

## **U.S. EMBASSY, ADDIS ABABA**

### **Invitation to Quote - PR6009521**

The Embassy of the United States of America, Addis Ababa, Ethiopia, invites all eligible bidders to provide quotation for **Photo archive digitization project**.

#### **Description of work**

The U.S. Embassy Addis Ababa has a large collection of photographs that shows the historical bilateral cooperation and friendship between the United States of America and Ethiopia. The U.S Embassy is looking for a qualified contractor to digitize the photographs and to make an online searchable database which can be accessed by the general public. The collection should be designed so it can be accessed easily on the internet, is searchable, can have both high and low resolution options and the photos are identified and restored. The contractor will also print and frame 20 images, selected by the U.S. Embassy, of sufficient size and quality for display by the Embassy and produce a small booklet which would showcase images and stories about the history of U.S.-Ethiopia relations.

#### **Scope of work**

- The contractor shall develop a photo archive database which should:
  1. Digitize and restore all photographs in the collection;
  2. Have high and low resolution photographs available for download;
  3. Allow the upload of new photos with approval workflow steps;
  4. Allow the resizing of photo views on display;
  5. Allow operators to remove or hide photos temporarily and or permanently;
  6. Have a user-friendly **web-based application** interface;
  7. Have standard **metadata fields**, including an index, suitable for descriptors, **user tagging** purposes and searching;
  8. Enable users to comment on or identify photos that are either not identified or whose identification may be inaccurate or incomplete;
  9. Track the usage and generate reports of the number of downloads, views, searches, etc;
  10. Have a structure and metadata elements that are **compatible** with international standards for import/export and migration purposes;
  11. Be easily **maintainable by the U.S. Embassy** without any proprietary restrictions;
  12. Include a **Creative Commons License** provision to ensure users properly use and credit the source of the photo;

- The contractor shall produce and frame 20 images, selected by the U.S. Embassy, of sufficient quality and size (21.5” X 31.5” or 50X66 cm) for display by the Embassy. The contractor shall produce 500 copies of a 62-page booklet (7.8x7.8” or 20x20 cm) which would showcase images and stories from the history of U.S.- Ethiopia relations. The images and text would be provided by the U.S. Embassy and the contractor would do the lay-out and printing.
- Price should be separated by line item, to include digitizing per photo, or per xxx number of photos, creating the database, printing, framing, VAT, etc...

**Each offer MUST contain the following information. Any supplier with incomplete information will be disqualified.**

- 1- Requisition Number *PR6009521* on the subject of the quotation
- 2- Full address of the supplier
- 3- Must have DUNS number and registered on System Award Management (SAM) at [www.sam.gov](http://www.sam.gov), please mention your DUNS number on your price offer.
- 4- Delivery date
- 5- Eligible suppliers can submit their price quotation including all costs to the below email:

[AddisGSOProcurement@state.gov](mailto:AddisGSOProcurement@state.gov) , Attn: Yoseph Shigute/Zealelem Workneh before April 21, 2017 COB.