

American Embassy London

General Services Office
24 Grosvenor Square
London W1K 6AH



Email: londonproc@state.gov

January 22nd, 2016

Subject: Photography and photo editing Contract

The American Embassy London intends to issue a Request for Quote (RFQ) for the provision of an Indefinite Delivery Indefinite Quantity (IDIQ) Contract for photography services to the Embassy for a period of one year.

Assignments will include, but not be limited to documenting VIP visits, the Ambassador's engagement with the people of the UK, the construction of the new U.S. Embassy in Nine Elms Embassy and other activities, events and programs to build an image library that documents the U.S.-UK special relationship in action. As such skills in photojournalism, portraiture and editing are required.

The successful photographer must be able to work a minimum of 30 and maximum of 50 hours each week, depending on the needs of the Embassy from the Contract start date, up to January 2017. Photographers will be expected to provide their own equipment for all assignments. The U.S. Embassy will retain all rights and privileges to all photos taken under this Contract.

It is now compulsory for all companies doing business with the U.S. Government valued over \$25,000 to register on a website called "SAM – System for Award Management". www.sam.gov The website compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers. To register in SAM, a DUNS number and a NCAGE code are required. If you do not have this information, one has to be obtained before registering. There is no cost involved, neither in obtaining the numbers, nor registering in SAM. Interested parties are strongly encouraged to register their business as soon as possible to avoid any delay in making an award to the successful bidder. Please note individuals are exempt from SAM registration.

Please note this RFQ is not ready to be issued as of this date. Interested parties should contact GSO Procurement at the following email address: londonproc@state.gov in order to receive the RFQ package when it is issued. Further information as to how to register in SAM can also be obtained on request from londonproc@state.gov too

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