

Instructions for preparing quotations and cost calculation

The quotation should include all services and components which are necessary for the implementation of a ready to use and fully functional Passive House ventilation system.

Delivery and installation

- All services including delivery and installation should be taken into account.
- The point of delivery can be freely selected but should be noted on the quotation.
- In the quotation, additional costs for extra expenses should be given in €/h, and additional costs should be stated in €/100 km separately as an overall figure for the commuting allowance for additional travelling. Initially these will not be taken into account in the total amount.

Itemised list

In addition to the quotation, a detailed itemised list must also be provided which includes all components and services necessary for the implementation of a fully functional Passive House ventilation system.

Instructions regarding individual services and components

No claim to completeness is made for the following instructions regarding individual services; any missing services for the installation and operation of a fully functional Passive House ventilation system should also be taken into account with the corresponding necessary expenses.

Service	Instructions
Ventilation unit	Information is necessary regarding the exact description and device type. Delivery and installation should be taken into account in the quotation. The unit price of the device should also be given.

	Any additional components necessary for the operation of the device as a Passive House ventilation system must also be mentioned in the quotation and taken into account in the total amount.
Encasing of the ventilation unit	Where necessary for optical or soundproofing reasons, a covering or enclosure including installation should also be taken into account.
Condensate drainage	If necessary, a solution for the drainage of condensate, including connection, should be taken into account.
Penetrations of the exterior wall	Core drilling and wall openings including airtight connection to the building envelope must be taken into account.
Fresh air and exhaust air ducts (if necessary)	Including installation and covering (if visible installation is unsuitable). Vapour diffusion impermeable insulation of the fresh air and exhaust air ducts within the thermal envelope of the building must be taken into account.
Ductwork for supply air and extract air including all components necessary for operation later on	Including installation, any necessary core drilling and covering (if visible installation is unsuitable). Thermal insulation of any supply air and extract air ducts situated outside of the thermal envelope of the building should be taken into account.
Frost protection	A suitable strategy for frost protection without supply air interruption must be taken into account.
Soundproofing	Necessary measures for achieving the sound pressure level of 25 dB(A) in living areas and 30 dB(A) in functional areas, including installation, must be taken into account. Furthermore, transmission of cross-talk between rooms must be prevented through suitable measures.
Transferred air	Any necessary transferred air elements including installation, or compensatory measures (e.g. shortening of the door leaf) must be taken into account. If the work is carried out by an external company, an overall figure of € 15 per door should be assumed for shortening of the door leaf.
Flow adjustment	Flow adjustment of the ventilation system including balancing of the fans if necessary.
Maintenance	A maintenance cycle for the first year of operation must be taken into account in the quotation. The following should be taken into account in the maintenance costs:

	<p>filter replacement, visual inspection of the device and diffuser elements, function test of the device, checking/cleaning of the condensate drain.</p> <p>If the maintenance work is carried out by an external company, then a corresponding quotation must also be taken into account. In case of greatly varying costs, the PHI reserves the right to take into account an overall figure.</p> <p>The cost of the replacement filter should be stated separately.</p>
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