

01/2010/034/KO243

**Barents Low Volume Road Management -project**

Проект «Управление дорогами с низкой интенсивностью движения в Баренц регионе»

**KICK-OFF MEETING CONTRACTOR NEGOTIATING PROCEDURE**

ПЕРЕГОВОРНАЯ ПРОЦЕДУРА ПО ВЫБОРУ ПОДРЯДЧИКА ДЛЯ ПРОВЕДЕНИЯ СТАРТОВОЙ ВСТРЕЧИ ПРОЕКТА

**PROTOCOL OF CONTRACTORS REVIEW FOR THE “BARENTS LOW VOLUME ROAD MANAGEMENT”- PROJECT KICK-OFF MEETING ORGANIZATION IN ARKHANGELSK**

<b>Time</b>	11-17 January, 2011
<b>Venue</b>	Arkhangelsk
<b>Responsible persons</b>	Mrs. Maria Shabasheva, BLVRM Project Manager, ADC Ltd. (Lead Partner) Mrs. Ekaterina Svatkova, ADC Ltd. accountant (Lead Partner)
<b>Objective</b>	Choosing the best contractor to provide supporting services for the Project Kick-off meeting and Steering Group Meeting (February, 3 <sup>rd</sup> , 2011, Arkhangelsk Regional Road Administration premises, 9:00-22:00)
<b>Volume of works to be sub-contracted</b>	Provisions of: <ul style="list-style-type: none"> <li>- Handouts for participants</li> <li>- Coffee-breaks</li> <li>- Lunch for participants</li> <li>- Social mingle</li> </ul>
<b>Available budget</b>	1800 Euro

**The results of the review of potential companies able to organize kick-off meeting**

Procedure: The review of the local companies able to provide supporting services to Kick-off meeting and Steering Group meeting according to the principle “the best money value” (volume/budget/quality) was made using Internet resources and recommendations of local partner organization.

Results:

1. Internet review has found several local potential providers of services required.
2. Recommendations of the local partner - the Arkhangelsk Regional Road Administration “Arkhangelskavtodor” were taken into consideration.
3. The NGO “GreenWave” was chosen as the potential candidate No1 to provide services required.

NGO “GreenWave” contact information is as follows:

Director:	Mrs. Nadezhda Baikina
Postal address:	20, Smolny Buyan St., Arkhangelsk, 163002
Phone	+7 953 2610557
e-mail:	<a href="mailto:greenwave29@mail.ru">greenwave29@mail.ru</a>

Grounds: NGO "GreenWave":

- has a 6-years experience of seminar organization and holding in road sphere;
- has an experience in international projects (Tacis "Polar Traffic Safety" 2007-2009 and several smaller bilateral projects);
- English capable;
- gained good references from Clients ("Arkhangelskavtdor", Arkhangelsk City State Inspection of Road Traffic Safety, the St.Petersburg State Architecture and Construction University (joint seminars and conferences in St. Petersburg);
- capable to provide required services for the events in the premises of the Arkhangelskavtdor (other candidates proposed other premises for the events resulting in increased costs of the events.

Decision: Taking into account all the above it is decided to invite the NGO "GreenWave" to negotiate the details and conditions of the service Contract.