Embassy of the United States of America



March 27, 2018

Dear Offerors,

SUBJECT: Request for Art Consultant Qualifications

The U.S. Embassy in Islamabad, Pakistan, is seeking qualified candidates to serve as an art consultant. The successful consultant will assist the Embassy in selecting a collection to be installed in newly-constructed office and residential buildings at our facilities in the Diplomatic Enclave, Ramna 5, Islamabad. Qualified consultants will have suitable background and experience in the Pakistan art community; bachelor of arts degree or equivalent in art, art history, architecture, design, or a related field; a minimum of five years of practice in art procurement, consulting, or curating; breadth of familiarity with art and artists across all regions of Pakistan and the Pakistani diaspora; and relevant experience with art displays or exhibitions on behalf of international or multinational organizations. Consultants must be fully available to meet with Embassy officials as needed and to complete the project within a limited period of time.

The selected consultant will be required to submit an initial portfolio of available art works, lead several field trips to view local collections, make presentations to the Embassy committee and Washington, D.C.-based curator, and submit a final catalog of recommended art pieces for the collection with their pricings, inclusive of shipping and insurance costs. The final submittal will be required by about June 30, 2018. The consultant should be expected to remain available through completion of the art installation, which will be about July 31, 2018.

Qualified consultants are invited to submit statements of qualification by 4:00 pm April 9, 2018, demonstrating education, experience, background, and interest. Please submit information related to experience, a list of clients, and the range of galleries, artists or institutions that you have worked with on past projects. Catalogs of past exhibitions (or equivalent) are encouraged. Submittals may be made either electronically to Mr. Khurram Shahzad at ShahzadK2@state.gov and Raja Zulqarnain Mubarik at MubarikRZ@state.gov; and/or via hard-copy mail delivery to GSO Contracting Officer, Diplomatic Enclave, Ramna 5, U.S. Embassy, Islamabad.

Services of the art consultant will include assisting the Embassy and a Washington, D.C.-based curator in identifying and selecting art pieces for installation in newly constructed office and residential buildings. The works may include a variety of media and will be consistent with the existing collection which comprises contemporary abstract pieces. The Embassy does not necessarily foresee commissioning works for the installation; art pieces should be sourced primarily from the existing works of artists, galleries or collections. The consultant will need to identify multiple works for installation in eight to 12 distinct spaces. The selection process for

the art consultant will include a meeting to view a sample of the existing collection and distinct spaces.

The selected consultant will be subject to background security checks required for access to the U.S. Embassy and should be have the necessary business credentials to work as a vendor of the U.S. Embassy.

We will evaluate based on:

- Relevant, professional qualifications for the type of work required;
- Specialized experience and technical competence in the type of work required;
- Demonstrated success on similar projects in terms of quality of work and compliance with schedules;
- Capacity and availability to accomplish work;
- Possessing fluency in written and spoken English and having an established office and reputation.

Please submit required information as stated above by 1600 hrs on April 09, 2018.

If you have any questions on this please give me call at 051-201-5464 during regular business hours.

Sincerely,

Chris F. Pierson Contracting Officer