clearly state the specific measures to address risks (examples shown below) anticipated in the items being procured and the operation of the network infrastructure being created. Note that if the ADB and the Ministry of Finance, etc. issue instructions to take new information security measures, the necessary measures shall be taken as appropriate after consultation between the Kanto Local Finance Bureau and the Contractor.

(Anticipated risks: examples)

- Unauthorized downloads of video and audio data in streaming delivery, and unauthorized attacks on the streaming delivery system (webcast data)
- Virus infection, information leaks, unauthorized use by third parties, unauthorized attacks from outside, service outages (information equipment)
- Browsing problems, unauthorized access, communication outages due to physical damage or theft, service outages due to failure of lines, equipment or power supplies (LAN, WAN, wireless LAN)

### 2) Establishment of a framework for ensuring information security

The Contractor shall ensure security throughout the Contractor’s entire organization in accordance with the Ministry of Finance’s security policy and establish a framework for ensuring information security in the implementation of the operations required by the Kanto Local Finance Bureau. Furthermore, the Contractor shall work to establish a framework for minimizing the effect in case there is a breach of information security or suspicion thereof. Furthermore, the Contractor shall adopt a framework enabling the identification of causes, impact analysis and drafting of countermeasures in response to requests from the Kanto Local Finance Bureau.

Note that in the personnel assignment plan in the implementation planning document, the Contractor shall clarify the operating framework and workers, and clearly state the scope of responsibilities of workers (including the workers of Subcontractors and the scope of their responsibilities if part of the operations is subcontracted).

### 3) Steps taken in the event of a breach of information security

The Contractor shall periodically report on the state of performance of information security measures in the execution of operations pertaining to this procurement, and shall also promptly report to the Kanto Local Finance Bureau. Furthermore, the Contractor shall handle the situation full time until its containment is confirmed. Breaches of information security and suspicions thereof include the following cases.

- Information on Japanese government personnel and Annual Meeting participants that is provided to and accessible by the Contractor being externally leaked and used for a purpose other than that for which it is intended
- Access to other information on Japanese government personnel and Annual Meeting participants by the Contractor

Furthermore, in order to ascertain the degree of damage, the Contractor shall retain the necessary records until the termination of the contract, and deliver them with deliverables in response to requests from the Kanto Local Finance Bureau.

If an information security breach or a case of suspicion thereof arises during work pertaining to this procurement, and it is caused by a problem with information security on the Contractor’s part, the Contractor shall take responsibility and bear the expense to promptly implement the following actions.

- Drafting of countermeasures against the information security breach based on an investigation of the content of the information security breach and the scope of impact, and implementation thereof with the approval of the Kanto Local Finance Bureau.
- Creation of a report on the specific content of the situation that arose, the cause and the countermeasure implemented, and submission thereof to the Kanto Local Finance Bureau for approval.
- Drafting of measures to prevent recurrence, and implementation thereof with the approval of the Kanto Local Finance Bureau.
- In addition to the above, steps based on instructions from the Kanto Local Finance Bureau shall be implemented for information security breaches that occur.

#### 4) Improvement of information security measures

If the Kanto Local Finance Bureau requests improvement of the state of performance of information security measures in this procurement, the Contractor shall draft and promptly implement the necessary improvements after consultation with the Kanto Local Finance Bureau.

#### 5) Prohibition of the use of personally owned computers, etc.

The Contractor shall prohibit all relevant personnel implementing work pertaining to this procurement from storing information on Japanese government personnel and Annual Meeting participants on personally owned (referring to those not under the control of the Contractor such as those owned by individual relevant personnel; same below) computers (including smartphones and tablets) or other personally owned recording media (USB memory sticks, etc.) and implementing work pertaining to this procurement on personally owned computers.

If conducting the above work, etc. on personally owned computers is unavoidable in the course of operations, the Contractor shall appropriately manage the devices, and deliver the management ledger thereof (list stating the users, devices used and purpose of use, etc.) to the Kanto Local Finance Bureau in advance.

Furthermore, the Contractor shall take adequate care in handling of information on Japanese government personnel and Annual Meeting participants obtained in the implementation of the operations to ensure that it is not leaked.

#### 6) Implementation of security checks on delivered items

Procured PCs shall be formatted to their factory default states at the time of delivery, and the Vulnerability Countermeasure Information Database of the Information-technology Promotion Agency shall be referred to regarding the operating system, antivirus software and designated software to be updated to the latest version at the time of shipment, in addition to performing security checks against malware and cleaning and providing proof thereof upon delivery.

The servers, etc. operated by other entities shall be checked using audit results and vulnerability diagnosis reports by external organizations based on the instructions of the Kanto Local Finance Bureau.

### (3) Locations subject to procurement and content thereof

#### 1) Locations subject to procurement

In this procurement, the locations subject to installation of equipment and line infrastructure for IT systems by the Contractor are Pacifico Yokohama (Conference Center, Exhibition Hall, National Convention Hall, Annex Hall) and the InterContinental Hotel.

#### 2) Content of operations

The scope of procurement of the Contractor's operation of IT systems includes the eight following items.

- WAN and LAN systems
- Wireless LAN
- Telephone system
- Digital signage system (IPTV)
- Information equipment (PCs, printers, etc.)
- Webcasting
- CCTV system
- Support for ADB advance team

#### 3) Goods

The Contractor shall prepare all of the goods required in relation to the eight items listed in (3)2) above. These goods must satisfy the required specifications described in these Specifications.

The software (operating systems, applications, etc.) used on devices installed by the Contractor shall basically be stable versions with a track record unless especially designated. If use of the latest version is unavoidable and the functions indicated in these Specifications are impaired, the Kanto Local Finance Bureau and relevant parties shall be consulted, and an appropriate item shall be installed.

Throughout the duration of the Annual Meeting, the allowed fault recovery time for overall services provided shall, in principle, be within one hour from 8:00 a.m. until 6:00 p.m. and within one hour of the next time it turns 8:00 a.m. during other hours (from 6:01 p.m. until 7:59 a.m. the following day). To promptly respond when a failure occurs, in principle, the Contractor shall replace the equipment that caused the failure with backup equipment. The quantity of backup equipment shall be determined after consultation with the Kanto Local Finance Bureau and relevant parties in consideration of conditions such as the content, number of devices, and operation and maintenance hours.

#### 4) Services

The Contractor shall perform the following tasks in relation to the eight items listed in (3) 2) above.

- Basic design
- Detailed design
- Installation of equipment
- Cabling
- Configuration of equipment
- Confirmation of operation
- Operation and monitoring

- Maintenance
- Removal of equipment and cables
- Restoration to original state and confirmation thereof

The Contractor shall ensure live operations is possible to enable the smooth implementation of operations in each of the locations. Furthermore, UPS, etc. shall be installed for equipment in the core of the network, such as core switches and wireless LAN controllers, to prevent network stoppages due to instantaneous interruptions. The operation and maintenance of systems shall be conducted in order from the locations where the network is opened to access. Refer to the overall schedule in 6) below and [Attachment 3-1] for the setup period in each location.

The Contractor shall conduct various procurement work according to the details of the procurement content in (4) below, but the specification may change due to instructions from the ADB, etc., and in such cases, the Contractor shall consult with the Kanto Local Finance Bureau and relevant parties, and respond appropriately.

## 5) Coordination with facility managers

The Contractor shall coordinate with the facility managers, etc. of facilities where systems are installed based on instructions from the Kanto Local Finance Bureau and relevant parties, and report the results to the Kanto Local Finance Bureau and the relevant parties. On-site inspections and installation work must be completed under the responsibility of the Contractor.

If coordination by the Kanto Local Finance Bureau is required when coordinating with facility managers, etc., a request shall be made promptly.

## 6) Overall schedule

The Contractor shall proceed with work according to the following overall schedule and [Attachment 3-1]. The schedule may change due to the state of progress of work by the ADB, etc., and in such cases, the Contractor shall consult with the Kanto Local Finance Bureau and relevant parties, and respond appropriately.

During the preparation period prior to setup the Contractor shall establish a framework enabling as much participation as possible in discussions, etc.

**Setup:** 9:00 a.m., April 24 (Mon) - 9:00 p.m., May 2 (Tue), 2017

**Maintenance:** 8:00 a.m., May 3 (Wed) - 5:00 p.m., May 7 (Sun), 2017

**Removal:** 5:00 p.m. May 7 (Sun) - 5:00 p.m. May 9 (Tue), 2017

However, preparations shall be made to open the network and enable the use of information equipment by the designated time and date in the following rooms.

- Rooms designated as offices of the ADB Annual Meeting Coordination Office, Ministry of Finance, etc.  
9:00 a.m., May 1 (Mon)
- Registration  
12:00 p.m., May 1 (Mon)
- Media Center, CSO Center, offices such as rooms for ADB Directors  
9:00 a.m., May 2 (Tue)

## 7) Establishment of help desk system

The Contractor shall liaise with the ADB's IT division to establish a help desk system to respond to inquiries such as problems and consultation concerning systems throughout the duration of the event. The Help Desk shall arrange the appropriate operation and maintenance personnel and make the necessary response after receiving an inquiry. Refer to (4) 1) through 5) below regarding the response hours of operation and maintenance personnel.

# (4) Procurement content details

## 1) WAN and LAN systems

In the locations subject to procurement listed in (3)1) above, network equipment and line infrastructure that satisfy the following requirements shall be installed to create the infrastructure environment required for the stable operation of IT systems.

- a. Designed by engineers with abundant experience in ministerial level international conferences or at an equivalent level.
- b. Designed to create separate segments for the following uses. However, additions and changes may be made to these.

- Conference hosts/ ADB
- Registration
- Media Center
- Wireless LAN for guest use
- Voice (for IP phone use)
- Digital signage data delivery
- Webcast data transmission

- c. Throughout the duration of the event, each system shall be designed to enable stable operation to prevent failures in specific locations from affecting overall service operation. The framework shall enable operation of the entire services in the event a failure arises such as redundancy of Internet connections and core network equipment, etc., and enable the restoration within approximately one hour of the occurrence of a failure such as immediate replacement with backup equipment when a failure occurs to other equipment (excluding unavoidable cases such as large-scale cyberattacks).
- d. Emphasis shall be placed on fault tolerance and availability, and having a highly reliable configuration. In particular, the Internet lines shall have a configuration enabling simultaneous use of two or more types/providers with a maximum speed of 1 Gbps or more (best effort), and no fewer than the following number of lines shall be arranged.
  - Flets Hikari Next Business: 2 lines
  - Flets Hikari Next Family Gigaline: 2 lines

- e. The configuration shall give adequate consideration to simultaneous viewing of video and web browsing by many users. At peak times throughput of no less than 40 Mbps shall be secured.
- f. Equipment with an abundant track record in ministerial-level international conferences shall be used.
- g. The configuration shall enable the status of data traffic, number of users, etc. to be easily tracked.
- h. The configuration shall enable central management of the logs of network equipment and the tracking of the status of equipment.
- i. The following requirements shall be met by installing a firewall/UTM.
  - Detection and blocking of unauthorized P2P traffic
  - Detection and blocking of unauthorized intrusions
  - Prevention of virus intrusion
  - Acquisition of Web access history
- j. The power supplies of the core network equipment (switches, etc.) installed shall be connected to UPS devices.
- k. During the following periods and times, operation and maintenance personnel shall be stationed within venues to establish a framework enabling them to go on site to where failures occur within 20 minutes of the receipt of contact from the help desk. On-call responses shall be used during hours outside the designated hours.
  - 8:00 a.m. - 9:00 p.m., April 30 (Sun) - May 7 (Wed), 2017

## 2) Wireless LAN

Wireless LAN environments satisfying the following requirements shall be created in the locations subject to procurement listed in (3)1) above.

- a. Designed by engineers with abundant experience in ministerial level international conferences or at an equivalent level.
- b. Equipment with an abundant track record in ministerial-level international conferences shall be used.
- c. The configuration shall enable the status of data traffic, number of users, etc. to be easily tracked.
- d. The configuration shall enable central management of the logs of network equipment and the tracking of the status of equipment.
- e. The following requirements shall be met by installing a firewall/UTM.
  - Detection and blocking of unauthorized P2P traffic
  - Detection and blocking of unauthorized intrusions
  - Prevention of virus intrusion
  - Acquisition of Web access history
- f. The power supplies of the core network equipment installed shall be connected to UPS devices.
- g. Areas of provision of service
 

The configuration shall enable the use of wireless LAN in all applicable venues, offices and lobbies in the locations subject to procurement listed in (3)1) above. Refer to [Attachment 3-2] for the area of provision of wireless LAN service and the number of devices able to connect at once. Wireless LAN shall be designed to only enable access to the Internet, and to prevent access to wired LAN used in offices, etc.
- h. Other necessary requirements
  - 1) The method of encryption used for wireless LAN shall be WPA2-PSK (AES), and the network shall be configured to prohibit terminal-to-terminal communication.
  - 2) If there are some segments requiring restricted access, there shall be operated using stealth mode, etc.
  - 3) During the following periods and times, operation and maintenance personnel shall be stationed within venues to establish a framework enabling them to go on site to where failures occur within 20 minutes of the receipt of contact from the help desk. On-call responses shall be used during hours outside the designated hours.
    - 8:00 a.m. - 9:00 p.m., May 3 (Wed) - May 7 (Sun), 2017

## 3) Telephone system

The Contractor shall install telephones in the designated locations according to the venue usage plan indicated by the Kanto Local Finance Bureau and relevant parties. This shall include the necessary cabling work and procurement of materials required for keeping this information equipment in a usable state.

- a. Items procured and quantity
 

The procured items in this procurement shall be as follows.

  - Telephone networks (IP and analog) in the relevant locations, and associated communication equipment (receivers, etc.)
  - Equipment for management and control of the overall IP phone system Refer to [Attachment 3-3] for the quantity of associated communications equipment.

However, the quantity, etc. may change immediately in advance, and in such cases, the Contractor shall consult with the Kanto Local Finance Bureau and relevant parties, and respond appropriately. The expenses for these shall be estimated using the amount obtained by multiplying the unit price by the planned quantity, and included in the bid amount (unit price contract).

Calling costs shall be settled at actual cost, so a flat fee of 864,000 yen (including tax) shall be added to the bid amount. The international calling charges used by the ADB Coordination Office shall be invoiced to the ADB (not included in the bid amount).

Furthermore, the 61,992 yen (including tax) for use of the emergency contact line already arranged by the Kanto Local Finance Bureau shall be allocated to the bid amount.

- b. Functional requirements
 

Telephones shall satisfy the following service functions.

  - Speed dialing
  - Redialing
  - Calling outside lines
  - Incoming calls
  - Holding and forwarding calls on external lines
  - Switchboard number
  - Forwarding calls when absent



c. Other necessary requirements

- 1) It shall have the function to output call information (caller number, recipient number, number of seconds of call, estimated call charges, etc.) designated by the Kanto Local Finance Bureau and relevant parties.
- 2) During the following periods and times, operation and maintenance personnel shall be stationed within venues to establish a framework enabling them to go on site to where failures occur within 20 minutes of the receipt of contact from the help desk. On-call responses shall be used during hours outside the designated hours.  
- 8:00 a.m. - 9:00 p.m., May 3 (Wed) - May 7 (Sun), 2017

#### 4) Digital signage system (IPTV)

IPTV is a system made by installing LCD screens in venues for displaying daily schedules, program information, images such as photographs, videos and logos, etc. to provide information to participants. The Contractor shall perform all operations related to IPTV such as the creation of systems required for operation of IPTV, collection and coordination of content, advance tests, and setup and operation on the days of the event.

a. Installation locations and number (scheduled)

These shall be installed inside Pacifico Yokohama and the InterContinental Hotel. The specific locations shall be determined in consultation with the ADB, the Kanto Local Finance Bureau and relevant parties. Approximately six devices shall be installed.

An editing space for editing and controlling content shall be installed in the venue. Operators (including one person able to interact in English) shall be assigned to the editing space full time during the day.

b. Operation period (scheduled)

- May 3 (Wed) - May 7 (Sun), 2017

c. Content (scheduled)

Daily schedules, program information, images such as photographs, video files and logos, etc. provided by the ADB. Photographic images and video files provided by the Japanese government, etc. shall be displayed after being confirmed by the ADB.

d. Equipment provided by the Contractor

- 1) Flat panel displays and their stands (around 50 to 55 inches with Full HD resolution 1920 pixels × 1080 pixels or higher) The height shall be adjusted to eye level. When installing the devices, earthquake-proofing measures (installation in an L-shape, laying shock resistant mats, etc.) shall be taken to prevent them from being overturned.
- 2) The IPTV distribution signal shall be connected to the existing CCTV system using the CCTV headend in the control room on the 7th floor of the Conference Center (using 1 channel). For this reason, the IPTV video and audio signals distributed shall be transmitted from the editing space to the control room on the 7th floor of the Conference Center. The modulation method of the existing system shall be modulated using an OFDM-64QAM modulator, and shall be distributed over the existing CCTV network.
- 3) The source of IPTV and live recording (for webcasting mentioned below) must be manually switched and distributed to the CCTV system before the CCTV headend in the control room on the 7th floor of the Conference Center. The equipment and operators (including one person able to interact in English) for this shall be assigned.

e. Other necessary requirements

During the following periods and times, operation and maintenance personnel shall be stationed within venues to establish a framework enabling them to respond to failures within 20 minutes of the receipt of contact from the help desk.

On-call responses shall be used during hours outside the designated hours.

- 8:00 a.m. - 6:00 p.m., May 3 (Wed) - May 7 (Sun), 2017

#### 5) Information equipment

The Contractor shall install information equipment such as PCs and printers in the designated locations according to the venue usage plan indicated by the Kanto Local Finance Bureau and relevant parties (including the necessary cabling work and material procurement for placing this information equipment in a usable state).

a. Items procured and quantity

Procured items shall satisfy the following functional requirements.

1) Laptop PCs

- CPU: Equivalent to Intel Corei5 or higher
- Main memory (RAM): 6 GB or more
- Hard disk: Internal disk with 60 GB or more and the function for deleting hard disk data
- External output monitor (XGA or higher) that is 22 inches or larger
- Optical drive: DVD multi-drive
- Keyboard: 101/104 key English keyboard
- Operating system (OS): Windows7 Professional 64 bit (English version), updated to the latest version at the time of shipment
- Software: Microsoft Office 2010 Professional (English version)  
Latest version of Microsoft Internet Explorer (English version)  
Latest version of Mozilla Firefox  
Latest version of Google Chrome  
Latest version of Adobe Acrobat Reader DC  
Latest version of Adobe Flash Player
- Antivirus software (English version), updated with the latest pattern files at the time of shipment
- LAN: Connector supporting Gigabit Ethernet, Wi-Fi receiver supporting IEEE802.11n
- Other: The PCs shall be installed with printer drivers and Asian language fonts, have two or more USB2.0 ports, and be equipped with mouse, mouse pad, security wire and other necessary functions.

2) Monochrome laser desktop multifunction printer

- Copying and printing speed: 25 ppm or more when printing A4 size
- Supported paper sizes: A4, B4, A5
- Interface: USB2.0, 100Base-TX/10Base-T
- Other: PDF scanning, other necessary functions

- 3) Color laser desktop multifunction printer
- Printing speed: 25 ppm or more when printing A4 size
  - Supported paper sizes: A4, B4, A5
  - Interface: USB2.0, 100Base-TX/10Base-T
  - Other: PDF scanning, other necessary functions

- 4) Color laser high-speed multifunction printer
- Printing speed: 50 ppm or more when printing A4 size
  - Supported paper sizes: A3, A4, B4, A5
  - Interface: USB2.0, 100Base-TX/10Base-T
  - Other: Double-sided printing, sorting, stapling, PDF scanning, other necessary functions

Refer to [Attachment 3-3] for the quantity of the equipment listed in 1) through 4) above. However, the models and quantity may change immediately in advance, and in such cases, the Contractor shall consult with the Kanto Local Finance Bureau and relevant parties, and respond appropriately. The expenses for these shall be estimated using the amount obtained by multiplying the unit price by the planned quantity, and included in the bid amount (unit price contract).

Note that the estimated printing volume for the printers is 10,000 monochrome pages and 5,000 color pages, and the estimated printing volume for the multifunction printers is 100,000 monochrome pages and 10,000 color pages, on a unit-price contract. When calculating expenses, all expenses required for use of the equipment shall be estimated, such as the counter fee, toner cartridges, and transportation to and from venues.

b. Other necessary requirements

During the following periods and times, maintenance personnel shall be stationed within venues, in addition to establishing a framework enabling them to go on site to where failures occur within 20 minutes of the receipt of contact from the help desk. On-call responses shall be used during hours outside the designated hours.

- 8:00 a.m. - 9:00 p.m., May 3 (Wed) - May 7 (Sun), 2017 (\*)

\* These hours shall end at 5:00 p.m. on the final day of May 7 (Sun).

## 6) Webcasting

Webcasting refers to a service in which sessions designated according to the venue usage plan indicated by the ADB, the Kanto Local Finance Bureau and relevant parties are recorded live, and the video is shared through a live webcast and in a video-on-demand format. The recorded HD video and audio shall also be delivered live over the existing CCTV network.

The Contractor shall perform all operations related to webcasting such as the creation of systems required for operation of webcasts, recording and coordination of content, advance tests, and setup and operation on the days of the event.

a. Sessions subject to webcasting (scheduled)

Sessions held at Pacifico Yokohama and the InterContinental Hotel shall be subject to webcasting. The specific sessions subject to webcasting shall be determined in consultation with the ADB, the Kanto Local Finance Bureau and relevant parties.

The sessions currently scheduled are as follows:

- ADB President's opening press conference
- ADB President's closing press conference
- Delegation seminar
- Opening session
- Business session
- Other seminars, etc. designated by the ADB

b. Scope of work (scheduled)

Recordings need to be made using no less than two cameras including an overall view of the venue and a closeup of the speaker. Switches shall be made between the cameras and simple captions (session titles, etc.) shall be added before delivery using the webcasting service arranged by the Contractor.

c. Equipment, etc. provided by the Contractor

The Contractor shall provide the camera system for recording, the audio recording system, an editing mixer, a captioning system, equipment for uploading to the webcast, arrangement of the webcasting service, and the equipment, services and engineers required for operating webcasts. Engineers shall send a stream in no less than the following resolution and bit rate.

- 480: 854 × 480 1000 kbps video, 64 kbps audio

Furthermore, in principle, the file format for archiving shall be as follows. When using another format, this shall be determined based on prior consultation with the Kanto Local Finance Bureau and relevant parties.

- H.264 MPEG-4

d. Other necessary requirements

During the following periods and times, operation and maintenance personnel shall be stationed within venues to establish a framework enabling them to respond to failures immediately after the receipt of contact from the help desk. On-call responses shall be used during hours outside the designated hours.

- 8:00 a.m. - 6:00 p.m., May 4 (Thu) - May 7 (Sun), 2017

## 7) CCTV system

The system shall perform CCTV delivery of the content indicated by the ADB, the Kanto Local Finance Bureau and relevant parties to the existing CCTV system in Pacifico Yokohama, which is the venue of the event, using unused channels in the system.

The Contractor shall perform all operations related to CCTV delivery such as the creation of systems required for using unused channels in the venue's existing CCTV system, conversion and adjustment of content, advance tests, and setup and operation on the days of the event.

### a. Unused channels (scheduled)

Up to six channels are scheduled to be used. The system shall be connected to the existing CCTV system using the CCTV headend in the control room on the 7th floor of the Conference Center. The video and audio signals for channels delivering CCTV shall be transmitted from the editing space to the control room on the 7th floor of the Conference Center. The modulation method of the existing CCTV system shall be delivered using an OFDM-64QAM modulator.

### b. Operation period (scheduled)

- 5 days from May 3 (Wed) until May 7 (Sun), 2017

### c. Equipment, etc. provided by the Contractor

The Contractor shall use the unused channels in the existing CCTV system and provide the equipment, services and engineers (including one person able to interact in English) required for operation integrated with the existing CCTV system.

Furthermore, the Contractor shall procure flat panel displays and their stands (around 50 to 55 inches with Full HD resolution 1920 pixels × 1080 pixels or higher) as display terminals, and digital set-top boxes for displaying content delivered over the CCTV system. The number of units is assumed to be 42 sets. The height shall be adjusted to eye level. If there is no existing CCTV outlet in the location where a flat panel display is installed, the Contractor shall perform temporary cabling using a coaxial cable (F-connector) from the nearest CCTV outlet.

### d. Other necessary requirements

The Contractor shall conclude a cable television receiver contract for the four following broadcasters, and deliver the programs provided by the broadcasters over the CCTV system.

- CNBC
- CNN
- Bloomberg
- Channel NewsAsia (free contract due to being an ADB media partner)

Furthermore, during the following periods and times, operation and maintenance personnel shall be stationed within venues to establish a framework enabling them to respond to failures within 20 minutes of the receipt of contact from the help desk.

On-call responses shall be used during hours outside the designated hours.

- 8:00 a.m. - 6:00 p.m., May 3 (Wed) - May 7 (Sun), 2017

## 8) Support for ADB advance team

IT support shall be provided to the ADB headquarters advance teams that arrive to prepare for the Annual Meeting. It is assumed that the advance teams will work in the venues.

### a. Support period

1) OSEC Team (ADB Secretariat; same below)

- April 24 (Mon) - May 2 (Tue), 2017

2) DER Team (ADB Department of External Relations; same below)

- April 24 (Mon) - May 2 (Tue), 2017

### b. Equipment and environment provided by the Contractor

1) OSEC Team

The Contractor shall provide 1 laptop PC, 1 monochrome laser desktop multifunction printer, 1 color laser high-speed multifunction printer, and a network environment using the hotel's Internet line to enable web browsing, sending and receiving e-mails, and configuration of network printers.

2) DER Team

The Contractor shall provide 2 laptop PCs, 2 monochrome laser desktop multifunction printers, 1 color laser high-speed multifunction printer, and a network environment using Pacifico Yokohama's existing Internet line to enable web browsing, sending and receiving e-mails, and configuration of network printers.

### c. Other necessary requirements

During the period from 9:00 a.m. until 6:00 p.m. on the above days of use, the Contractor shall establish a framework enabling responses to faults within 90 minutes of being contacted with a support request, etc.

# 4. Security

The Contractor shall efficiently implement the security operations required for administration of meetings, support the safe and smooth holding of meetings. The Contractor shall establish an operational framework, hold sufficient discussions with the Kanto Local Finance Bureau and relevant parties, finalize the Security Implementation Plan and implement the following operations.

## (1) Establishment of Operational Framework and Finalization of the Security Implementation Plan

When implementing these operations, the Contractor shall select and assign one Administrator and one Deputy Administrator, perform coordination and final confirmation of the Security Implementation Plan (including the Crisis Management Manual) (draft) created in FY2016 with the Kanto Local Finance Bureau and relevant parties, and finalize the plan. The Administrator and Deputy Administrator shall be exclusively engaged in security operations throughout the duration of the operations.

In the execution of the operations, the Administrator and the Deputy Administrator shall secure the necessary On-site Managers and security guards, etc., and establish a sound framework for the implementation of security.

When changes or additions are made to the content of operations and the assignment of personnel, etc. through discussions with the Kanto Local Finance Bureau, a swift and flexible response shall be made.

Furthermore, ahead of implementing the operations, the Contractor shall submit materials to the Kanto Local Finance Bureau a list of the names and ages, etc., of security guards, and materials enabling the confirmation of the requirements listed below.

An Operation Report accurately stating the results of performance of each operation shall be promptly created and submitted after completion of the operations.

### 1) Administrator and Deputy Administrator

The Administrator and the Deputy Administrator shall perform operations such as finalization of the Security Implementation Plan (including the Crisis Management Manual) (draft) after the conclusion of the contract. Furthermore, when holding events during the period of the Annual Meeting (May 3 - May 7), one or more of the Administrator and/or Deputy Administrator shall summarize reports and organize information from the field, and notify and report to the Kanto Local Finance Bureau.

- a. Period of operations: Date of the conclusion of the contract until May 8 (Mon), 2017
- b. Requirements
  - The Administrator and the Deputy Administrator must be the same persons throughout the term of the contract unless approved by the Kanto Local Finance Bureau.
  - The Administrator shall be a person with adequate experience managing security operations in ministerial-level international conferences, etc.
  - One or more of the Administrator or the Deputy Administrator shall be a person with a TOEIC score of 800 or higher or equivalent English skills.
  - One or more of the Administrator or the Deputy Administrator shall have type 1 and type 2 security guard training supervisor qualifications, and have grade 1 crowd control operations qualifications.

### 2) On-site Managers

The Administrator and the Deputy Administrator shall assign qualified personnel meeting the following requirements as On-site Managers in each security area. Onsite Managers shall implement security operations according to instructions from the Administrator and the Deputy Administrator.

- a. Period of operations: See "(2) 4) Number of security guard posts"
- b. Requirements
  - The On-site Manager of Pacifico Yokohama shall be a person with grade 1 or grade 2 facility security operations, and grade 1 or grade 2 crowd control operations qualifications.
  - The On-site Manager of the InterContinental Hotel shall be a person with grade 1 or grade 2 facility security operations qualifications.
  - The On-site Manager of the Royal Park Hotel shall be a person with grade 1 or grade 2 facility security operations qualifications.
  - The On-site Manager of the Bay Hotel Tokyu shall be a person with grade 1 or grade 2 facility security operations qualifications.

### 3) Security guards

The requirements for security guards are as follows.

- a. Period of operations: See "(2) 4) Number of security guard posts"
- b. Requirements
  - Security guards shall all have six months or more of practical experience, and be full-time employees of a security company that has received accreditation from the prefectural Public Safety Commission under Article 4 of the Security Services Act as of April 1, 2017.
  - A person who has completed advanced or basic life-saving certification shall be assigned to one or more posts of the security guards working in each area.

## (2) Assignment and Operation of Security Guards

The Contractor shall operate security guard and implement security after consultation with the Kanto Local Finance Bureau and relevant parties based on the Security Implementation Plan. The following operations shall be implemented in Pacifico Yokohama (Conference Center, National Convention Hall, Exhibition Hall and Annex Hall) and the InterContinental Hotel, which are venues of the Annual Meeting, Royal Park Hotel, which is the venue of the reception hosted by the Japanese Minister of Finance, and Bay Hotel Tokyu, which is the venue of host country events and the reception hosted by the Mayor of Yokohama, in accordance with the schedule of events in each venue shown in “IV. Details of the Operations 1. Securing Venues, etc.”

The Contractor shall create an action guideline for security guards in advance, implement advance training for security guards to ensure they fully understand the intent of the operations and the content of the operations, and appropriately supervise security guards during the period of security.

### 1) Content of operations

- a. Pacifico Yokohama
  - i) Participant ID card checks
  - ii) Monitoring the site
  - iii) Baggage checks, body checks and access control of persons entering the venue, and appropriate measures when a suspicious person or suspicious object is found
  - iv) Restricting vehicles at the entrance, etc.
  - v) Traffic guidance for vehicles arriving at and departing from the venue
  - vi) Notification of relevant organizations, evacuation guidance and prevention of the expansion of damage in the event of an emergency
  - vii) Guidance of pedestrians around Pacifico Yokohama
- b. InterContinental Hotel (relevant areas only)
  - i) Participant ID card checks
  - ii) Baggage checks, body checks and access control of persons entering the venue, and appropriate measures when a suspicious person or suspicious object is found
  - iii) Notification of relevant organizations, evacuation guidance and prevention of the expansion of damage in the event of an emergency
- c. Royal Park Hotel (relevant areas only)
  - i) Participant ID card checks
  - ii) Baggage checks, body checks and access control of persons entering the venue, and appropriate measures when a suspicious person or suspicious object is found
  - iii) Notification of relevant organizations, evacuation guidance and prevention of the expansion of damage in the event of an emergency
- d. Bay Hotel Tokyu (relevant areas only)
  - i) Participant ID card checks
  - ii) Baggage checks, body checks and access control of persons entering the venue, and appropriate measures when a suspicious person or suspicious object is found
  - iii) Notification of relevant organizations, evacuation guidance and prevention of the expansion of damage in the event of an emergency

### 2) Security framework

The appropriate number of security guards shall be assigned to the number of security posts established in the Security Implementation Plan. Personnel and the Contractor shall comply with the Labor Standards Act, the Industrial Safety and Health Act and other laws and regulations as employees and employer. Furthermore, a framework enabling the dispatch of backup personnel able to strengthen security and respond in the event of emergencies.

In addition to regular security throughout the duration, the Contractor shall formulate a security plan and establish a framework as required because dignitaries are expected to participate in the “Opening Session” in the National Convention Hall on May 6 (Sat).

When assigning security guards, consideration shall be given to the lines of movement of participants receiving security checks. Female security guards shall also be assigned as necessary as personnel for performing body checks and baggage checks.

### 3) Expenses

Expenses shall be calculated by including on-site expenses, general expenses, personnel expenses and all other necessary expenses. Miscellaneous expenses shall all be allocated if they are expenses that are expected to be required, such as transportation expenses or accommodation expenses.

#### 4) Number of security guard posts

Assignment date(s)	Assignment hours	Area	Number of posts	Notes
April 30	12:00a.m. - 7:00a.m.	Exhibition Hall	5	
April 30 - May 2	7:00a.m. - 9:00p.m.	Within Pacifico Yokohama	13	Assignment hours are the same for each day
May 1 - May 2	9:00p.m. - 7:00a.m. the following day	Exhibition Hall	5	Same as above
May 2 - May 4	9:00a.m. - 5:00p.m.	National Convention Hall	3	Same as above
May 3 - 6	7:00a.m. - 9:00p.m.	Within Conference Center	50	Same as above
		Exterior	11	Same as above
		Exhibition Hall	27	Same as above
		InterContinental Hotel	11	Same as above
May 4	2:00p.m. - 10:00p.m.	Bay Hotel Tokyu	5	Reception hosted by the Mayor of Yokohama
May 5	9:00a.m. - 10:00p.m.	National Convention Hall	34	ABD President's Reception
May 6	7:00a.m. - 5:00p.m.	National Convention Hall	19	Opening Session
May 6	2:00p.m. - 7:00p.m.	Bay Hotel Tokyu	11	Host Country events
May 6	2:00a.m. - 10:00p.m.	Royal Park Hotel	5	Reception hosted by Japanese Minister of Finance
May 7	7:00a.m. - 4:00p.m.	Within Conference Center	50	
		Exterior	11	
		Exhibition Hall	27	
		InterContinental Hotel	11	
May 7	4:00p.m. - 9:00p.m.	Within Pacifico Yokohama	15	
May 8	9:00p.m. - 9:00p.m.	Within Pacifico Yokohama	15	

\*1 On-site Manager(s) shall be assigned to one or more of the above posts.

\*2 The number of posts and the assignment hours may change.

### (3) Procurement of Security Equipment

The Contractor shall procure 12 gate-type metal detectors, 64 hand-held metal detectors, 40 iron fences, 30 plastic fences and other security equipment required for the implementation of the security in (2) above. The period of use shall be five days from May 3 (Wed) until May 7 (Sun).

In addition, the Contractor shall procure five gate-type metal detectors for use in the ADB Annual Meeting reception on May 5 (Fri) and the opening session and host country events on May 6 (Sat).

The specifications and quantity of security equipment may change. Furthermore, procurement includes the installation, operation, maintenance, removal and restoration to the original state after removal.

#### 1) Security equipment specifications

##### a. Gate-type metal detectors

These shall be able to perform metal detection divided into six or more horizontal zones and three or more vertical zones, have the function able to specifically identify the detection location using an alarm sound, lamps such as LEDs, and avoid electrical interference with other equipment, etc. Furthermore, consideration shall be given to the space of the installation location and setup and removal shall be easy to perform as required.

##### b. Hand-held metal detectors

These shall have the following functions.

- When metal is detected, notification is provided using an alarm sound, etc.
- They shall have functions for reducing interference from rebar, etc. in the floor.

##### c. Other fixtures

The Contractor shall provide the necessary fixtures such as baggage inspection tables, baggage inspection baskets and trays for personal effects.

## (4) Security Equipment Maintenance Personnel

The Contractor shall assign maintenance personnel and prepare backup equipment at the Contractor's expense during the period of operation of the equipment. If an equipment failure or problem occurs, the Contractor shall use the backup equipment prepared in advance and swiftly respond to ensure operations are not impeded.

## (5) Arrangement of Fixtures, etc. Required for Security Operations

The Contractor shall arrange and manage the necessary fixtures, etc. required for the implementation of operations, such as plastic trays required for baggage inspections and belt partitions for lines of movement.

Existing power supplies shall be used for power supplies required for metal detectors, etc. using extension cords and power strips. However, if the power supply is inadequate, a temporary power supply shall be provided.

## (6) Establishment of Guidance Signs, etc.

The Contractor shall create a plan for signs required for guidance and warnings concerning security, and install these after coordination with the Kanto Local Finance Bureau and other relevant parties in and around Annual Meeting venues.

- 450 × 450 mm sign (with stand): 20
- 600 × 600 mm sign (with stand): 20
- 600 × 1800 mm sign (with stand): 15

\* The signs placed at entrances shall be handled using weights, etc. to prevent them from being overturned.

## (7) Creation of Identification Badges

The Contractor shall formulate an identification plan, and create ID cards enabling the differentiation of relevant parties and staff. Furthermore, ID cards shall be printed and distributed as identification badges for use when parties related to the administration of meetings enter and leave venues, etc.

### 1) Creation of database of relevant parties

Information on relevant parties shall be gathered from organizations and companies related to the administration of the meeting, and input and organized in database format.

### 2) Creation and issuance of ID cards

ID card designs shall be created to facilitate identification, such as coloring based on affiliation. Neck straps and cases shall also be provided to enable people to hang their IDs from their necks.

ID cards shall be created and provided using the database on relevant parties.

- a. Number created: 3,000
- b. Neck straps and ID card cases shall be provided.
- c. ID cards shall include face photographs.
  - \* Personal information collected for the purpose of issuing IDs for identification shall be used within the intended scope. Furthermore, the Contractor shall comply with various laws, etc. for the appropriate management of personal information, etc.

## (8) Precautions Concerning the Operations

The Contractor shall account for any expenses expected to be required aside from (1) through (7) above. The Administrator, Deputy Administrator and On-site Managers shall have mobile phones and always be able to be contacted. The Contractor shall arrange the mobile phones to be used. The Contractor shall arrange fixtures such as radio transceivers required for security operations.

# 5. Vehicles, Transportation and Airport Transportation

The Contractor shall establish a transportation headquarters for overseeing operations related to vehicles and airport transportation to ensure smooth administration of the meeting. The Contractor shall hold sufficient discussions with the Kanto Local Finance Bureau and relevant parties, establish an operational framework, and implement vehicle, transportation and airport transportation operations.

## (1) Establishment of Operational Framework and Finalization of the Transportation Plan

When implementing these operations, the Contractor shall select and assign one Administrator and one Deputy Administrator, perform coordination and final confirmation of the draft of the Transportation Plan created in FY2016 with the Kanto Local Finance Bureau and relevant parties, and finalize the plan. The Administrator and Deputy Administrator shall be exclusively engaged in operations related to vehicles, transportation and airport transportation throughout the duration of the operations.

In the execution of the operations, the Administrator and the Deputy Administrator shall secure the necessary personnel (airport VIP transportation personnel, airport general participant guides, airport logistical personnel, and transportation personnel in the transportation headquarters and Pacifico Yokohama), and establish a sound framework for the implementation of operations.

An Operation Report accurately stating the results of performance of each operation shall be promptly created and submitted after completion of the operations.

### 1) Administrator and Deputy Administrator

The Administrator and the Deputy Administrator shall perform management and guidance of operations related to vehicles, transportation and airport transportation through on-site personnel throughout the duration of the Annual Meeting, and swiftly and appropriately perform operations according to changes in the state of administration of the meeting.

- a. Period of operations: Date of the conclusion of the contract until May 10 (Wed), 2017
- b. Requirements
  - The Administrator must be the same person throughout the term of the contract unless approved by the Kanto Local Finance Bureau.
  - The Administrator, etc. shall be persons with the adequate experience managing vehicles and transportation in ministerial-level international conferences, etc.
  - One of the Administrator or the Deputy Administrator shall be a person with a TOEIC score of 800 or higher or equivalent English skills.

### 2) Arrangement of on-site personnel

The necessary number of people shall be assigned as airport VIP transportation personnel, airport general participant guides, airport logistical personnel, and transportation personnel in the transportation headquarters and Pacifico Yokohama.

\* Refer to [Attachment 5-1] for the necessary number of people.

## (2) Leasing and Management of Operation of Vehicles

### 1) Leasing of vehicles

The Contractor shall arrange vehicles as follows and perform the management of operation thereof.

- a. Vehicles provided to the delegations of each country (Minister of Finance or Central Bank Governor level), and the President of the ADB, etc.

Duration: From the time of arrival of delegations, etc. at the airport (Narita International Airport or Tokyo International Airport) in Japan to participate in the Annual Meeting until departure to return home (until the airport)

May 3 (Wed) - May 8 (Sun), 2017

\* Some vehicles shall be used from May 2 (Mon).

Model: Black or navy blue mid-sized sedans with an engine displacement of around 2,500 cc, preferably of the same model.

\* Vehicles shall be limousines. Taxis and rental cars may not be used.

\* Half or more of the vehicles arranged shall be environmentally friendly vehicles (hybrid vehicles).

\* The "MIRAI" provided at no charge by Toyota Motor shall be used for two vehicles for the ADB President (the drivers shall be separately arranged by the Contractor).

Scope: 66 vehicles for the delegations of each country (including 15 used from May 2 until May 8)

\* One vehicle per country (excluding Japan)

Two vehicles for the ADB President (used from May 2 until May 8)

Ten vehicles for international organization guests (only used for travel to and from the airport when arriving in Japan and returning home)



b. Vehicles provided to the ADB Coordination Office

Duration: From the time of arrival of the ADB Coordination Office at the airport in Japan to participate in the Annual Meeting until departure from the hotel to return home

May 3 (Wed) - May 8 (Sun), 2017

Model: Three sedans and two minivans (one used from April 24 when the advance team arrives in Japan until May 8)

c. Vehicles provided to ADB Directors and the Deputy President

Duration: Used from the airport (Narita International Airport or Tokyo International Airport) to the hotel when ADB Directors, Alternate Directors, Vice President and Secretary arrive in Japan to participate in the Annual Meeting, and from the hotel to the airport when returning

May 2 (Wed) - May 8 (Mon), 2017

Model: Jumbo taxi (6-person)

\* Determination of the model shall be coordinated in advance with the Kanto Local Finance Bureau.

\* Only vehicle arrangements shall be made until May 1 or from May 9.

d. Shuttle bus for Ministry of Finance personnel

Duration: May 3 (Wed) - May 7 (Sun), 2017

\* 9:00 p.m. until 12:00 a.m. each day

Model: Microbus with a capacity of 18 passengers

Scope: Ministry of Finance personnel

## 2) Management of operation of vehicles

Precautions concerning the arrangement of vehicles shall be as follows.

- a. All vehicles (excluding vehicles provided to the ADB Directors, Alternate Directors, Vice President and Secretary, and the shuttle bus for Ministry of Finance personnel) shall be operated for no more than 15 hours per day (7:30 a.m. - 10:30 p.m.) including break times.
- b. Road tolls shall be settled at actual cost, so a flat fee of 1,080,000 yen (including tax) shall be allocated to the bid amount.
- c. Vehicle drivers shall carry mobile phones and be able to be contacted in the event of an emergency.
- d. The necessary personnel shall be assigned for the smooth operation of the vehicles listed in (2) 1) above and the relevant vehicles such as embassy vehicles, management of pick-up and drop-off locations, and management of parking of vehicles around venues.

## 3) Parking area-related operations

The Contractor shall perform management to ensure smooth parking of a variety of vehicles used throughout the duration in parking areas attached to meeting venues.

- a. Parking areas covered  
The parking areas covered are those of the venues listed in "1. Securing Venues, etc." in these Specifications.
- b. Finalization of the Parking Area Administration Plan  
The Parking Area Administration Plan established in FY2016 to enable the smooth securing of parking spaces and smooth operation of vehicles for the vehicles listed in (2) 1) above, embassy vehicles, and vehicles, etc. of personnel related to the meeting shall be finalized after coordination and final confirmation with the Kanto Local Finance Bureau and relevant parties.
- c. Assignment of parking administration personnel  
Personnel shall be appropriately assigned to enable management of parking areas and guidance of vehicles using parking areas.

## 4) Arrangement of fixtures, etc. required for vehicle and transportation operations

80 basic radios (50 for Narita International Airport and 30 for Tokyo International Airport) shall be arranged, and other fixtures, etc. thought to be required for vehicle and transportation operations shall be arranged and installed.

## 5) Issuance of Annual Meeting vehicle certificates

Vehicle certificates indicating vehicles are related to the Annual Meeting (200 to be issued) shall be created and distributed to the relevant parties in advance. The vehicles listed in (2) 1) above shall be assigned with the vehicle certificates affixed. The vehicle certificate must be easily visible when viewing the vehicle from the front.

## 6) Installation and removal of guidance signs, etc. in venues

The Contractor shall create a plan for the placement of signs required for guidance related to transportation, vehicles and airport transportation around venues and in airports and stations, etc., create and install signs, etc. based on consultation with the Kanto Local Finance Bureau and relevant parties, and remove them after use.

## 7) Precautions concerning the operations

- a. The Contractor shall provide meals for the personnel related to vehicles and transportation operations.
- b. Personnel responsible for vehicles and transportation shall have mobile phones and always be able to be contacted. The Contractor shall arrange the mobile phones to be used.
- c. If the accommodation of personnel related to vehicles and transportation is required, the Contractor shall make the arrangements and bear the cost.
- d. An appropriate personnel plan shall be established to enable smooth transportation operations, and these shall be assigned based on consultation with the Kanto Local Finance Bureau.
- e. Communication expenses for contact, etc. related to the operations shall be borne by the Contractor.
- f. In the bid, the expenses required for performing these operations other than those listed above shall be allocated.
- g. The limousine company used for vehicle and transportation operations shall “have a record of transportation in five or more ministerial meetings attended by three countries or more in the past three years” and “have drivers with experience transporting ministers,” and shall have the obligation to prove this if requested by the Kanto Local Finance Bureau.

## (3) Airport Transportation

The Contractor shall perform the following operations in the terminals of Narita International Airport and Tokyo International Airport for the delegations of each country (Minister of Finance or Central Bank Governor level), representatives of international organizations and accompanying personnel.

### 1) Management of assignment of vehicles

The Contractor shall perform operations in Narita International Airport and Tokyo International Airport to call the vehicles listed in (2) 1) above and the vehicles prepared by each delegation (embassy vehicles, etc.) to the driveway, and transport each delegation from the airport. The same action shall be taken when leaving the country.

The Contractor shall perform operations to confirm the arrival of each delegation’s transportation vehicles and the line of vehicles, etc. at the waiting areas in each airport, and guide the vehicles to the driveway.

The Contractor shall perform assignment of vehicles, guiding vehicles from the parking areas, and managing boarding and alighting in the driveway.

The Contractor shall perform organization within the parking area, confirmation of arriving vehicles, guidance to waiting areas, confirmation of order of vehicles in line, assignment of vehicles in driveway.

### 2) Establishment of VIP rooms (special waiting rooms)

The Kanto Local Finance Bureau has made the following arrangements for VIP rooms (special waiting rooms) in each airport to be used as waiting rooms if a break is required due to delegation heads feeling unwell, etc.

The Contractor shall pay the fee for the VIP rooms only for Narita International Airport by the date arranged in advance with the managing company.

- a. Narita International Airport: 2 rooms (Terminal 1: S-10, Terminal 2: B-8)
  - Usage period:** Five days from May 2 (Tue) - May 6 (Sat), 2017 (scheduled)
  - Usage hours:** 14 hours from 7:00 a.m. until 9:00 p.m. each day (scheduled)
  - Usage fee:** Settled at actual cost
  - A flat fee of 2,872,800 yen (including tax) shall be allocated to the bid.
- b. Tokyo International Airport: 1 room
  - Usage period:** Five days from May 2 (Tue) - May 6 (Sat), 2017 (scheduled)
  - Usage hours:** 24 hours each day (scheduled)
  - Usage fee:** Provided at no charge

### 3) Establishment of counters for the Annual Meeting in airports

The Contractor shall establish counters for the Annual Meeting in Narita International Airport and Tokyo International Airport to provide information to participants on public transportation from the airport to hotels, and to distribute tickets for limousine buses. The Contractor shall also manage limousine bus tickets.

- a. Annual Meeting counters at Narita International Airport
  - i) Dedicated counters shall be established as follows.
    - Period:** Six days from May 1 (Mon) - May 6 (Sat), 2017 (scheduled)
    - Hours:** 7:00 a.m. - 9:00 p.m. (scheduled) \* including break times
    - Location:** Two locations in Terminal 2 (Arrangements have been made for temporary counter 4A and counter 5)
    - \* Personnel will be assigned to provide guidance rather than a counter at Terminal 3.
    - Usage fee:** Settled at actual cost
    - A flat fee of 544,320 yen (including tax) shall be allocated to the bid.
  - ii) Signs, etc. displaying the Annual Meeting logo, etc. shall be created and installed in counters to enable participants to immediately see the Annual Meeting counters when they come to Japan.
  - iii) Assignment of guidance personnel Personnel shall be assigned to provide vehicles to each delegation, provide information on limousine buses to Annual Meeting participants and provide information on public transportation.

#### 4) Installation of digital signage in Narita International Airport

Digital signage welcoming Annual Meeting participants shall be installed near the arrival gates at Terminal 1 and Terminal 2 of Narita International Airport. The installation locations are scheduled to be the arrival lobbies on the first floor of the South and North Wings of Terminal 1 (55-inch: 4 locations; 4-screen multidisplay: 4 locations) and the arrival lobby on the first floor of the main building of Terminal 2 (12-screen multi-display: 2 locations; 4-screen multi-display; 4 locations). Digital signage fees shall be settled at actual cost, so a flat fee of 864,000 yen (including tax) shall be allocated to the bid amount.

#### 5) Use of parking areas at Narita International Airport and Tokyo International Airport

The necessary number of parking spaces for leased vehicles shall be arranged at Narita International Airport and Tokyo International Airport.

##### a. Narita International Airport

**Usage period:** Five days from May 2 (Tue) - May 6 (Sat), 2017 (scheduled)

**Usage hours:** 7:00 a.m. - 11:00 p.m. (scheduled)

**Number of spaces used:** 50 each day (scheduled)

**Usage fee:** Settled at actual cost

A flat fee of 556,200 yen (including tax) shall be allocated to the bid Amount.

##### b. Tokyo International Airport

**Usage period:** Five days from May 2 (Tue) - May 6 (Sat), 2017 (scheduled)

**Usage hours:** 24 hours each day (scheduled)

**Number of spaces used:** 50 each day (scheduled)

**Usage fee:** Settled at actual cost

A flat fee of 550,000 yen (including tax) shall be allocated to the bid Amount.

#### 6) Creation of CIQ information panels

The necessary number of CIQ information panels, etc. used for providing information and guidance to Annual Meeting participants in Narita International Airport and Tokyo International Airport shall be prepared.

The panels shall be equipped with a transparent pocket enabling an A3-sized piece of normal paper to be interchanged therein. They shall be created after consultation with the Kanto Local Finance Bureau on the design, etc.

**Specifications:** Size of around W450 × H450 \* Able to be carried by hand

**Quantity:** 30 for Narita International Airport

30 for Tokyo International Airport

#### 7) Operations for the establishment of a logistics room in Narita International Airport and a logistics room in Tokyo International Airport

The Contractor shall establish logistics rooms in Narita International Airport and a logistics room in Tokyo International Airport to smoothly implement the above airport transportation operations.

##### a. Items arranged in the Narita International Airport logistics rooms

i) Locations: Office (M5027/28) on the fifth floor of the main building of Terminal 2 and conference room on the second floor of the main building of Terminal 2 of Narita International Airport

ii) Period: 17 days from April 24 (Mon) until May 10 (Wed), 2017 (including setup and removal dates)

\* The office (M5027/28) on the fifth floor of the main building of Terminal 2 will be used as a waiting room only for the seven days from May 2 (Tue) until May 8 (Mon).

iii) The following items shall be arranged in the Narita International Airport logistics rooms. The expenses for these shall be estimated using the amount obtained by multiplying the unit price by the planned quantity, and included in the bid amount (unit price contract).

- 1 color multifunction printer (with printer and fax functions)
- Printing volume (monochrome): 15,000 pages
- Printing volume (color): 5,000 pages
- 4 telephones (including telephone lines)
- 1 notebook PC (for printing)
- 21 conference tables
- 58 folding chairs
- 2 white boards
- 7 sets of office desks and chairs
- 1 cabinet (lockable, 2 or more drawers)
- 1 shredder
- 3 trash cans
- 2 hanger racks (20 hangers)
- 1 refrigerator
- 2 waiting chairs
- 7 blankets
- 1 airport information system (including monitor and line)
- 50 transceivers
- Other items designated by the Kanto Local Finance Bureau

iv) When calculating expenses, all expenses required for using equipment such as the expenses for unloading and loading of the above items, expenses for electrical work, and expenses for power strips and toner cartridges, etc. shall be allocated (LAN and modem for connecting to the Internet are not required because wireless LAN will be used). Calling costs shall be settled at actual cost, so a flat fee of 432,000 yen (including tax) shall be allocated to the bid amount.

- v) A flat fee of 427,351 yen (including tax) shall be allocated to the bid amount for the cost of using the office (M5027/28) on the fifth floor of the main building. The cost of using the conference room on the second floor of the main building shall not be allocated to the bid amount because it will be provided at no charge throughout the duration.
- b. Items arranged in the Tokyo International Airport logistics room
- i) Location: Common conference room on the first floor of the CIQ Building in Tokyo International Airport
  - ii) Period: 17 days from April 24 (Mon) until May 10 (Wed), 2017 (including setup and removal dates)
  - iii) The following items shall be arranged in the Tokyo International Airport logistics room. The expenses for these shall be estimated using the amount obtained by multiplying the unit price by the planned quantity, and included in the bid price (unit price contract).
    - 1 color multifunction printer (with printer and fax functions)
    - Printing volume (monochrome): 15,000 pages
    - Printing volume (color): 5,000 pages
    - 2 telephones (including telephone lines)
    - 1 notebook PC (for printing)
    - 5 conference tables
    - 15 folding chairs
    - 2 white boards
    - 4 sets of office desks and chairs
    - 1 cabinet (lockable, 2 or more drawers)
    - 1 shredder
    - 3 trash cans
    - 2 hanger racks (20 hangers)
    - 1 refrigerator
    - 2 waiting chairs
    - 2 blankets
    - 1 airport information system (including monitor and line)
    - 30 transceivers
    - Other items designated by the Kanto Local Finance Bureau
  - iv) When calculating expenses, all expenses required for using equipment such as the expenses for unloading and loading of the above items, expenses for electrical work, and expenses for power strips and toner cartridges, etc. shall be allocated (LAN and modem for connecting to the Internet are not required because wireless LAN will be used). Calling costs shall be settled at actual cost, so a flat fee of 432,000 yen (including tax) shall be allocated to the bid amount.
  - v) The cost of using the office in the airport shall not be allocated to the bid amount because it will be provided at no charge throughout the duration.

## 8) Preparation of venues, etc. for training of transportation personnel

The Contractor shall implement training of personnel no later than one month prior to the date of commencement of work by personnel in Narita International Airport and Tokyo International Airport. The fees for usage of venue and fixtures shall not be allocated to the bid amount because the venues will be provided at no charge.

## 9) Limousine bus tickets for general participants

The Contractor shall allocate personnel expenses for ticker distribution personnel and ticket costs for the distribution of limousine bus tickets to general participants at the Annual Meeting counters in Narita International Airport and Tokyo International Airport established under (3) 3), and at Pacifico Yokohama and the recommended hotels (scheduled).

The expenses for these shall be estimated using the amount obtained by multiplying the price of one ticket by the planned quantity, and included in the bid price (unit price contract).

- a. From Narita International Airport to Yokohama City Air Terminal (YCAT) or recommended hotel  
**Price:** 3,600 yen (including tax) per ticket  
**Quantity:** 2,400 tickets
- b. From Tokyo International Airport to Yokohama City Air Terminal (YCAT)  
**Price:** 580 yen (including tax) per ticket  
**Quantity:** 3,000 tickets
- c. From Tokyo International Airport to a recommended hotel  
**Price:** 720 yen (including tax) per ticket  
**Quantity:** 500 tickets
- d. From Tokyo International Airport to Yokohama City Air Terminal (YCAT) or a recommended hotel (late night bus)  
**Price:** 1,030 yen (including tax) per ticket  
**Quantity:** 60 tickets

## 10) Precautions concerning the operations

- a. The Contractor shall make arrangements for mobile phones, etc. required for communication, etc. and shall notify the Kanto Local Finance Bureau of the numbers in advance. The Contractor shall also bear the cost of communication expenses.
- b. The Contractor shall bear the cost of transportation expenses and accommodation expenses for personnel.
- c. The Contractor shall consider personnel thought to be required for smoothly conducting operations, and assign them after consultation with the Kanto Local Finance Bureau.
- d. The Contractor shall manage the meals and breaks of drivers and other transportation-related personnel, and assign the necessary personnel according to working hours.
- e. In the estimate, all expenses such as transportation expenses, accommodation expenses and overtime expenses required for performing these operations shall be allocated.

# 6. Networking Events and Catering

The Contractor shall coordinate with the ADB, the Kanto Local Finance Bureau and relevant parties to prepare and implement networking events and catering at the Annual Meeting.

Networking events and catering refer to the following.

- Reception hosted by the Japanese Minister of Finance
- Lunch hosted by the Japanese Minister of Finance
- Networking lunches
- VIP escort program
- Provision of refreshments in offices and meetings

Attention shall be given to the three following items in the planning and drafting of menus.

- 30% of dishes shall be vegetarian (vegan).
- The ability to provide Halal food is preferred.
- Endangered ingredients shall not be used.

## (1) Reception hosted by the Japanese Minister of Finance

The Contractor shall perform all operations for the reception hosted by the Japanese Minister of Finance from leasing the venue to setting up the venue and administration on the day of the event.

### [Overview]

**Time and date:** 6:30 p.m. - 8:30 p.m., May 6 (Sat), 2017 (scheduled)

**Venue:** Hoh-Sho on the 3rd floor of the Royal Park Hotel

**Number of participants:** Around 1,800

**Format:** Stand-up. Sections providing Japanese foods such as sushi and tempura shall be established.

### 1) Leasing the venue

The Contractor shall lease the necessary venue based on “IV. Details of the Operations 1. Securing Venues, etc.” in these Specifications. Furthermore, the Contractor shall handle discussions with venue personnel, etc. and perform the necessary procedures, etc. Consideration shall be given to the time required for setting up and removing decorations and equipment when determining the lease period.

### 2) Advance preparations

The Contractor shall perform the following operations after adequate consultation with the Kanto Local Finance Bureau and other relevant parties.

- Creation of implementation plan
- Creation of manuscript for proceedings
- Creation of venue layout diagram
- Planning of attractions
- Other matters thought to be necessary as preparations

### 3) Provision of food and beverages

Participants shall be provided food and beverages. Expenses for food and beverages shall be settled at actual cost using a unit price contract, so the amount obtained by multiplying the unit price (including service charges and tax) of food and beverages by the number scheduled to be provided shall be allocated to the bid amount when making the bid.

**Buffet dishes - Unit price:** 9,504 yen

**Scheduled number provided:** 1,440

**Stall dishes (sushi shaped by hand) - Unit price:** 1,425 yen

**Scheduled number provided:** 600

**Stall dishes (tempura) - Unit price:** 1,425 yen

**Scheduled number provided:** 500

**Stall dishes (soba noodles) - Unit price:** 594 yen

**Scheduled number provided:** 500

**Beverages - Unit price:** 2,970 yen

**Scheduled number provided:** 1,800

#### 4) Setup and administration of venue

The Contractor shall consult with the Kanto Local Finance Bureau, and perform setup and administration of the venue befitting a reception hosted by the Japanese Minister of Finance. Expenses for venue setup shall be settled at actual cost, so a flat fee of 1,231,200 yen (including tax) shall be allocated to the bid amount.

#### 5) Other

Because the reception will be held at the Royal Park Hotel away from Pacifico Yokohama, which is the venue of the Annual Meeting, the Contractor shall make and implement plans with sufficient consideration for transportation and security, etc. See “IV. Details of Operations 4. Security” in these Specifications for information on security.

## (2) Lunch hosted by the Japanese Minister of Finance

The Contractor shall perform all operations for the lunch for the delegations of each country (Minister of Finance or Central Bank Governor level) hosted by the Japanese Minister of Finance from leasing the venue to setting up the venue and administration on the day of the event.

#### [Overview]

**Time and date:** 12:30 p.m. - 2:00 p.m., May 6 (Sat), 2017 (scheduled)

**Venue:** InterContinental Ballroom, 3rd floor, InterContinental Hotel

**Number of participants:** 250 people including the delegations of each country and ADB officers, etc.

**Format:** Served while seated at table

#### 1) Leasing the venue

The Contractor shall lease the necessary venue based on “IV. Details of the Operations 1. Securing Venues, etc.” in these Specifications. The Contractor shall handle discussions with venue personnel, etc. and perform the necessary procedures, etc. Consideration shall be given to the time required for setting up and removing decorations and equipment when determining the lease period.

#### 2) Provision of food and beverages

Participants shall be provided food and beverages. Expenses for food and beverages shall be settled at actual cost using a unit price contract, so the amount obtained by multiplying the unit price (including service charges and tax) of food and beverages by the number scheduled to be provided shall be allocated to the bid amount when making the bid.

**Course meals Unit price:** 14,256 yen

**Scheduled number provided:** 250

**Beverages Unit price:** 2,970 yen

**Scheduled number provided:** 250

#### 3) Setup of venue

The Contractor shall consult with the Kanto Local Finance Bureau, create a venue layout diagram and perform setup of the venue befitting a lunch hosted by the Japanese Minister of Finance.

#### 4) Creation of invitations

The Contractor shall consult with the Kanto Local Finance Bureau and create invitations. Expenses for the creation of invitations shall be settled at actual cost using a unit price contract, so the amount obtained by multiplying the unit price of each invitation by 400, which is the number scheduled to be created, shall be allocated to the bid amount when making the bid.

## (3) Networking lunches

Networking lunches shall be provided for four days throughout the duration of the event for the purpose of promoting interaction between Annual Meeting participants. The Contractor shall consult with the relevant parties at the Kanto Local Finance Bureau, the ADB, the City of Yokohama, Pacifico Yokohama and the InterContinental Hotel, etc., to provide the lunches. The expense shall be borne by Japan for the first two of the four days and by the ADB for the second two days.

#### [Overview]

**Time and date:** 4 days from May 4 (Thu) until May 7 (Sun), 2017

12:00 p.m. - 2:00 p.m. each day (scheduled)

**Venue:** Within Pacifico Yokohama Exhibition Hall B

**Number of meals:** 1,000 each day (500 only on the 7th)

\* Of the above, the Kanto Local Finance Bureau shall provide 800 meals, and the City of Yokohama shall provide 200 meals.

**Format:** Stand-up

#### 1) Provision of food and beverages

Provision of food and ingredients will be received from sponsor companies the City of Yokohama has negotiated. The Contractor shall consult with the Kanto Local Finance Bureau, the City of Yokohama and other relevant parties to adjust the content and quantity of meals provided.

Food and beverage costs for networking lunches shall be settled at actual cost, so a flat fee of 5,702,400 yen (including service charges and tax) shall be allocated to the bid amount.

## 2) Setup of venue

The Contractor shall consult with the Kanto Local Finance Bureau and set up an appropriate venue for providing lunch. Enough tables to enable standing meals for approximately 200 people shall be placed in the venue. Furthermore, the facilities (handwashing facilities, etc.) and fixtures required for providing meals shall also be arranged, and work such as electrical and plumbing work shall also be arranged.

## (4) VIP escort program

The Contractor shall bear the cost of lunch expenses for the VIP escort program held on the afternoon of May 6 (Sat). Lunch expenses shall be settled at actual cost using a unit price contract, so the amount obtained by multiplying the unit price (including service charges and tax) of lunches by the number scheduled to be provided shall be allocated to the bid amount when making the bid.

Unit price: 11,880 yen  
Scheduled number provided: 60

## (5) Catering (for Offices and for Meetings)

The Contractor shall provide beverages, etc. according to [Attachment 6-1] and [Attachment 6-2]. When providing catering, the Contractor shall consult with the ADB, the Kanto Local Finance Bureau and other relevant parties. Expenses related to this shall be settled at actual cost using a unit price contract, so the amount obtained by multiplying the unit price (including service charges and tax) of food, beverages and waiters by the number scheduled to be provided shall be allocated to the bid amount when making the bid.

### 1) Catering for offices

Coffee and tea (paper cups) - Unit price: 210 yen  
Scheduled number provided: 1,240

Coffee and tea (ceramic cups) - Unit price: 320 yen  
Scheduled number provided: 6,678

Same (within hotel) - Unit price: 594 yen  
Scheduled number provided: 1,060

Water with glass - Unit price: 320 yen  
Scheduled number provided: 4,598

Same (within hotel) - Unit price: 594 yen  
Scheduled number provided: 520

Cold water (dispenser) - Unit price: 5,200 yen  
Scheduled number provided: 119

Same (within hotel) - Unit price: 5,616 yen  
Scheduled number provided: 26

Cookies (2 pieces) - Unit price: 110 yen  
Scheduled number provided: 7,918  
Same (within hotel) - Unit price: 131 yen  
Scheduled number provided: 820

Chocolate (1 piece) - Unit price: 160 yen  
Scheduled number provided: 3,959

Same (within hotel) - Unit price: 184 yen  
Scheduled number provided: 410

Waiter - Unit price: 3,500 yen  
Scheduled number provided: 552 hours

### 2) Catering for meetings

Coffee and tea (ceramic cups) - Unit price: 320 yen  
Scheduled number provided: 1,176

Same (within hotel) - Unit price: 594 yen  
Scheduled number provided: 440

Water with glass - Unit price: 320 yen  
Scheduled number provided: 455

Same (within hotel) - Unit price: 594 yen  
Scheduled number provided: 78

Mineral water - Unit price: 108 yen  
Scheduled number provided: 3,161

Same (within hotel) - Unit price: 594 yen  
Scheduled number provided: 890

Cookies (2 pieces) - Unit price: 110 yen  
Scheduled number provided: 1,026

Same (within hotel) - Unit price: 131 yen  
Scheduled number provided: 140

Soft drink - Unit price: 320 yen  
Scheduled number provided: 20

Buffet breakfast - Unit price: 3,100 yen  
Scheduled number provided: 87

## (6) Precautions Concerning the Operations

The Contractor shall give sufficient consideration to participants' religions and other meal restrictions when planning and implementing networking events and catering.



# 7. Exhibitions

Exhibition space as shown in the [Exhibition Overview] below shall be established to communicate Japan's excellent infrastructure technology and content to Annual Meeting participants. The exhibition space is scheduled to hold exhibits by the Japan International Cooperation Agency (JICA), the Japan Bank for International Cooperation (JBIC), the Japan External Trade Organization (JETRO) and the Japan Fund for Poverty Reduction (JFPR) projects by the Japanese government, other exhibits by private companies in addition to exhibits by the City of Yokohama.

The Contractor shall hold close discussions with the exhibiting organizations and companies, in addition to the Ministry of Finance, the Kanto Local Finance Bureau, the City of Yokohama and other relevant parties, plan and implement the exhibition giving consideration to a unified image for the exhibition spaces of the Japanese government and the City of Yokohama, and decorate the exhibition space to enable the effective communication of Japanese companies' technologies.

Furthermore, an event stage shall also be established in the area within the venue near the exhibition space. Small seminars, etc. based on requests from the ADB and other organizations participating in the Annual Meeting are scheduled to be held on the event stage.

## [Exhibition Overview]

**Duration:** 10:00 a.m. - 5:00 p.m. each day from May 4 (Thu) until May 7 (Sun), 2017

**Venue:** Pacifico Yokohama Exhibition Hall B

**Area:** Approximately 700 m<sup>2</sup> (In addition the City of Yokohama's exhibition space is approximately 700 m<sup>2</sup>)

### (1) Exhibition Space

- 1) The Contractor shall perform coordination and final confirmation of the draft of the Exhibition Plan created in FY2016 with the Kanto Local Finance Bureau and relevant parties, and create overall drawings including a decoration proposal.
- 2) The Contractor shall coordinate with exhibiting organizations and companies.
- 3) The Contractor shall arrange two reception guide personnel (from May 4 (Thu) until May 7 (Sun), 2017).
- 4) The Contractor shall create 5,000 fliers introducing the exhibiting organizations and companies, and place them in Congress Bags.
- 5) The Contractor shall organize the ID registration information of exhibiting parties.
- 6) The On-site Manager shall perform management of the overall exhibition space including management of the two reception guide personnel.

### (2) Event Stage

- 1) The Contractor shall establish the following event stage within the venue.
  - Stage: Width 7,200 mm Depth 2,700 mm Height from floor 400 mm
  - Backdrop: Height 3,500 mm Width 7,200 mm
  - Audience seating: Seating space for 30 people
  - Audio equipment: 3 wired microphones, 2 wireless microphones and a loudspeaker shall be prepared.
  - Lighting equipment: Stage spotlights shall be installed.
- 2) Two operators of audio and lighting equipment shall be assigned on each day.
- 3) The Contractor shall coordinate with the City of Yokohama because the City of Yokohama is responsible for administration and management of the stage.

# 8. Personnel

The Contractor shall procure the personnel required for administration of the Annual Meeting, and efficiently assign them to support the smooth holding of the meeting.

The Contractor shall establish an operational framework, conduct sufficient discussions with the Kanto Local Finance Bureau and other relevant parties, and execute the following operations.

## (1) Establishment of Operational Framework

The Contractor shall select and assign one Administrator and one or more Deputy Administrator(s) to implement the operations. The Administrator and Deputy Administrator(s) shall be exclusively engaged in personnel management operations throughout the duration of the operations.

In the execution of the operations, the Administrator and the Deputy Administrator(s) shall secure the necessary On-site Managers and personnel, and establish a sound operational framework.

### 1) Administrator and Deputy Administrator

a. Period of operations: From the date of the conclusion of the contract until May 31 (Wed), 2017

- i) The Administrator and the Deputy Administrator(s) shall discuss, liaise and coordinate with the Kanto Local Finance Bureau and relevant parties.
- ii) The Administrator and Deputy Administrator(s) shall manage the operations and activities of personnel through On-site Managers throughout the duration of the Annual Meeting. They shall provide timely and appropriate direction and guidance to personnel according to changes in conditions of the administration of the meeting.

b. Requirements

- i) The Administrator and the Deputy Administrator(s) must be the same persons throughout the term of the contract unless approved by the Kanto Local Finance Bureau.
- ii) The Administrator and the Deputy Administrator(s) shall be persons with adequate experience concerning coordination of personnel and local staff in ministerial-level international conferences, etc.
- iii) At least one of the Administrator or the Deputy Administrator(s) shall be a person with a TOEIC score of 800 or higher or equivalent English skills.
- iv) Persons whose mother tongue is not Japanese shall have Japanese skills of a level approximately equal to Level 1 of the Japanese Language Proficiency Test.

### 2) On-site Managers

The Contractor shall secure the necessary number of On-site Managers to manage local staff under the Administrator.

a. Period of operations, number of personnel

The period of operations and number of On-site Managers assigns shall be as stated in [Attachment 8].

b. Requirements

On-site Managers shall have the same level of language ability as local staff.

c. Content of operations

- i) On-site Managers shall manage the work of local staff and perform other related operations in accordance with instructions from the Kanto Local Finance Bureau and other relevant parties.
- ii) On-site Managers shall report to and liaise with the Administrator as appropriate with regard to the status of the work of local staff.

## (2) Procurement, Assignment and Management of Personnel

### 1) Arranging and assigning personnel

The Contractor shall arrange personnel (free personnel have already been arranged) that meet the requirements stated in [Attachment 8], assign personnel and management them throughout the duration of the event. The working hours of personnel shall basically be 8:00 a.m. - 7:00 p.m. each day unless otherwise instructed. The Contractor shall submit materials enabling the confirmation that personnel (excluding free personnel) satisfy the requirements in [Attachment 8] to the Kanto Local Finance Bureau prior to the commencement of the personnel training (orientation) in 2) a. Below.

An assignment chart stating the names, etc. of personnel shall be submitted to the Kanto Local Finance Bureau no later than one week prior to the commencement of work by personnel.

### 2) Implementation of training in advance

- a. The Contractor shall implement personnel training (orientation) for personnel based on the Operations Manual created under (3) below.
- b. Training shall be planned so as to enable personnel to each undergo around three hours of training no later than one month prior to the date of commencement of work in each operation.
- c. Consideration shall be given to ensure all personnel including backup personnel to serve as substitutes for absent personnel are able to undergo training.
- d. The Contractor shall provide the fixtures, staff, etc. required for training (the training venue shall be determined after coordination with the Kanto Local Finance Bureau. Training venue expenses shall not be allocated.).

### 3) Administration and management throughout the duration of the event

- a. The Contractor shall provide appropriate instructions to personnel and support the smooth holding of the meeting after coordination with the Kanto Local Finance Bureau. If a change in the assignment or number of personnel arises due to conditions in the administration of the meeting, etc., the Contractor shall respond with flexibility after closely communicating with the Kanto Local Finance Bureau.
- b. The Contractor shall provide backup personnel in case of the sudden absence, change or addition of personnel.
- c. The Contractor shall perform labor management and health management of personnel.

### 4) Other

- a. The Contractor shall comply with labor laws when implementing the operations, and purchase appropriate insurance according to the needs of personnel employed.
- b. The Contractor shall collect face photographs and personal information such as the names of personnel, enter these into the designated forms, and submit them to the Kanto Local Finance Bureau for the issuance of identification badges.
- c. The Contractor shall transfer wages into bank accounts in the names of each of the personnel no later than June 15 (Thu), 2017 after the Annual Meeting ends.
- d. The Contractor shall also implement other operations deemed to be necessary regarding personnel by the Kanto Local Finance Bureau.

## (3) Creation of Operations Manual

After coordinating with the Kanto Local Finance Bureau, the Contractor shall create an Operations Manual summarizing the overview of the Annual Meeting, the operational procedures to be followed by personnel, and precautions to take and distribute it to the relevant parties prior to the implementation of the training in (2) 2) above.

The number of copies of the Operations Manual shall be as follows (a flexible response shall be taken if there is a change in the number of pages or the number of copies).

#### 1) Operations Manual - Complete Overview

Approximately 20 A4 double-sided color pages: 350 copies

#### 2) Operations Manual - Details on Specific Jobs

Five job types with approximately 10 A4 double-sided color pages each

The number of copies shall be the number of personnel assigned to each job + 50 for each type.

## 9. Freight

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The Contractor shall conduct operations concerning imported freight sent from Manila, Philippines by the ADB, which is the host of the Annual Meeting, that include import customs clearance in Japan, transportation from the airport or port at which it arrives to the venue of the Annual Meeting, removal, export customs clearance, and loading of export freight after the Annual Meeting ends.

The Contractor shall implement these operations after close liaison and coordination with the international air or marine freight transportation company with which the ADB has concluded a separate contract.

- Customs clearance of inbound freight and transportation to the venue (Pacifico Yokohama)

Air freight: 1 ton - Marine freight: TBD

(Reference: Air freight totaled 990 kilograms and there was no marine freight at the Frankfurt Annual Meeting held in 2016)

- Customs clearance of outbound freight and transportation from venue (to Manila, Philippines)

Air freight: 1 ton - Marine freight: TBD

(Reference: Air freight totaled 1,074 kilograms and there was no marine freight at the Frankfurt Annual Meeting held in 2016)

The Contractor shall take note of the following items when making estimates.

- The volume of freight shall be calculated using the above volumes, and this shall be included in the estimate. An estimate shall be made again when the specific volume of freight is known, and this shall be settled after the Annual Meeting ends.
- If it is determined that a warehouse is required considering the schedule for importing and customs procedures for import freight, the Contractor shall make arrangements after consultation with the Kanto Local Finance Bureau and relevant parties.
- Freight may be sent in several batches.
- The Contractor shall purchase the necessary insurance for the import and export freight when transporting it from the port to the venue.
- The Contractor shall arrange personnel for performing these operations including unpacking and packing at the Annual Meeting venue.

## 10. Records

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The Contractor shall take photographs at the Annual Meeting venue and at the airport, etc. from May 3 (Wed) until May 7 (Sun), 2017 for the purpose of recording the holding of the Annual Meeting. The Contractor shall arrange two or more cameramen for each day for this purpose.

The data of the photographs taken shall be delivered using recording media such as DVD no later than July 31, 2017.

# Specifications

## Service for Event Management

49th Annual Meeting of The Board of Governors of the Asian Development (ADB) Main Event Messe Frankfurt

Frankfurt, 01 - 05 May 2016

### I. Background notes / description of the project

The Asian Development Bank (ADB) is a development bank for the Asia-Pacific region with the aim of supporting the economic development in the region. Every year in May, the annual meeting of the Board of Governors of ADB is held with its 67 Member States. On request of the ADB, the 49th annual meeting next year will be held in Germany. The German government, represented by the Federal Ministry of Economic Cooperation and Development (BMZ) will assume the role of the Host.

The focus of the meeting next year will be the subject of sustainability. In this area, Germany is a pioneer. As an experienced partner for global sustainability issues, such as energy supply, or labor and social standards in international supply Germany would provide impetus and at the same time will be looking for partners to jointly develop solutions to global challenges and to achieve international targets. Therefore, the event is held under the motto "Cooperating for Sustainability".

Official Venue is Messe Frankfurt. The following event space at the fairgrounds will be used:

- Congress Center (3500qm)
- Forum (6000 sqm)
- Festhalle (6000 sqm)
- Entrance City (1000 sqm)
- Hall 1.1
- Hall 1.2 (3000 sqm)
- Hall 3.Via + 3.C (1000 sqm)
- Hall 5.1 (partially)

The duration of the conference is four days plus partly 4 - 5 days for briefings, coordination, registration and preparatory meetings from 27 to 05 May 2016. Expected are 3000-4000 guests. A total of 60 events will take place during the conference. For comparison, the program of this year's meeting in Baku can be viewed.

As a state-owned enterprise, GIZ supports the BMZ in the implementation and the control of defined work packages within the event. This includes in particular the Event Management (conception, organization and logistics).

### II. Performance requirements

The contractor will assist in the preparation and implementation of the 49th ADB annual meeting in the conference organization. The following services are provided:

#### 1. General requirements

- Provide a permanent central focal structure for all logistical and organizational issues of the client in advance and during the event
- Design and implement a stringent, sustainable event management
- Organization, preparation and follow ups; participate in the preparatory and planning meetings with the client, site inspections (approximately 20 days/appointments on site) = + 12 production appointments + implementation according to the price sheet
- Protocol Safety
- Fluency in English both spoken and written
- Transparency and regular reporting in compliance with the financial framework contract
- Follow-up: Provide a detailed statement of costs for the monitoring of the target and actual cost variance; providing no later than 8 weeks after the end of the event on the basis of all tested trades and service bills

#### 2. Project planning and preparation

- Production planning and monitoring, incl. preparation and tracking of production plans, process coordination, on-site visits and detailed planning of all trades.
- Interface management and close coordination with the client and stakeholders (especially Messe Frankfurt, ADB)
- Regarding allocation of additional services and trades:
  - o Support in service description
  - o Support in shortlisting
  - o Support in technical evaluation of bids, ranking and recommendation
- Control of all trades and service on the spot
- Process coordination and detailed planning of all trades (incl. budget monitoring for property or trades costs; ongoing adjustment of cost calculation)

- Development of a milestone plan, an event schedule and room book
- Planning and coordination of badge creation Local Staff and all other - not accredited by the ADB - stakeholders and service providers
- Development of staffing plans and briefings
- Support and legwork for developing a control system taking into account the usage requirements of the Exhibition Fairs. Existing routing instruments and signs monopoly outdoors
- Continuous status reporting to the client
- Support and legwork for the development and production of conference folders, decorating the premises, as well as scarves and ties for hostesses.

### 3. Support the invitation management

- Original service agreement has been dropped

### 4. Transport

- Development of a sustainable transport concept taking into account the sustainability aspect
  - o Guidance on airport and train station
  - o Transportation airport / train station
  - o Transfers and transportation exhibition - external venues
- Support and legwork in controlling the transport of the participants on site, and from the hotel as well as to and from venues outside of Messe

### 5. Support for organization / logistics of VIP services (ca. 70 to max. 100 pers.)

- Original service agreement has been dropped.

### 6. Conference Implementation (01.-05.05.2016)

- Control of the proceedings of the conference / implementation of the Event Schedule
- Control the fine tuning of the logistical and organizational processes and site requirements (incl. assembling and dismantling, registration of participants), as well as supporting the conference secretariat)
- Development of an office supplies lists and monitoring the assembly of offices
- Admission control via hostesses

**Note:** The general safety assurance falls under the responsibility of the Fair. This includes the development of a security plan in coordination with the local police and the provision of trained and expert local security personnel. Safety technology (scanner, locks as well as related personnel etc.) are not included.

- Briefings, instruction and control of all trades on site
- Production monitoring and quality assurance

### 7. Follow-up

- Conference management follow-up
- Control and settlement of external invoices (release of external bills in order to pay via GIZ), create a final invoice (= a final cost budget)
- Debriefing
- Report and final invoice no later than 8 weeks after the end of the event

#### **Note**

Given that it is difficult at this stage of time to estimate the actual staff costs related to individual tasks, it is agreed to flexibly assign personnel allocations under the contract amount and to ensure transparency and efficient monitoring with the possibility of readjustment through a monthly report on the deployment of personnel.

# KW Conferences Pvt Ltd: Key Contacts - Roles & Responsibilities

**39<sup>th</sup> Annual Meeting of the Board of Governors - ADB**  
**4<sup>th</sup>-6<sup>th</sup> May 2006, ICCH, Hyderabad, India**

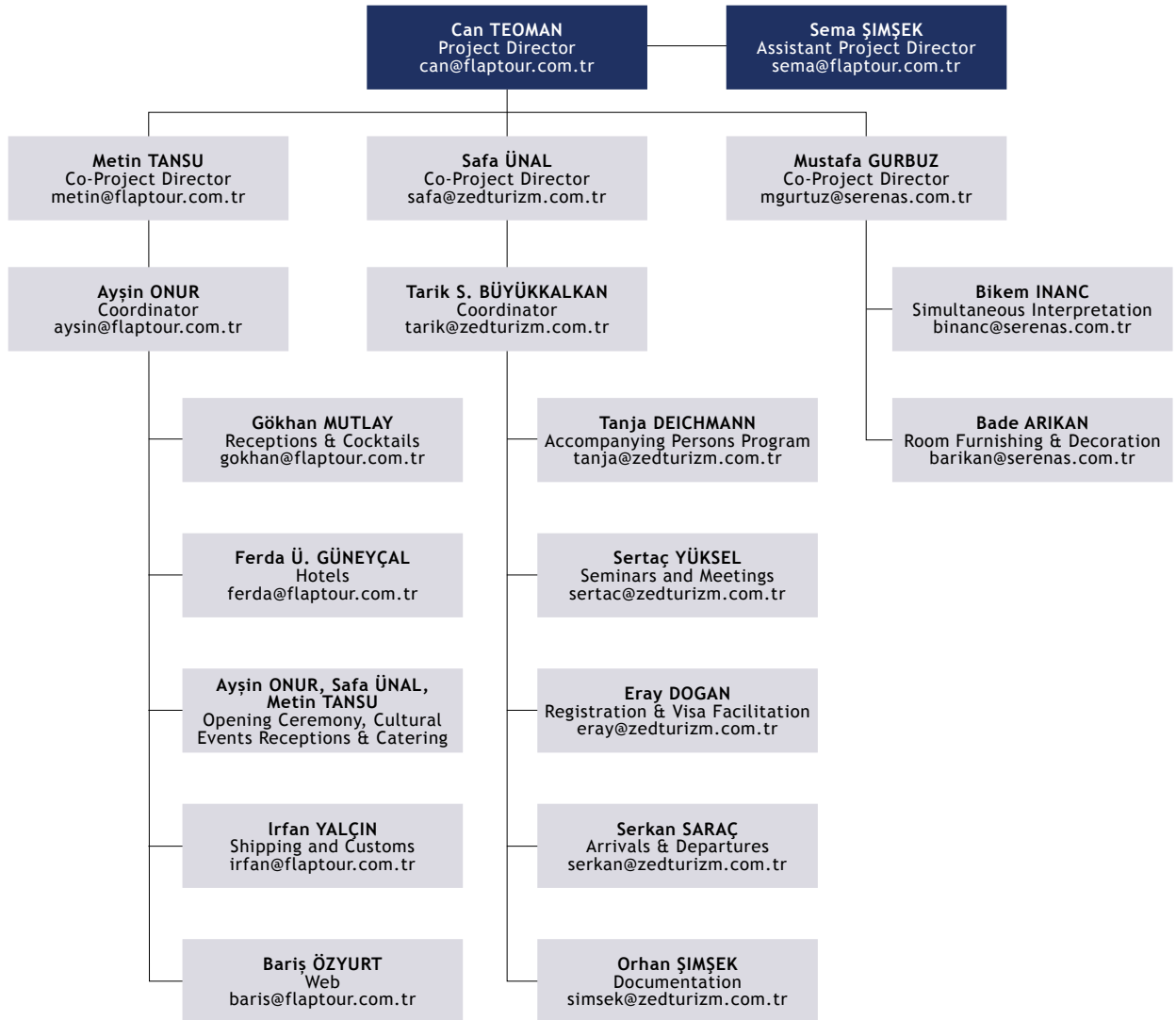
<b>Monimita Sarkar</b> Managing Director K W Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> moni@kwconferences.com <b>Mobile:</b> 91 98110 29709"	Overall coordination - Onsite registration, Protocol, Liaison Officers for VIPs, Help Desk, Information Kiosk, Secretariat Equipment & Services, Office Equipment, Hall Set-ups & Allocations, Signage, AV, Catering, Office Set-ups & Allocations, Interpretation System, Social Evenings, Delegate Materials  Co-ordination with IBEF for sponsorships
<b>Rashmi Hazarika</b> Head-Operations K W Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> rashmi@kwconferences.com <b>Mobile:</b> 91 98103 14782"	Overall coordination - Onsite registration, Protocol, Liaison Officers for VIPs, Help Desk, Information Kiosk, Secretariat Equipment & Services, Office Equipment, Hall Set-ups & Allocations, Signage, AV, Catering, Office Set-ups & Allocations, Interpretation System, Social Evenings, Delegate Materials  Co-ordination with IBEF for sponsorships
<b>Sumitro Sarkar</b> Director K W Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> sumitro@kwconferences.com <b>Mobile:</b> 91 98103 20415"	In charge of RFID, Messaging, EventsPro, Server, LAN, Telecommunications
<b>Divesh Abrol</b> Tech Manager KW Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> diveshabrol@gmail.com <b>Mobile:</b> 91 92121 66402"	Secretariat & general equipment; assisting with technical operations, as above
<b>Rajendra Kumar</b> Sr. Conf Manager KW Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> raj@kwconferences.com <b>Mobile:</b> 91 98103 14783"	Vendor Management & co-ordination, delegate kit preparation
<b>Swati Basu</b> Sr Manager KW Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> swatibasus@hotmail.com <b>Mobile:</b> 91 98102 59659"	Staff Co-ordinator
<b>Ichhapurak Kaur</b> Conf Manager KW Conferences	A56/12 DLF Phase I Gurgaon 122 002 <b>Tel:</b> 91 124 410 2071-4 <b>Fax:</b> 91 124 410 2075 <b>Email:</b> swatibasus@hotmail.com <b>Mobile:</b> 91 98102 59659"	Hall Management; assisting with catering co-ordination

<p><b>Rama Satija</b> Conf Manager KW Conferences</p>	<p>A56/12 DLF Phase I Gurgaon 122 002 Tel: 91 124 410 2071-4 Fax: 91 124 410 2075 Email: rama@kwconferences.com Mobile: 91 98119 03045"</p>	<p>Assisting with on-site registration, EventsPro</p>
<p><b>S Bharat</b> ConfManager KW Conferences</p>	<p>A56/12 DLF Phase I Gurgaon 122 002 Tel: 91 124 410 2071-4 Fax: 91 124 410 2075 Email: bharat@kwconferences.com Mobile: 919891071440"</p>	<p>Operations - Furniture requisitions, Hall &amp; Office set-ups, signage, AV, social events</p>
<p><b>Varun Shanna</b> Conf Executive KW Conferences</p>	<p>A56/12 DLF Phase I Gurgaon 122 002 Tel: 91 124 410 2071-4 Fax: 91 124 410 2075 Email: varun@kwconferences.com Mobile: 91 98685 12679</p>	<p>Operations - Furniture requisitions, Hall &amp; Office set-ups, signage, AV, social events</p>
<p><b>Ashwini Bhardwaj</b> Docs Supervisor KW Conferences</p>	<p>A56/12 DLF Phase I Gurgaon 122 002 Tel: 91 124 410 2071-4 Fax: 91 124 410 2075 Email: copsys@bol.net.in Mobile: 91 98110 11828</p>	<p>In charge of Documentation Unit &amp; on-site secretariat</p>



# PCO Organisation Chart

The 38<sup>th</sup> Annual Meeting of the Board of Governors  
Asian Development Bank  
Istanbul, 2005



IMPORTANT NOTE: All correspondences must be copied to Mr. Can Teoman and Ms. Serna Simsek