

**Advanced Science & Partnerships for Integrated Resource Development
(ASPIRED) Project**

Invitation for Bids (IFB)

For

Supply of Materials and Implementation of Construction Work

Under

Irrigation Optimization Project in Pokr Vedi Village

IFB Name: Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project; Supply of Materials and Implementation of Construction Work under Irrigation Optimization Project in Pokr Vedi Village of Ararat Region.

IFB Number: IFB # 051119-01

USAID/Armenia Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project is funded by the U.S. Agency for International Development (USAID), Contract No. AID-OAA-I-14-00070/AID-111-TO-15-00001. ASPIRED is a Task Order issued under USAID Water and Development IDIQ (WADI). USAID Terms and Conditions of the WADI IDIQ and the ASPIRED Task Order are applicable to the anticipated subcontract. Excerpts from the WADI IDIQ and the ASPIRED Task Order are included as Annex B.

The goal of the ASPIRED five-year project is to assist the Government of Armenia in reducing the rate of groundwater extraction in the Ararat Valley to sustainable levels. It shall be achieved through the use of science, technology, innovation and partnership approaches in a support to more sustainable management of water resources and water user practices at the core of water-energy nexus. ASPIRED is implemented by ME&A.

The Irrigation Optimization Project in Pokr Vedi is implemented by ASPIRED project with the co-funding of All Armenian Fund (AAF) under the Cooperation Agreement signed between the ASPIRED Project and AAF.

ASPIRED is soliciting Bids for the supply of PE pipes and fittings and provision of PE pipe welding and pipeline mounting work under Irrigation Optimization Project in Pokr Vedi Village of Ararat Region.

Bidders are invited to submit their Bids in accordance with the Instructions to Bidders provided below.

Issuance of this IFB does not in any way obligate ME&A to award a subcontract or a purchase order, nor does it commit ME&A to pay for costs incurred in the preparation and submission of a Bid.

INSTRUCTIONS TO BIDDERS

Offer Deadline, Submission Instructions, and Bidding Procedures: Bids must be submitted no later than **17:00, Yerevan Time, on Wednesday, November 20, 2019**. Each bidder must submit one hard copy of the bid to USAID ASPIRED Project office at CITADEL Business Center, 105/1, Teryan Street, Suite 204, Yerevan.

Bids shall include the Bid Price and the information indicated in Clauses 3 and 4 of this section. Each Bidder may submit only one bid. Bidders submitting more than one bid will be disqualified, and their bids will be rejected.

1. **Signature of Bids:** The bid shall be signed by the Bidder's authorized representative and placed in a sealed envelope on which the name of the bidding company and the words "Irrigation Optimization Project in Pokr Vedi Village" shall be printed. The first page of the Bid shall indicate the IFB number (#051119-01).
2. **Site Visits:** Interested Bidders are encouraged to visit the Project Site in Pokr Vedi Village and meet with Pokr Vedi Village Municipality Staff before the pre-bid Meeting (see the following paragraph). Exact location of the Project Site is provided in the Design Package. In no event shall failure to inspect the site constitute grounds for a claim or additional cost after contract award
3. On **Wednesday, November 13, 2019 at 15:00**, a **pre-bid meeting** with interested Bidders (hereinafter referred to as "pre-bid meeting") will be held at the ASPIRED Project office (address: CITADEL Business Center, 105/1, Teryan Street, Suite 204, Yerevan) to answer questions of potential Bidders and provide clarifications regarding the Bid. At the end of the meeting, a protocol with all the questions and answers will be prepared and posted on the USAID ASPIRED Project web page: www.aspired.wadi-mea.com
4. **Eligibility:** Armenian companies (and/or consortiums/partnerships of companies) that demonstrate that they are technically qualified, possess the relevant experience, have good record of performance, meet all the IFB requirements, and are not included in the USAID list of companies that are debarred, suspended, or proposed for debarment are eligible for submitting Bids in response to this IFB.
5. **Bidders Technical Qualifications and Experience:** Interested Bidders shall submit the following:
 1. Description of the technical qualifications and past experiences of the Bidder;
 2. Company's contact information (telephone number, e-mail address, and work address);
 3. Copies of all licenses and permits required under the Armenian legislation for the performance of the work (if any);
 4. Locations of at least one irrigation network installation built by the Bidder (or its consortium partner/subcontractor) during the last three years;
 5. Contacts (telephone number, E-mail address, and address) of at least three previous clients to provide reference related to the quality of services and goods delivered by the Bidder.
6. **Additional information required:**

Copies of quality certificates for the PE pipes, fittings and other materials (as appropriate) that will be used in the construction of the irrigation system.
7. **Questions/Clarifications:** All additional questions and/or requests for clarifications regarding this IFB must be made via email and submitted to aspired@engl.com **before the pre-bid meeting of November 13, 2019. No phone calls, oral questions (except for those asked during the pre-bid meeting) or request for meetings will be accepted in response to this IFB.**
8. **Specifications:** All the minimum technical specifications and the bills of quantities of the requested products and services are provided in the engineering design package posted on the USAID ASPIRED Project web page at: <http://bit.ly/2Rm4GjW>.

For the convenience of the bidders, the Bills of Quantities (Volume 4 of the Design Package) is divided into three sections: Section I, Costs to Be Financed by ASPIRED Project; Section II, Costs to Be Financed

by the All Armenian Fund; and Section III, Costs to Be Financed by the Water Users' Association. **This IFB refers only to the activities listed in Sections I and II of the Bills of Quantities.**

It should be noted, however, that in the framework of this procurement, two separate contracts will be signed with the Successful Bidder: one for items listed in Section I (with the ASPIRED Project) and the other for items listed in Section II (with the AAF).

9. **Time for Performance:** The total time for performance shall be 60 calendar days after the signature of the Contract given the weather conditions for construction are favorable. Expected start date is November 27, 2019. In the event of unjustified delay in completing the work, the Successful Bidder shall pay a penalty of 0.2 (zero point two) percent of the Total Bid Price for each calendar day of delay, but not more than 10 (ten) percent of the Total Bid Price, unless the delay is a result of inclement weather conditions or force majeure circumstances.
10. **Bid price:** The Bid price must be expressed in Armenian Drams (AMD). The Bid Price Form is presented in Annex A of this IFB. It is based on the Bills of Quantities table (Volume 4 of the Design Package), Section I, Costs to Be Financed by ASPIRED Project and Section II, Costs to Be Financed by the All Armenian Fund.

Bidders must ensure that all elements of the Bid Price are accurate and reasonable. The ASPIRED Project is USAID-funded, and as such is exempt from VAT. Bid price shall not include VAT.

A bid may contain **only one** Bid Price. Bids containing more than one Bid Price will be rejected.

The Bid Price shall be signed and sealed by the Bidder.
11. **Contract Type:** ME&A will issue a Firm Fixed Price subcontract to the Successful Bidder. The subcontract format will follow USAID requirements and will include USAID mandatory contract flow-down clauses.
12. **Payment Schedule:** The total Bid price for each of the two Basic Components (Component A and Component B) indicated in Annex A will be paid within five (5) working days after the completion of the respective Component of the Scope of Work by the Successful Bidder, signing of the Act of Acceptance by the representatives of ASPIRED and the Successful Bidder, and receipt of an invoice.

ASPIRED reserves the right to refuse acceptance of the work, if the quality of implemented work does not correspond to the requirements of the Subcontract.
13. **Bid Validity Period:** Bids must remain valid for a period of 30 (thirty) calendar days from the date of Bid submission.
14. **Evaluation and Award:** It is anticipated that one award will be made to the Bidder who demonstrates that it is technically qualified, possess the relevant experience, has a good record of performance, meets all IFB requirements, and submits the lowest responsive and responsible Bid. However, ME&A reserves the right to request clarifications prior to awarding a sub-contract and to reject any or all bids.
15. **Data Universal Numbering System (DUNS):** There is a mandatory requirement for your organization to provide a DUNS number to ME&A. The Data Universal Numbering System (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>) is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, ME&A cannot deem a Bidder "responsible" to conduct business with and therefore, ME&A will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a Successful Bidder resulting from this IFB is contingent upon the winner providing a DUNS number to ME&A. Bidders who fail to provide a DUNS number will not receive an award and ME&A will select an alternate Bidder.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. **Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. ME&A requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.**

ANNEX A: BID PRICE FORM

Bid Price

N	Component / Activity	Unit	Qty	Price	Total
1.	Activities financed by ASPIRED				
	B1 and B2 pipelines				
1.2				
1.3				
.....				
.....				
1.15				
	Outlet type 1				
1.16				
1.17				
...				
1.24				
	Outlet type 2				
1.25				
1.26				
...				
1.43				
	Outlet type 3				
1.44				
1.45				
...				
1.61				
	Outlet				
1.62				
1.63				
...				
1.81				
	TOTAL (ASPIRED)				
2.	Activities financed by the All Armenian Fund				
	B1 pipeline				
2.2				
	TOTAL (AAF)				
	GRAND TOTAL				

* The proposed prices include the cost of transportation, handling of pipes, fittings and other materials and equipment on the site; in temporary storages and in the process of mounting. The prices include also all the costs related to construction waste management in accordance with the RA Law.

** All the prices are VAT exempt and in AMD.

[Company name]

[Director's name and signature]

[Seal]

ANNEX B: USAID CONTRACT CLAUSES

Part I - Flow-down Clauses from USAID IDIQ Contract# AID-OAA-I-14-00070

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following Contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this Contract. See <https://www.acquisition.gov/FAR/> for electronic access to the full text of a clause.

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
AIDAR 752.7027 1990	PERSONNEL	DEC

H.10 ORGANIZATIONAL CONFLICTS OF INTEREST: PRECLUSION FROM FURNISHING CERTAIN SERVICES AND RESTRICTION ON USE OF INFORMATION (Indefinite Quantity Contract) (Evaluation Services)

(b) In addition, BY ACCEPTING THIS CONTRACT, THE CONTRACTOR AGREES THAT IT WILL NOT USE OR MAKE AVAILABLE ANY INFORMATION OBTAINED ABOUT ANOTHER ORGANIZATION UNDER THE CONTRACT IN THE PREPARATION OF PROPOSALS OR OTHER DOCUMENTS IN RESPONSE TO ANY SOLICITATION FOR A CONTRACT OR TASK ORDER.

(c) If the contractor gains access to proprietary information of other company (ies) in performing this evaluation, the contractor must agree with the other company (ies) to protect their information from unauthorized use or disclosure for as long as it remains proprietary, and must refrain from using the information for any purpose other than that for which it as furnished. THE CONTRACTOR MUST PROVIDE A PROPERLY EXECUTED COPY OF ALL SUCH AGREEMENTS TO THE CONTRACTING OFFICER.

H.11 EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract.

H.17 USAID DISABILITY POLICY - ACQUISITION (DEC 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of

United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: <http://www.usaid.gov/about/disability/DISABPOL.FIN.html>.

(b) USAID therefore requires that the contractor not discriminate against people with disabilities in the implementation of USAID programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing this contract. To that end and within the scope of the contract, the contractor's actions must demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

H.19 AIDAR 752.225-70 Source and Nationality Requirements. (FEB 2012)

(a) Except as may be specifically approved by the Contracting Officer, the Contractor must procure all commodities (e.g., equipment, materials, vehicles, supplies) and services (including commodity transportation services) in accordance with the requirements at 22 CFR Part 228 "Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds." The authorized source for procurement is Geographic Code 937 unless otherwise specified in the schedule of this contract. Guidance on eligibility of specific goods or services may be obtained from the Contracting Officer.

(b) Ineligible goods and services. The Contractor must not procure any of the following goods or services under this contract:

- (1) Military equipment
- (2) Surveillance equipment
- (3) Commodities and services for support of police and other law enforcement activities
- (4) Abortion equipment and services
- (5) Luxury goods and gambling equipment, or
- (6) Weather modification equipment.

(c) Restricted goods. The Contractor must obtain prior written approval of the Contracting Officer or comply with required procedures under an applicable waiver as provided by the Contracting Officer when procuring any of the following goods or services:

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals and contraceptive items
- (4) Pesticides,
- (5) Fertilizer,
- (6) Used equipment, or
- (7) U.S. government-owned excess property.

If USAID determines that the Contractor has procured any of these specific restricted goods under

this contract without the prior written authorization of the Contracting Officer or fails to comply with required procedures under an applicable waiver as provided by the Contracting Officer, and has received payment for such purposes, the Contracting Officer may require the contractor to refund the entire amount of the purchase.

H.25 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS

USAID reserves the right to terminate this Contract, to demand a refund or take other appropriate measures if the Contractor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

H.26 NONDISCRIMINATION

Most federal contractors are prohibited by law and regulation from discrimination with regard to race, color, religion, sex, national origin, disability, age, genetic information, or veteran status when work under their contract is performed in the U.S. or employees are recruited from the U.S. The requirements applicable to federal contracts are found in FAR Part 22, “Application of Labor Laws to Government Acquisitions” and the clauses in FAR Part 52.227.

Additionally, while not a mandatory requirement, the Agency encourages all organizations performing under USAID contracts, including those performed solely overseas, to apply these same standards of nondiscrimination to other bases, including sexual orientation, gender identity, pregnancy, and any other conduct that does not adversely affect performance, subject to applicable law.

[END OF SECTION H]

SECTION I - CONTRACT CLAUSES

I.1 FAR 52.252-4 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- <https://acquisition.gov/far/>
- http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

Federal Acquisition Regulation (FAR) Clauses:

<u>NUMBER</u>	<u>TITLE (DATE)</u>
52.202-1	Definitions. (NOV 2013)
52.203-6	Restrictions on Subcontractor Sales to the Government. (SEP 2016)
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (APR 2014)
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment. (AUG 2013)
52.215-2	Audit and Records - Negotiation. (OCT 2010)
52.222-26	Equal Opportunity. (MAR 2007)
52.222-36	Affirmative Action for Workers with Disabilities. (OCT 2010)
52.222-50	Combating Trafficking in Persons. (MAR 2015)
52.223-6	Drug-Free Workplace. (MAY 2001)
52.225-13	Restrictions on Certain Foreign Purchases. (JUN 2008)
52.227-3	Patent Indemnity. (APR 1984)
52.227-11	Patent Rights-Ownership by the Contractor. (MAY 2014)
52.227-14	Rights in Data-General. (MAY 2014)
52.242-1†	Notice of Intent to Disallow Costs. (APR 1984)
52.247-63	Preference for U.S.-Flag Air Carriers. (JUN 2003)
52.249-2*	Termination for Convenience of the Government (Fixed-Price). (APR 2012)

*Applies only to fixed-price items.

†Applies only to cost-reimbursement items.

[END OF SECTION I]

Part II: Flow-down Clauses from Prime Contract ASPIRED Task Order AID-111-TO-15-00001

SECTION H - SPECIAL CONTRACT REQUIREMENTS

This Task Order is issued to Mendez England & Associates Inc. under the Water and Development IDIQ (WADI) IDIQ Contract No. AID-OAA-I-14-00070.

All Contract Clauses by reference or in full text under the IDIQ as appropriate are applicable to this Task Order.

In addition, the following clauses are incorporated to this Task Order:

H.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See <http://farsite.hill.af.mil/> for electronic access to the full text of FAR clauses, and https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf for the full text of AIDAR clauses.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT).	JUL 2014
52.227-14	RIGHTS IN DATA-GENERAL	MAY 2014
	USAID ACQUISITION REGULATION (AIDAR)	
752.245-71	TITLE TO AND CARE OF PROPERTY	APR 1984
752.7027	PERSONNEL	DEC 1990

H.2 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic codes for procurement of goods and services under this Contract are 937 and 110.

[END OF SECTION H]

ANNEX C: BRANDING IMPLEMENTATION PLAN AND MARKING PLAN

Branding Implementation Plan and Marking Plan

Branding Strategy

The primary purpose of the Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project is to assist USAID/Armenia to support sustainable water resource management and sustainable practices of water users in Armenia through the use of science, technology, innovation and partnership approaches. The underlying theme of the ASPIRED Branding Strategy is to deliver the message that “*this assistance is from the American people.*”

Program Name: “Advanced Science and Partnerships for Integrated Resource Development” (or ASPIRED)

In Armenian: Գիտական առաջադեմ տեխնոլոգիաների օգտագործում և համագործակցություն հանուն ռեսուրսների համալիր պահպանության (ԳՍՍՕ)

ME&A will use the USAID Identity on program materials and communications, with the tagline “From the American People” translated into Armenian as appropriate.

Desired Level of Visibility: ME&A will ensure that ASPIRED receives broad visibility amongst its beneficiaries and their communities, counterparts, and the general public with a focus on the Government of Armenia, community leaders, the civil society and the private sector. ME&A will identify additional groups/sub-groups of target audiences for project’s public communications, in consultation with USAID, and will ensure high levels of visibility for the project in Armenia integrating suitable communications and outreach as part of the policy reform. In the case of highly sensitive political issues, a lower profile may be required; this will be determined on a case-by-case basis, in consultation with the USAID Mission.

Positioning: The Program and all program-related communications and materials will be referred to as USAID’s and be exclusively marked with the USAID Identity. In all public events and public communications under ASPIRED, ME&A will acknowledge and make visible and understandable *that the project, all its activities and/or materials/deliverables are made possible through USAID support.* If grants are authorized under a specific activity, ME&A will clearly and conspicuously state in the small grants documentation and all delivered procurement that resources for the grant have been donated by USAID and make clear that the Contractor is acting as USAID’s agent. Any materials and communications produced by a Vendor shall also follow USAID branding requirements for contracts.

Branding Implementation Plan

Contract deliverables to be marked with the USAID identity must follow design guidance for color, type, and layout in the *Graphic Standards Manual*, available at www.usaid.gov/branding, or any successor branding policy.

Throughout the lifetime of the project, ME&A will continuously identify opportunities for public outreach. Communication tools and materials will include:

- Press Releases - provided to Armenian media.
- Press Conferences - for event launches, reports, and studies.
- Media Interviews - Interviews with local and national media.
- Site Visits - with USAID staff and GOA Officials.
- Success Stories – from project implementation published on website and social media.

- Beneficiary Testimonials – comments used in news releases and success stories.
- Professional Photography - for print and electronic publications.
- PSAs - promoting public awareness in sustainable water use on TV, radio, and print.
- Videos - electronic success stories for distribution on the Internet and DVDs.
- Websites/Social Media – 24/7 distribution of information to stakeholders & target audiences.
- Publications - brochures, leaflets, posters, factsheets, banners, etc.
- Project events - community events, workshops, conferences, launches etc.

ME&A will develop a branding strategy using a media mix to publicize the ASPIRED main program message across Armenia, and advising stakeholders of the urgency to address groundwater resources in the Ararat Valley. ME&A will provide success stories and other project information to USAID/Armenia for use on their website and in social media. ME&A will develop a dedicated page in its corporate and WADI IDIQ (wadi-mea.com) websites devoted to ASPIRED activities linking

the primary and secondary audiences to resources including Success Stories, upcoming news/activities, videos, multimedia materials, etc. The section will feature the objectives of ASPIRED where the target audiences - media, national and local governments, NGOs, CSOs and other stakeholders can learn about project activities, and its impact in Armenia. ME&A's project team in Armenia will work closely with USAID/Armenia to develop long term relationships with Armenian media to expand the project's public outreach.

The expanded use of **social media** has become an important and efficient form of communications to stakeholders. ME&A working with USAID/Armenia will engage social media platforms such as Facebook, Twitter and LinkedIn, to promote activities events and publications of ASPIRED. ME&A will utilize social media in both English and Armenian. ME&A will designate an ASPIRED team member to oversee the branding strategy and will work closely with USAID/Armenia and ME&A's Home Office to maintain a sustainable outreach program.

Another opportunity for branding is often found in **workshops and conferences** developed by the project. Working with local governments and the USAID Mission, ME&A also employs townhall-style meetings and workshops at the local or regional level, often conducted by participating CSOs.

Key project milestones will include the project and key event launches, training programs, publication of reports, success story highlights, and other relevant activities.

Main program message:

To support Armenia's sustainable water resource management and sustainable water practices with the use of science, technology, and innovation.

In Armenian: Աջակցել Հայաստանի ջրային ռեսուրսների կայուն կառավարման գործընթացին գիտության, տեխնոլոգիաների և նորարարության կիրառմամբ:

Audiences: The ASPIRED Program will target the following audiences:

Primary audience: ASPIRED will specifically target communities in the Ararat Valley, owners of local fish farms, water user associations in Ararat Valley, Government of Armenia (including the Ministry of Nature Protection and its Water Resource Management Agency [WRMA], and the Basin Management Organizations [BMOs] covering the Ararat Valley, the Ministry of Energy and Natural Resources, and the Ministry of Agriculture), as well as local NGOs and the media.

Secondary audience: Water users in other basins of the country, the National Assembly, the Ministry of Economy, the Ministry of Finance, the Agribusiness Teaching Center (ATC), the American University of Armenia, and other donors (e.g. FAO, KfW).

Marking Plan

For all activities under ASPIRED, ME&A will use exclusive USAID marking in all public communications in print and electronic media, including but not limited to studies, reports, PowerPoint presentations, and informational and promotional products such as brochures, flyers, and videos.

Deliverables to be marked include products, equipment, and inputs delivered; places where project activities are carried out; external public communications, training materials, studies, reports, publications, and informative and promotional products; and workshops and conferences as well as any media-related activities. Any infrastructure projects will have both temporary and permanent signage where appropriate to reflect the USAID presence.

All training courses, conferences, seminars, workshops, press conferences and other public activities produced under ASPIRED will be subject to a MP, and will contain visible signage with the appropriate USAID logo and tagline. This signage is always placed on podiums, hanging banners, table covers or posters, strategically located at the event and/or the entrance to the event. Also, publications associated with the event such as invitations, certificates, awards, press releases, publicity and media materials will contain the USAID marking.

TABLE 1. MARKING PLAN FOR MATERIALS TO BE PRODUCED	
Category	Type of Marking
Administrative	
Materials, Equipment/Furniture	The USAID identity will be printed on equipment when requested by USAID; design follows guidelines for full branding unless co-branding is acceptable or an exemption is provided for no branding.
Technical	
Technical Reports	The USAID identity will be printed on the cover of documents; design follows guidelines for full branding unless co-branding is acceptable or an exemption is provided for no branding.
PowerPoint Presentations	The USAID identity is required on title breaker slides; design follows guidelines for the full branding unless co-branding is acceptable or an exemption is provided for no branding.

TABLE 1. MARKING PLAN FOR MATERIALS TO BE PRODUCED

Category	Type of Marking
Program Materials: <ul style="list-style-type: none">• Brochures,• Press Releases,• Banners,• Studies	The USAID identity will be printed on the cover of the material; design follows guidelines for full branding unless co-branding is acceptable or an exemption is provided for no branding.
Website/Social Media	The USAID identity will be placed on the website/social media platform; design follows guidelines for full branding.
Conferences/Workshops	The USAID identity will be displayed in events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities.
Technical Equipment	The USAID Identity will be displayed on all equipment procured and provided to the partners and beneficiaries under the project, e.g. flow meters, computers, heaters, etc.

All project deliverables not authored, reviewed, or edited by USAID will include a provision substantially as follows:

“This project/study/report/website/TV program/film/PSA is made possible by the support of the American people through the United States Agency for International Development (USAID). The contents are the sole responsibility of the (name of organization) and do not necessarily reflect the views of USAID or the United States Government.”

In Armenian:

«Այս ծրագիրը/հետազոտությունը/հաշվետվությունը/կայքը/հեռուստահաղորդումը/ֆիլմը/հոլովակը ստեղծվել է Ամերիկայի ժողովրդի աջակցությամբ ԱՄՆ Միջազգային զարգացման գործակալության (ԱՄՆ ՄԶԳ) միջոցով: Հետազոտության/հաշվետվության/կայքի/հեռուստահաղորդման/ֆիլմի/հոլովակի բովանդակությունը միմիայն հեղինակներինն է և պարտադիր չէ, որ արտահայտի ԱՄՆ ՄԶԳ կամ ԱՄՆ կառավարության տեսակետները»:

ME&A will seek USAID’s review and clearance of all public communications materials prior to publication and/or dissemination.

ME&A and any vendors' corporate identities or logos will not be used on USAID-funded program materials. ME&A realizes that marking is not required on contractor vehicles, offices, office supplies or other commodities used solely for administration of the USAID-funded program.

In addition, marking is not required on any communications that are strictly administrative, rather than programmatic, in nature. USAID identity is also prohibited on contractor and recipient business cards and communications related to award administration, such as hiring/firing of staff or renting office space and/or equipment.

Acknowledgements: ME&A will include on USAID's ASPIRED Program external publications and internal publications, such as monthly reports, as appropriate:

“This document was produced for review by the United States Agency for International Development. It was prepared by ME&A for the ASPIRED Project, Contract Number ___.”

Acknowledging Host-Country Government: In case of joint initiatives and public events with the Government of Armenia, ME&A will seek USAID's guidance on the possibility of co-marking the respective event(s) and deliverable(s) with their logo(s), as applicable.

Acknowledging/Co-Branding With Other Organizations: ASPIRED anticipates collaboration with local entities and the private sector during the implementation of the program. In case of the partners' substantial involvement and support to certain initiatives, ME&A will seek USAID's guidance on the appropriateness of co-marking with their corporate logos.