



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 19, 2020
	REFERENCE: UNDP-RFP-2020-338

Dear Sir / Madam:

We kindly request you to submit your Proposal to **"Assess Indoor Air Quality of Five Floors of UN Offices Based in Serena Business Complex, G-5, Islamabad"**. Please be guided by the form attached here to as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Wednesday, 27th October 2020 at 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Friday, 23rd October 2020 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system 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 there is requirement of any clarification related to this RFP, kindly send queries to pakistan.procurement.info@undp.org.

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.

Ali Saad

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

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,

"For"

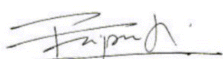


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Resident Representative a.i

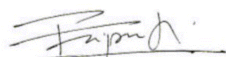
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Annex 1**Description of Requirements**

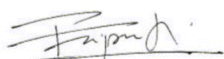
Context of the Requirement		Location	Islamabad	
		Floor(s)	Five in numbers (Level 2, 4, 5, 6 & 7)	
		Area	5300 Sq.m	
		Position	Furnished & Occupied	
		Working hours	0800-1700	
Brief Description of the Required Services	<p>In UNDP, work place and location to provide the best possible healthy environment is the key pillar. Indoor air quality is also a major concern in office buildings and it good air quality maximize the chances of health, comfortability and wellbeing for employees and better productivity.</p> <p>Indoor air quality is also a risk for illness or any risks arising COVID-19 Pandemic, if it is polluted and therefore indoor air quality considered to be health problem, which requires good ventilation, proper surveillance and monitoring of ventilation system, indoor air quality monitoring on regular basis.</p> <p>UNDP would like to engage the services of potential and qualified Firms/company having relevant experience in aforementioned field (to Assess the indoor Air Quality) as per the details given in the TOR.</p> <p>Indoor air can be polluted by various indoor and outdoor sources, this may be building maintenance activities, pest control, housekeeping, renovation, modification, installation or relocation of furniture or furnishings items. Some of the key pollutants categories are:</p> <ul style="list-style-type: none">- Biological Inadequate maintenance, ventilation, cleaning and housekeeping creates excessive concentration of bacteria, viruses and fungi which cause biological contaminants and results in allergic responses, asthma etc.- Chemical Using of chemicals for cleaning, polishing and surface protection purpose, tobacco smoke, emission from office furniture, walls, and floor covering, accidental spill of chemicals, frequently and high usage of aerosol / air fresheners etc- Physical (Particles) Small particles which are suspended in air are likely to be more harmful for health <p>Other than the categories mentioned above there are other direct pollutants affecting by exposed directly with Humans, these factors are usually not considered but significantly impact on indoor air quality.</p>			



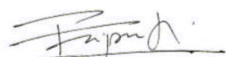
	<ul style="list-style-type: none"> • Odors • Temperature - too hot or cold • Air vents status • HVAC directions, flow of air • Air velocity and movement - too drafty or stuffy • Heat or glare from sunlight • Furniture crowding • Noise and vibration levels • Selection, location and use of office equipment <p>1- Mechanical means of ventilation through outdoor air intakes associated with the heating, ventilation and air conditioning (HVAC) system</p>		
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Draft report • Pictorial evidences for compliance or non-compliance of the recorded parameters. 	15 days of issuance of contract	
	<ul style="list-style-type: none"> • Comprehensive report for parameters monitored and analyzed within 1 month of contract issuance. • Suggestion for improvement • The selected firm will also provide the detail remedies after analysis the quality of air level 2, 4, 5, 6 & 7 of Serena Business Complex, G-5 Islamabad 	within one months of issuance of contract	
Person to Supervise the Work/Performance of the Service Provider	Jehanzeb Aftab Premises Management Officer		
Frequency of Reporting	1 draft report and 1 final report		
Progress Reporting Requirements			
Location of work	Serena Business Complex, G 5, Islamabad		



Expected duration of work	The duration of the the contract is for 1 month
Target start date	30 October 2020
Latest completion date	29 November 2020
Travels Expected	Not Applicable
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.</p> <p>In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.</p>
Validity Period of Proposals	<input checked="" type="checkbox"/> 90 days



(Counting for the last day of submission of quotes)	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.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	<ul style="list-style-type: none">• Draft report• Pictorial evidences for compliance or non-compliance of the recorded parameters.	100%	
	<ul style="list-style-type: none">• Comprehensive report for parameters monitored and analyzed within 1 month of contract issuance.• Suggestion for improvement• The selected firm will also provide the detail remedies after analysis the quality of air level 2, 4, 5, 6 & 7 of Serena Business Complex, G-5 Islamabad		
Person(s) to review/inspect/ approve outputs/comple ted services and authorize the disbursement of payment	Shahid Farid (ICT and Common Premises Manager)		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% with 210 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% with 210 marks out of 700		



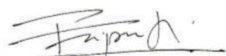
Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

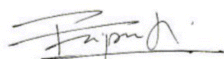
Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of the Firm	30%	210
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	280
3.	Management structure and key personnel	30%	210
Total			700

Form 1: Technical Proposal Evaluation		Points Obtainable
Expertise of Firm / organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing.	25
1.2	Provide three Satisfactory Performance certificate along with duration of each assignment (each certificate carries 15 marks)	45
1.3	Experience and Links/Networks: Demonstrated experience of Five (5) years of in experience	50
1.4	Financial Stability: Financial stability (Last two years Audited Account (2017-2018 and 2018-2019) Current Ratio should be more than 1. (30 marks for each Audited statement). (30 Marks)	60
1.6	Relevant Experience: Minimum three relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract 10 marks for each contract.)	30
Total Part 1		210
Form 2: Technical Proposal Evaluation		Points Obtainable
Proposed Work Plan and Approach		
2.1	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of Reference?	140
2.2	Proposed Methodology & Approach, including work plan, demonstrating knowledge of the importance guidelines for air quality inline with WHO guidelines.	140
Total Part 2		280

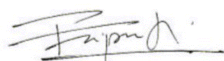
	<table border="1"> <tr> <th colspan="2">Form 3: Key Personnel Profile</th> <th colspan="2">Points Obtainable</th> </tr> <tr> <td colspan="2">(Names and curriculum vitae of individuals who will be involved in completing the services)</td> <td colspan="2"></td> </tr> <tr> <th colspan="4">Management Structure and Key Personnel</th> </tr> <tr> <td>3.1</td> <td>Project Coordinator</td> <td></td> <td>100</td> </tr> <tr> <td></td> <td>Masters in engineering with 3 years experience)</td> <td>30</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Past experience working on similar projects:</td> <td>60</td> <td></td> </tr> <tr> <td></td> <td>3 years experience (20 Marks for each year)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Fluency (oral and written) in English and Urdu is required.</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td></td> <td>100</td> <td></td> </tr> <tr> <td>3.2</td> <td>Support team</td> <td></td> <td>110</td> </tr> <tr> <td></td> <td>General Qualification</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Field Supervisor</td> <td></td> <td></td> </tr> <tr> <td></td> <td>- Bachelor's degree in engineering or any other related field</td> <td>30</td> <td></td> </tr> <tr> <td></td> <td>-2 years of experience undertaking similar activities (15 points for each year of experience)</td> <td>40</td> <td></td> </tr> <tr> <td></td> <td>Field Officer</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td>Bachelor's degree in engineering or any other related field</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2 years of experience undertaking similar activities (10 points for each year of experience)</td> <td>20</td> <td></td> </tr> <tr> <td></td> <td>Sub Total</td> <td>110</td> <td></td> </tr> <tr> <td></td> <td>Total Part 3</td> <td></td> <td>210</td> </tr> </table>			Form 3: Key Personnel Profile		Points Obtainable		(Names and curriculum vitae of individuals who will be involved in completing the services)				Management Structure and Key Personnel				3.1	Project Coordinator		100		Masters in engineering with 3 years experience)	30							Past experience working on similar projects:	60			3 years experience (20 Marks for each year)				Fluency (oral and written) in English and Urdu is required.	10				100		3.2	Support team		110		General Qualification				Field Supervisor				- Bachelor's degree in engineering or any other related field	30			-2 years of experience undertaking similar activities (15 points for each year of experience)	40			Field Officer	10			Bachelor's degree in engineering or any other related field				2 years of experience undertaking similar activities (10 points for each year of experience)	20			Sub Total	110			Total Part 3		210
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Mandatory Note: CVs of the personnel assigned should be signed, dated and attached with the proposals and prepared following the template in Annex 6 of the RFP.																																																																																			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																																																																																		



Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5] <input checked="" type="checkbox"/> CV Template [Annex-6]
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@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>
Minimum Eligibility Criteria	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Sales Tax and Income Tax Certificates, Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, or Valid Certificates of registration. <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2017-18 & 2018-19 and financial standing with a minimum average turnover of PKR 7 million in the last two years. <input checked="" type="checkbox"/> Provide evidence of minimum three (03) of similar projects completed during last three (03) years. Relevant details such as cost of the project, completion period and prototypes etc. along with certificates/contracts and reports must be provided. <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top Three Clients in the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided. <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (03) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, s <input checked="" type="checkbox"/> CVs of all the personnel that will be assigned to this assignment. <input checked="" type="checkbox"/> An affidavit on organization letter head that the company has never been black listed by any institution / department / agency.



Deadline for Submission	<p>27th October 2020 (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: pramila.tripathi@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	<p>Not Applicable</p>



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

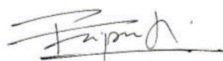
Dear Sir/Madam:

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. Qualifications of the Service Provider

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) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) 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.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.



B. Proposed Methodology for the Completion of Services

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

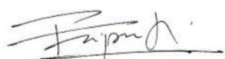
If required by the RFP, the Service Provider must provide :

- 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.

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

A handwritten signature in black ink, appearing to read "F. P. ...", is written over a horizontal line.

Annex 3**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

A. Cost Breakdown per Deliverable*

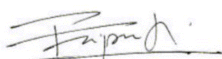
Sr. No	Description of deliverables	Submission timeline	Percentage of the payment
1	Deliverable 1 <ul style="list-style-type: none"> Draft report Pictorial evidences for compliance or non-compliance of the recorded parameters. 	9 Novemer 2020	100%
2	Deliverable 2 <ul style="list-style-type: none"> Comprehensive report for parameters monitored and analyzed within 1 month of contract issuance. Suggestion for improvement The selected firm will also provide the detail remedies after analysis the quality of air level 2, 4, 5, 6 & 7 of Serena Business Complex, G-5 Islamabad 	23 November 2020	

	Description	Unit	Total Budget (PKR)
	Total Consultancy fee	Lumpsum	
	Sub Total		
	% GST		
	Total Amount including Tax		

*[Name and Signature of the Service Provider's
Authorized Person]*

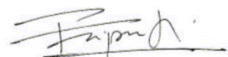
[Designation]

[Date]



Annex 4

General Terms and Conditions for Services
Separately attached

A handwritten signature in black ink, appearing to be "F. J. Smith", written over a horizontal line.

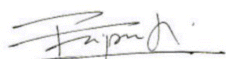
TERMS OF REFERENCE

Terms of Reference

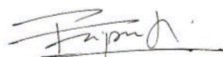
Assessing Indoor Air Quality of five floors of UN offices based in Serena Business Complex, G-5, Islamabad

Location	Islamabad
Floor(s)	Five in numbers (Level 2, 4, 5, 6 & 7)
Area	5300 Sq.m
Position	Furnished & Occupied
Working hours	0800-1700

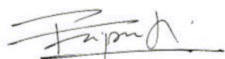
Introduction	<p>In UNDP, work place and location to provide the best possible healthy environment is the key pillar. Indoor air quality is also a major concern in office buildings and it good air quality maximize the chances of health, comfortability and wellbeing for employees and better productivity.</p> <p>Indoor air quality is also a risk for illness or any risks arising COVID-19 Pandemic, if it is polluted and therefore indoor air quality considered to be health problem, which requires good ventilation, proper surveillance and monitoring of ventilation system, indoor air quality monitoring on regular basis.</p> <p>UNDP would like to engage the services of potential and qualified Firms/company having relevant experience in aforementioned field (to Assess the indoor Air Quality) as per the details given in the TOR.</p>
Causes	<p>Indoor air can be polluted by various indoor and outdoor sources, this may be building maintenance activities, pest control, housekeeping, renovation, modification, installation or relocation of furniture or furnishings items. Some of the key pollutants categories are:</p> <ul style="list-style-type: none"> - Biological Inadequate maintenance, ventilation, cleaning and housekeeping creates excessive concentration of bacteria, viruses and fungi which cause biological contaminants and results in allergic responses, asthma etc. - Chemical Using of chemicals for cleaning, polishing and surface protection



	<p>purpose, tobacco smoke, emission from office furniture, walls, and floor covering, accidental spill of chemicals, frequently and high usage of aerosol / air fresheners etc</p> <p>- Physical (Particles) Small particles which are suspended in air are likely to be more harmful for health</p> <p>Other than the categories mentioned above there are other direct pollutants affecting by exposed directly with Humans, these factors are usually not considered but significantly impact on indoor air quality.</p> <ul style="list-style-type: none"> • Odors • Temperature - too hot or cold • Air vents status • HVAC directions, flow of air • Air velocity and movement - too drafty or stuffy • Heat or glare from sunlight • Furniture crowding • Noise and vibration levels • Selection, location and use of office equipment • Mechanical means of ventilation through outdoor air intakes associated with the heating, ventilation and air conditioning (HVAC) system
Technical	Proposed Methodology, Approach and Implementation Plan
	<ul style="list-style-type: none"> • Internationally referred parameters for indoor air quality. • Air Quality should be assessed in line with WHO guidelines for indoor air quality • Certain preliminary air quality measurements that are indicative of common IAQ concerns, such as temperature, relative humidity, air movement, and carbon dioxide about the source of the problem reveal the existence of compounds associated with particular types of building problems. • The firm is required to conduct/collect multiple samples during different times of the day/ density of staff/ different outdoor temperature. Also provide comparison/contrast of various scenarios/ situations. • Compare measured concentrations with occupational exposure standards and with public health and comfort guidelines for specific pollutants by HVAC zones, complaint vs. non-complaint areas,



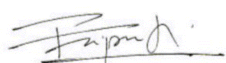
	<p>relationship to major sources (e.g., proximity to smoking areas, printing, copying area).</p> <ul style="list-style-type: none"> • Temperature - Check for any evidence of high or low temperatures, Check for local sources of heating or cooling. • Humidity - Check humidifier operation, including excess scale or rust, blocked nozzles, broken pump, and areas of stagnant, dirty water. • Measurement Methods and Equipment, availability of adequate equipment for the monitoring and analysis of parameters.
	<p>Major Indoor Air Contaminants are mentioned here for reference only these contaminants are detected or monitored due to their source of origin and operations:</p> <ol style="list-style-type: none"> 1. Acetic Acid <i>Health effects:</i> Eye, respiratory and mucous membrane irritation. 2. Carbon Dioxide <i>Health effects:</i> Difficulty concentrating, drowsiness, increased respiration rate. 3. Carbon Monoxide <i>Health effects:</i> Dizziness, headache, nausea, cyanosis, cardiovascular effects, and death. 4. Formaldehyde <i>Health effects:</i> Hypersensitive or allergic reactions; skin rashes; eye, respiratory and mucous membrane irritation; odor annoyance. 5. Nitrogen Oxides <i>Health effects:</i> Eye, respiratory and mucous membrane irritation. 6. Ozone <i>Health effects:</i> Eye, respiratory tract, mucous membrane irritation; aggravation of chronic respiratory diseases. 7. Volatile Organic Compounds (VOC's).. <i>Health effects:</i> Nausea; dizziness; eye, respiratory tract, and mucous membrane irritation; headache; fatigue. 8. Miscellaneous Inorganic Gases. <i>Health effects:</i> Eye, respiratory tract, mucous membrane irritation; aggravation of chronic respiratory diseases. 9. Tobacco Smoke



	<p><i>Health effects:</i> Allergic or asthmatic persons, often results in eye and nasal irritation, coughing, wheezing, sneezing, headache, and related sinus problems.</p> <p>10. Microorganisms and Other Biological Contaminants (Microbials). <i>Health effects:</i> Allergic reactions symptoms include chills, fever, muscle ache, chest tightness, headache, cough, sore throat, diarrhea, and nausea.</p>
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Deliverables	<ul style="list-style-type: none"> - Draft report in 15 days of issuance of contract. - Pictorial evidences for compliance or non-compliance of the recorded parameters. - Comprehensive report for parameters monitored and analyzed within 1 month of contract issuance. - Suggestion for improvement - The selected firm will also provide the detail remedies after analysis the quality of air level 2, 4, 5, 6 & 7 of Serena Business Complex, G-5 Islamabad
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Duration of Work; 1 month



PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This *spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ Signature of the Nominated Team Leader/Member </div> <div> _____ Date Signed </div> </div>		

