

04/2012/118/KO548

Safer Roads For Users -project

Проект «Более безопасные дороги для пользователей»

ENGLISH/RUSSIAN/ENGLISH INTERPRETATION SERVICE CONTRACTOR NEGOTIATING PROCEDURE

PROTOCOL OF PROCEDURE TO SELECT PROVIDER OF INTERPRETATION 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	svatkova@mail.ru Tel./Fax: 8 8182 65 59 21 mob.: +7 921 818 08 49
Girfanova Rashida	Project Financial Manager, ADC Ltd.	rashida.gir@mail.ru mob.: +7 952 259 12 03
Iudina Margarita	Project Secretary, ADC Ltd.	mar-ta.yudina@mail.ru +7 921 295 02 36

The results of the selection procedure

The Selection Commission took part in 11.00 (Moscow), October, 21st, 2013:

Venue	ADC Ltd, premises, 23-5, Tchumbarova-Luchinskogo av., Arkhangelsk, Russia
Responsible persons	Elena Svatkova, Director ADC Ltd., Lead Partner Rashida Girfanova, SRFU Financial Manager, ADC Ltd.
Objective	Choosing the appropriate provider of interpretation services for the SRFU – Project
Volume of works to be sub-contracted	Provisions of: - English/Russian and Russian/English interpretation during the SRFU-Project events (meetings, seminars, conferences, road surveys, etc.) within the period of Project implementation.
Available budget	7500 EUR

The procedure:

1. 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. There are 6 potential providers of services required: the Northern Bureau of translations, the Mark's bureau of translations, the Bureau of translation assistance "Runa", the Translation agency, the NGO "Green Wave", the Lappi service.
2. The Interviews with the potential providers found that sufficient qualification for the Project purposes has the NGO "Green Wave" only (specialists in English/Russian interpretation specialized in road safety terminology).
3. 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")

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

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

The NGO "GreenWave" contact information:

Director:	Nadezhda Baikina
Postal address:	20, Smolny Buyan St., Arkhangelsk, 163002
Phone	+7 953 2610557
e-mail:	greenwave29@mail.ru

The members of the Selection Commission:

Elena Svatkova,

Director ADC Ltd. The Lead Partner

Rashida Girfanova,

The Project Financial Manager

Iudina Margarita