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Barents Low Volume Road Management -project

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

ENGLISH/RUSSIAN/ENGLISH TRANSLATION SERVICE CONTRACTOR NEGOTIATING PROCEDURE

PROTOCOL OF CONTRACTORS REVIEW FOR THE “BARENTS LOW VOLUME ROAD MANAGEMENT”- PROJECT TRANSLATIONS PROVISION

Time	March, 9-18, 2011
Venue	Arkhangelsk
Responsible persons	Mrs. Maria Shabasheva, BLVRM Project Manager, ADC Ltd. (Lead Partner) Mrs. Rashida Girfanova, BLVRM Financial Manager, ADC Ltd. (Lead Partner)
Objective	Choosing the best provider of translation services for the BLVRM – Project
Volume of works to be sub-contracted	Provisions of: - English/Russian and Russian/English translation of materials needed for the BLVRM-project within the period of project implementation.
Available budget	7500 EUR

The results of the review of potential companies able to organize English/Russian and Russian/English translations within the BLVRM-Project

Procedure: The review of the local companies able to provide English-Russian materials translation services within the BLVRM-Project 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. Some five translation bureaus were selected for further negotiations, including the Northern Bureau of translations, Mark’s bureau of translations, Bureau of translation assistance “Runa”, Translation agency and Lappi service.
2. After contacting the above companies it revealed that none of them has English/Russian translation specialists specialized on road terminology, which is extremely important for the BLVRM project inseparably linked with up-to-date road technologies and know-how (Roadex).
3. Taking into account the previous experience of ADC Ltd. and recommendations of the Arkhangelsk Project Partner – Arkhangelsk Regional Road Administration “Arkhangelskavtodor” it was decided to get the NGO “GreenWave” specialists involved for the translation services in question.
4. The NGO “GreenWave” was chosen as the potential candidate No1 to provide translation 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:	greenwave29@mail.ru

Grounds for choosing: NGO "GreenWave":

- has an experience of international road related projects (Tacis "Polar Traffic Safety" 2007-2009 and several smaller bilateral projects), with English as working language;
- has an experience of independent development of English/Russian reports for international projects;
- gained good references from Clients ("Arkhangelskavtodor", Arkhangelsk City State Inspection of Road Traffic Safety (NGO "GreenWave" provided translation services for them when needed);
- has a sufficient experience of translations of road terminology texts.

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

Annex 1 represents the Invitation from the Lead Partner to the NGO "GreenWave".