

U.S. EMBASSY, ADDIS ABABA
Invitation to Quote - PR6009521

(Re-Advertisement)

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, and the photos are identified and restored.

Scope of work

- The contractor shall develop a photo archive database for 8961 photos that are 9 X 12 cm, and 70 photos that are 30 X 45 cm. Total 9,031, which should:
 1. Digitize and restore all photographs in the collection;
 2. Allow the upload of new photos with approval workflow steps;
 3. Allow the resizing of photo views on display;
 4. Allow operators to remove or hide photos temporarily and or permanently;
 5. Have a user-friendly **web-based application** interface;
 6. Have **metadata fields compatible** with international standards such as IPTC that allows to include descriptions of the photo suitable for searching as well as import/export and migration purposes;
 7. Have features that enable **user tagging** of the photos and add comments on photos that are either not identified or whose identification may be inaccurate or incomplete;
 8. Track the usage and generate reports of the number of downloads, views, searches, etc;
 9. Be easily **maintainable by the U.S. Embassy** without any proprietary restrictions;
 10. Include a **Creative Commons License** provision to ensure users properly use and credit the source of the photo
 11. System users would be at least 5 persons other than the public.

Notes:

- Price should be separated by line item, to include digitizing per photo, or per xxx number of photos, creating the database, interface design, VAT, etc.

- The contractor shall supply computer and scanner for the specific use of the digitization process and the contractor will have the machines back at the end of the project.
- The digitization project will take place in the Embassy's premises.
- Contractor can suggest any software and offer for it.
- Contractors who have already submitted for PR6009521 must re-submit to be considered on this bid.

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- The contractor might have DUNS number and registered on System Award Management (SAM) at www.sam.gov, if applicable, please mention your DUNS number on the price offer.
- 4- Delivery date
- 5- Eligible suppliers can submit their price quotation including all costs to the below email:

AddisGSOProcurement@state.gov , Attn: Kumlachew Teferi/Zealelem Workneh before July 5, 2017 COB.