

04/2012/118/KO548

**Safer Roads For Users -project**

Проект «Более безопасные дороги для пользователей»

**ENGLISH/RUSSIAN/ENGLISH TRANSLATION SERVICE CONTRACTOR NEGOTIATING PROCEDURE**

**PROTOCOL OF PROCEDURE TO SELECT PROVIDER OF TRANSLATION SERVICES FOR THE "SAFER ROADS FOR USERS"- PROJECT**

**Date:** October, 21st, 2013

**Venue:** The premises of ADC Ltd., 23-5, Tchumbarova-Luchinskogo av., Arkhangelsk, 163000, Russia

**The subject of the Tender:** Outsourced works for the SRFU, KO 548

**The Contracting Authority:** The Leading Partner of the SRFU-Project – ADC Ltd.

**The Selection Commission members:**

Name	Position	Contact data
Svatkova Elena	Chairman, Director of ADC Ltd	<a href="mailto:svatkova@mail.ru">svatkova@mail.ru</a> Tel./Fax: 8 8182 65 59 21 mob.: +7 921 818 08 49
Girfanova Rashida	Project Financial Manager, ADC Ltd.	<a href="mailto:rashida.gir@mail.ru">rashida.gir@mail.ru</a> mob.: +7 952 259 12 03
Iudina Margarita	Project Secretary, ADC Ltd.	<a href="mailto:mar-ta.yudina@mail.ru">mar-ta.yudina@mail.ru</a> +7 921 295 02 36

**The results of the selection procedure**

The Selection Commission took part in 10.00 (Moscow), October, 21<sup>st</sup>, 2013:

<b>Venue</b>	ADC Ltd, premises, 23-5, Tchumbarova-Luchinskogo av., Arkhangelsk, Russia
<b>Responsible persons</b>	Elena Svatkova, Director ADC Ltd., Lead Partner Rashida Girfanova, SRFU Financial Manager, ADC Ltd.
<b>Objective</b>	Selection of the appropriate provider of translation services for the SRFU – Project
<b>Volume of works to be sub-contracted</b>	Provisions of: - English/Russian and Russian/English translations needed for the SRFU-project implementation within the Project period.
<b>Available budget</b>	7500 EUR

The procedure:

- The selection of a provider English-Russian materials translation services within the SRFU-Project was guided with:
  - the principle "the best money value" (volume/budget/quality)
  - Internet information

- recommendations of Partner organizations.
2. Internet review has found several potential providers of the services required. Five providers were selected for detail negotiations, including: the Northern Bureau of translations; the Mark's bureau of translations; the Bureau of translation assistance "Runa"; the Translation agency, the NGO "GreenWave".
  3. The detail discussions have found: Only the NGO "GreenWave" from the list of potential providers has specialists in English/Russian translation specialized in road safety terminology, which is important in principle for the SRFU project.
  4. Taking into account:
    - The list of projects implemented with participation of the NGO "GreenWave" (**Annex 1**)
    - The previous experience of cooperation between the NGO "GreenWave" and the ADC Ltd. ("Barents Low Volume Roads Management"- project)
    - Recommendations of the Project Partner - Road Police of the Arkhangelsk Region (which also has an experience of cooperation with the NGO "GreenWave")

it was **decided** to approve **the NGO "GreenWave" as a provider of the translation services.**

The NGO "GreenWave" contact information:

Director:	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>

The members of the Selection Commission:

Elena Svatkova,

Director ADC Ltd. The Lead Partner

Rashida Girfanova,

The Project Financial Manager

Iudina Margarita

The Project Secretary