



REQUEST FOR PROPOSALS

RFP for the provision of Indoor Air Quality and Water Testing Services

RFP No.: UNDP-BMS-OSO-RFP-2018-010

Issued on: 22 October 2018

REQUEST FOR PROPOSAL (RFP)

| | |
|-------------------------|---------------------------------|
| TO INTERESTED SUPPLIERS | DATE: October 22, 2018 |
| | REFERENCE: UNDP-BMS-OSO-RFP-010 |

Dear Sir / Madam:

We kindly request you to submit your **Proposal for the provision of Indoor Air Quality and Water Testing Services**.

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and sent separately and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that

the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Ali Tahsin Jumah
Head of Central Procurement Unit



Central Procurement Unit
UNDP

Description of Requirements

| | |
|--|---|
| Context of the Requirement | Indoor Air Quality and Water Testing Services |
| Implementing Partner of UNDP | Please refer to Annex I |
| Brief Description of the Required Services ¹ | Please refer to Annex I |
| List and Description of Expected Outputs to be Delivered | <p>UNDP is committed to running its operations in a resource-efficient, eco-friendly manner. In an effort to be environmentally responsible, UNDP makes effort to provide its personnel with a healthy and safe working environment including high quality indoor air, and water quality.</p> <p>General Operations within the Bureau of Management, which is the unit responsible for ensuring that all facilities accommodating UNDP staff are maintained to the highest possible standard and in compliance with local requirements and laws, seeks to engage the services of an accredited environmental auditor to verify indoor air and water quality.</p> <p>The objective of the contractor would be to ensure uninterrupted high air quality, testing is undertaken both on a regular, bi-annual basis as well as ad-hoc basis when needed for instance after renovations or if concerns were raised. In addition, the contractor will also be responsible for the testing of water quality in all UNDP occupied spaces in New York.</p> |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

| | |
|--|--|
| Person to Supervise | Project Manager |
| Frequency of Reporting | Half-yearly inspections of indoor air quality and water quality, the contractor is expected to produce a comprehensive report which clearly indicates measured values during the inspections and other findings and how these results relate to the reference standards. |
| Progress Reporting Requirements | Reports are to be submitted by Contractor to UNDP within three (3) weeks of testing. |
| Location of work | Testing is conducted in all UNDP Headquarter premises in New York City which accommodates around 1,200 personnel. In this space, UNDP entertains 46 drinking water sources. It however, should be noted that the testing volumes (both air and water quality) may vary during the course of the contract as UNDP regularly undergoes changes in facility arrangements. |
| Expected duration of work | An initial Long-Term Agreement (LTA) will be issued for a period of one year and may be extended annually for an additional three years by mutual agreement of the parties and subject to satisfactory performance of the Contractor. |
| Target start date | February 1, 2019 |
| Travels Expected | No travel required. |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Names and curriculum vitae of individuals who will be involved in | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |

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| completing the services | |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars |
| Value Added Tax on Price Proposal ² | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p> |
| Partial Quotes | <input checked="" type="checkbox"/> Not Permitted |
| Payment Terms | Payments under the contract shall be made to the Contractor within thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UNDP that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of the Contract. All payments due to the contractor under the contract shall be made by electronic funds transfer to the Contractor's bank account. |

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

| | |
|---|---|
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Manager |
| Criteria for Contract Award | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of Firm / Organization 30%</p> <p><input checked="" type="checkbox"/> Approach/methodology for service delivery in line with requirements outlined in the ToR. 50%</p> <p><input checked="" type="checkbox"/> Personnel 20%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ=price of the lowest priced proposal; z = price of the proposal being evaluated.</p> |
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| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider |
| Type of Contract to be Signed | <input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract |
| Contract General Terms and Conditions ³ | <input checked="" type="checkbox"/> General Terms and Conditions for contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| Annexes to this RFP ⁴ | <input checked="" type="checkbox"/> Detailed TOR (Annex I) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex II) <input checked="" type="checkbox"/> E-tendering instructions <input checked="" type="checkbox"/> FAQ for bidders |
| Contact Person for Inquiries (Written inquiries only) ⁵ | <p><i>Ignacio Inestal</i> CPU <i>cpu.bids@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> <p>Any queries about this Request for Proposal must be sent to cpu.bids@undp.org at least seven days before the tender expiration date with the subject: UNDP-BMS-OSO-RFP-010</p> |

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

ANNEX I

Terms of Reference (TOR)

Background

UNDP is committed to running its operations in a resource-efficient, eco-friendly manner. In an effort to be environmentally responsible, UNDP makes effort to provide its personnel with a healthy and safe working environment including high quality indoor air, and water quality.

General Operations within the Bureau of Management, which is the unit responsible for ensuring that all facilities accommodating UNDP staff are maintained to the highest possible standard and in compliance with local requirements and laws, seeks to engage the services of an accredited environmental auditor to verify indoor air and water quality.

Objective

The objective of the contractor would be to ensure uninterrupted high air quality, testing is undertaken both on a regular, bi-annual basis as well as ad-hoc basis when needed for instance after renovations or if concerns were raised. In addition, the contractor will also be responsible for the testing of water quality in all UNDP occupied spaces in New York.

Scope of Services

Testing is conducted in all UNDP Headquarter premises in New York City which accommodates around 1,200 staff. In this space, UNDP entertains 46 drinking water sources. It however, should be noted that the testing volumes (both air and water quality) may vary during the course of the contract as UNDP regularly undergoes changes in facility arrangements.

A detailed list of spaces and water sources to be serviced should therefore be agreed upon between the contractor and UNDP before each testing.

| Location | Number of floors | Total Surface Area | Specifics | Drinking Water sources under GO/PFA (Testing) Responsibility |
|--|------------------|--------------------|--|--|
| UNDP FF-Bldg. at 304 East 45th Street New York, NY 10017 | 8.5 floors | 148,285 SF | Basement Print Shop, floors 6 (half floor), 8,9,10,11,12,15,16 | FF-16 Pantry sink |
| | | | | FF-16 Water fountain |
| | | | | FF-15 Water fountain |
| | | | | FF-15 Pantry sink |
| | | | | FF-12F NC 12108 Water Fountain |
| | | | | FF-11F SE 1142 Water fountain |
| | | | | FF-11F SE 1142 Pantry sink-East |
| | | | | FF-11F SE 1142 Pantry sink-West |
| | | | | FF-10F SE 1060 Water Fountain |
| | | | | FF-10F SE 1060 Water Fountain |
| | | | | FF-10F SE 1060 Pantry sink |
| | | | | FF-9F NC 996 Cold Water Fountain |
| | | | | FF-9F NC 996 Pantry sink |
| | | | | FF-8F NC 827 Water Fountain |
| | | | | FF-8F NC 827 Water Fountain |
| | | | | FF-8F NC 827 pantry sink |
| | | | | FF-6F SE Water fountain |
| | | | | FF-6F WC 601 Pantry sink |
| | | | | FF-Basement UNDP Space Water Fountain |
| DC1 Building at 1 United Nations Plaza New York, NY 10017 | 10 floors | 149,574 SF | Floors 4, 16-24 | DC-1-24F S water fountain near Stair B |
| | | | | DC-1-24F N water fountain near Stair A |
| | | | | DC-1-23F N Water Fountain near Stair A |
| | | | | DC-1-23F S Water Fountain near Stair B |
| | | | | DC-1 Pantry 2339 Water Cooler |
| | | | | DC-1 22F S Water Fountain near Stair B |
| | | | | DC-1 22F N Water Fountain near Stair A |
| | | | | DC-1 21F N Water Fountain near Stair A |
| | | | | DC-1 21F NC Conference Room Pantry Sink CWT |
| | | | | DC-1 21F S Water Fountain near Stair B |
| | | | | DC-1 21F Executive Pantry East Sink CWT |
| | | | | DC-1 20F N Water Fountain near Stair A |
| | | | | DC-1 20F S Water Fountain near Stair B |
| | | | | DC-1 19F S Water Fountain near Stair B |
| | | | | DC-1 19F N Water Fountain near Stair A |
| | | | | DC-1 18F N Water Fountain near Stair A |
| | | | | DC-1 18 F S Water Fountain near Stair B |
| | | | | DC-1 17F S Water Fountain near Stair B |
| | | | | DC-1 17F S Water cooler |
| | | | | DC1 17F S Water Fountain near Stair B |
| | | | | DC-1 16F N Water Fountain near Stair A |
| | | | | DC-1 16F S Water Fountain near Stair B |
| | | | | DC-1 16F S Water Fountain near Stair B |
| | | | | DC1-4F S Water Fountain near Stair B |
| | | | | DC1-4F N Water Fountain near Stair A |
| DC-2 Building at 2 United Nations Plaza New York, NY 10017 | 1 floor | 13,242 SF | 26th floor | Dc-1 26 (2 Water Fountains) |
| Daily News Building | 1 floor | 14,318 SF | 20th floor | None |

Resources requirement

The contractor will be required to perform the said services within UNDP Headquarters as and when required, by providing all labor, equipment, means of transportation and miscellaneous materials necessary to carry out the inspections and analysis of readings. UNDP ensures that access to all tested areas can be granted during one coordinated visit.

Technical requirements for Indoor Air Quality testing

Indoor Air Quality testing should be carried out in compliance with requirement specified by the New York State Department of Environmental Conservation in “**Design an Air Quality Testing Program in accordance with the requirements of NYS DEC Green Building Tax Credit regulations, part 638.7 (d)**” (<http://www.dec.ny.gov/regs/2489.html>). Furthermore, the vendor should reference OSHA (The US Government’s Occupational Safety and Health Administration) requirements (<https://www.osha.gov/Publications/3430indoor-air-quality-sm.pdf>) where appropriate. IAQ testing plans should be prepared by a Certified Industrial Hygienist (CIH).

During renovation projects, UNDP may apply for LEED (Leadership in Energy & Environmental Design) Certification under the US Green Building Council. Documented results of IAQ testing should be supportive for applying for LEED EB EQ Credit 1.1 (IAQ Best Management Practices: IAQ Management Program) as indicated as part of the LEED for Existing Buildings: Operations and Maintenance (<http://www.usgbc.org/Docs/Archive/General/Docs3617.pdf>)

The IAQ test should in particular include sampling of air quality throughout the occupied areas. More specifically, the regular half-year inspection services should include but not be limited to obtaining readings and analysis of the following:

- Airborne Dust Particles in staff-occupied areas
- Total Suspended Particulate matter (TSP) in supply air ducts
- Respirable Suspended Particulate matter (RSP) or PM₁₀ occupied areas
- Air pressure (determining cfm in UNDP occupied spaces)
- Indoor Air Pollutants in staff-occupied area, including Carbon Dioxide, Carbon Monoxide, and Formaldehyde (methanol or CH₂O/H-CHO) gases etc.

- Airborne pathogens, microbes, mold spores, hyphal elements, pollens, allergenic particles, VOCs (volatile organic compounds) etc. Laboratorial analysis thereof from HVAC samples.
- Fungi (molds) - surface samples to be taken from visibly contaminated areas. Laboratorial analysis if required.
- Temperature and relative humidity
- Any specific concern raised by UNDP beforehand.

Technical requirements for water quality testing

UNDP expects the methods of measurement or tests to be carried out in accordance with **EPA standard analytical methods or equivalent**.

More specifically, the regular bi-annual inspection services should include but not limited to obtaining readings and analysis of the following contaminants:

- Coliform and E. Coli Bacteria
- Total Coliform Bacteria
- Lead
- Copper
- Arsenic (^{33}As)
- Cadmium (^{48}Cd)
- Iron
- Chromium
- Alkalinity
- Chloride
- Fluoride
- Hardness
- Nitrate/Nitrite
- Orthophosphate (PO_4^{3-})
- Sulfate
- Trihalomethanes (THMs)

Laboratorial analysis for water testing must be undertaken in a NYS Department of Health certified laboratory.

Deliverables

For half-yearly inspections of indoor air quality and water quality the contractor is expected to produce a comprehensive report which clearly indicates measured values during the inspections and other findings and how these results relate to the reference standards (ASHARE, EPA etc.). The report should provide recommendations on how to remedy identified issues if any. The report should also provide clear qualitative statement summarizing the finding and whether or not they allow to conclude safe air/water quality as per identified standards (“safe to drink/not safe to drink”, “very good air quality, no concerns/not safe indoor air for all-day in-office working arrangements” or similar). Reports are to be submitted by Contractor to UNDP within three (3) weeks of testing.

Evaluation of Proposals

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which would mean that the minimum technical score has not been attained.

The technical proposals will be evaluated based on the following criteria:

- Form 1: Expertise of the Company
- Form 2: Proposed approach to deliverables
- Form 3: Personnel

| Summary of Technical Proposal Evaluation | | Score Weight | Points Obtainable |
|--|-----------------------------------|--------------|-------------------|
| 1 | Expertise of Firm / Organization | 30% | 240 |
| 2 | Proposed approach to deliverables | 50% | 400 |
| 3 | Personnel | 20% | 160 |
| Total | | 100% | 800 |

IMPORTANT NOTES:

1- The proven compliance of the company with the technical requirements (please refer to Indoor Air Quality and Water Quality Testing technical requirements) is a pass/fail criterion. Only compliant companies will be evaluated in the following criteria:

2- The technical proposal documents must provide sufficient information to facilitate the evaluation of the company's performance in each and every one of the following factors:

| Technical Proposal Evaluation <u>Form 1</u> | | Points obtainable |
|---|--|-------------------|
| Expertise of firm / organization submitting proposal | | |
| 1.1 | Reputation of Organization and Staff (Competence / Reliability) | 50 |
| 1.2 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect deliverables, and to this end preference is for no subcontracting, | 50 |
| 1.3 | Quality assurance procedures, warranty | 50 |
| 1.4 | <i>Relevance of:</i> | 90 |
| | - Specialized Knowledge | |
| | - Experience on Similar Projects | |
| | - Work for UNDP/ major multilateral/ or bilateral projects | |
| Total | | 240 |

| Technical Proposal Evaluation <u>Form 2</u> | | Points Obtainable |
|---|---|-------------------|
| Proposed approach to deliverables | | |
| 2.1 | To what degree does the Offeror understand the task? | 100 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | 100 |
| 2.3 | Is the framework adopted appropriate for the task? | 100 |
| 2.4 | Is the scope of task well defined and does it correspond to the TOR? | 100 |
| Total | | 400 |

| Technical Proposal Evaluation <u>Form 3</u> | | Points Obtainable |
|---|---|----------------------|
| Personnel | | |
| 3.1 | Professional Experience in the area of specialization | 40 |
| 3.2 | Training Experience | 40 |
| 3.3 | Knowledge of applicable regulations | 40 |
| 3.4 | Licensed to operate in New York State | 40 |
| Total | | 160 |

ANNEX II

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Background of the company (Please refer to table: Form 1 in the ToR)

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) **Proof of compliancy with the technical requirements for Indoor Air Quality and Water Quality testing;***
- c) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- d) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

B. Proposed Methodology for the Completion of Services (Please refer to table: form 2 in the ToR)

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel (Please refer to table: Form 3 in the ToR)

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

IMPORTANT NOTES:

The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and sent separately and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address.

Incomplete financial quotations in the table below will disqualify the application directly.

D. Cost Breakdown

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes.

| FINANCIAL QUOTES | | | | | | |
|---|----------------|-----------------|---|-------------------------|---------------------------------------|---|
| Item/s | Unit | Quantity | Number of testing periods over three years | Unit Price (USD) | Total Price for one year (USD) | Total Price over three years (USD) |
| Indoor Air Quality testing | Square feet | 325,400 | 6 | | | |
| Water Testing of Fountains | Water fountain | 46 | 6 | | | |
| * On-demand Air quality testing (additional volume) | Square feet | tbc | | | | |
| * On-demand Water testing (additional volume) | Water fountain | tbc | | | | |

Notes:

- *On-demand services: in addition to the regular (bi-annual) testing period, UNDP may request the contractor to perform tests on ad-hoc basis to ensure uninterrupted high quality of air and water. These ad-hoc tests may be limited to one unit/water fountain for water testing and limited office space for Air quality testing. UNDP is allocating a maximum contingency amount of USD 30,000 in the contract to cover such unforeseen work.
- Quantity indicated in price table is a best estimate. Actual quantities will be reflected in each Purchase Order. During contract life UNDP may request to increase (as and when need basis) the quantity of square feet for air quality testing and quantity of fountains for water testing. UNDP expects the Contractor to honor same unit prices for any additional units that will be tested during the regular (bi-annual) testing periods.