



Greenplan Consultants

The owner
Erf 8279
Brackenridge Estate
Plettenberg Bay

12 October 2021

QUOTATION – SANS 10400-XA Assessment

Dear Hannes

Thank you for requesting a fee proposal to perform a **SANS 10400-XA rational energy assessment** of Erf 8279 Brackenridge Estate, Plettenberg Bay. We appreciate this opportunity.

Background

Building owners have to appoint a competent person to ensure compliance to the National Building Regulations, as outlined in **Appendix B**.

Scope of Work

Our scope of work includes the following:

Communication / documentation	Applicable
Communications, getting information, studying drawings & related product specification documents	✓
Appointment - Form 2	
Filling in and signing Form 2 for local Council as competent person (energy)	✓
Setting up Building Energy Models (certified software)	
Actual building model (3-dimensional model with all actual fabric details)	✓
Reference building model (3-dimensional model with all reference fabric details)	✓
Checking models and running simulations (relevant weather data, hourly simulations)	✓
Hot water calculations, air-conditioning, lights, metabolic rate etc. as per SANS 10400-XA Standard	✓
Data analysis	
Comparing annual energy consumption via custom spread sheets	✓
Comparing peak energy demand via custom spread sheets	✓
Report	
Compiling detailed report to Architect / Owner / Developer / Local Council	✓
Sign-Off - Form 4	
Filling in and signing the certificate of completion (Form 4) regarding energy.	✓
Important: All data required as per App. A must be supplied to Greenplan before we will sign Form 4.	

This quotation allows for assessment of the entire building and is valid for the design information provided to Greenplan at the time of quotation.

Disclaimer

Passing the rational assessment is no guarantee of actual energy performance or efficiency. It is merely a predictive demonstration that the building will outperform a reference building designed to meet the prescriptive requirements of the regulation, or have lower annual energy performance and peak demand than the allowance in the code, if relevant to the building.

We strictly adhere to all clauses and methodologies prescribed in the Standard and will do all in our capacity to address legitimate queries from the Local Council regarding our reports. However, we are not responsible for a lack of understanding by building control officers insofar as the SANS 10400 Part XA regulation is concerned.

Best regards

Kenneth Allen Ph.D. (Eng)



Greenplan Consultants

Invoicing details (Please complete – required to commence work)	
Company/ Client name	
Authorised by (Name of appropriately mandated official, if Client is a company)	
Address (current contact address for invoicing)	
Telephone number	
E-mail address	
VAT number (if applicable)	

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Proposed Fee

Our proposed fee for the SANS 10400-XA assessment is given below.

Item	Cost
SANS 10400-XA assessment fee	R 7,400.00
Discount if Greenplan is also/previously appointed for thermal loads assessment	N/A
Sub-total	R 7,400.00
15 % VAT	R 1,110.00
TOTAL	R 8,510.00

You are welcome to discuss any aspect of this quotation with us. The quotation is valid for 30 days.

Acceptance of Proposal

1. Please fill in and sign this page and return a copy to us if you accept this entire proposal, including Appendix A. Please note your responsibility in terms of Appendix A attached hereto.
2. Our quotation does not allow for any re-modelling because of incorrect and/or omitted data or changes to plans after appointment. The client agrees that additional or abortive work due to erroneous information supplied to Greenplan, or information that does not meet our stated requirements, shall be charged at an hourly rate of R 575/h incl. VAT additional to the fixed fee quoted in this proposal.
3. The client agrees that additional work resulting from any changes or additions in scope whatsoever, will require a re-quote or a separate appointment covering the additional scope. This includes site visits that are required because documentation listed in Appendix A is not provided to us as requested.
4. We will not start with work until we have received this completed and signed appointment page.
5. Invoices are payable within 14 days. Unpaid invoices will be handed over to our debt collector.
6. You give your permission for us to share your details with your project team (invoices copied to team), with our debt collector in the event of non-payment and with our courier if original forms are required.
7. The associated proposal for the services noted above and all terms contained therein (including Appendix A) is accepted.

Signed by: _____ (Name of appropriately mandated person)

Signature: _____ (Signature of appropriately mandated person)

Date: _____

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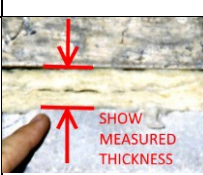


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Appendix A: Requirements for signing Form 4 for Energy Efficiency (SANS 10400-XA)

As per our quotation, the following information is required for **each building** after completion of construction.

	Information	Format	Example
A	Final building construction completed as per drawings supplied for rational assessment	1. SAGGA certificates for all window glass types used in the building. 2. Photographs of all facades of the building clearly showing building geometry, doors, fenestration, external shading devices and shutters if applicable.	 
B	Under floor insulation in relevant areas of the building (if specified by Greenplan & anywhere UFH is installed)	3. Photographs showing the underfloor insulation (taken during installation): Extensive photos showing coverage as well as close-up photos clearly showing insulation thickness (e.g. measuring tape). TIPSASA CoC if available.	
C	Roof insulation for all roof types (where specified by Greenplan) including slabs above habitable space	4. Photographs showing the roof insulation during installation or after completion: Extensive photos showing coverage and close-up photos clearly showing insulation thickness (e.g. measuring tape). TIPSASA CoC if available.	
D	Wall insulation (external walls) if applicable as per Greenplan specification	5. Photographs showing the wall insulation during installation : Extensive photos showing coverage and close-up photos clearly showing insulation thickness (e.g. measuring tape). TIPSASA CoC if available.	
E	Air Conditioning (if installed)	6. Photographs of all installed air conditioning outdoor units, and close-up photographs of name plates/spec. plates on these units.	
F	Hot water for consumption (domestic hot water)	7. Close-up photographs of installed heat pump name plate(s) , gas heater name plate(s) and/or solar panels, as applicable. 8. Invoices for all domestic water heating equipment (e.g. heat pumps, solar, gas) besides electrical resistance units. Invoices must clearly identify site. 9. Photographs of all hot water storage cylinders as well as close-up photo of specification label on tank, clearly showing capacity of tank (litres). 10. Photographs clearly showing insulation on all hot water pipes exposed to indoor or outdoor air. 11. Plumbing CoC (PIRB certificate)	
G	Lighting & electrical	12. Photograph of electrical DB showing all circuit breakers (labelled) and their current ratings. 13. Lighting schedule for all enclosed habitable areas, including power ratings (W) of all lamps. Alternatively, photos of ceilings clearly showing lamp types installed. 14. Electrical CoC	

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Appendix B: Background to the SANS 10400-XA Assessment Process

Building owners have to appoint a competent person to ensure compliance with the energy regulations incorporated in the National Building Regulations. An outline of the steps required is given below:

- **Form 2 needs to be** filled-in and signed by both Greenplan Consultants and the building owner and should be submitted at the building control offices of the local council for approval, with the building plans. If appointed, we will send the building owner a signed copy of Form 2 with our details already filled in. The building owner will then have to complete the sections required, sign the form where indicated and initial next to the relevant duty.
- Greenplan Consultants will do a **SANS 10400-XA rational energy assessment** of the building. This will include an assessment report addressing the annual energy consumption and peak demand of the building. This report will be sent to the building owner who will subsequently have to submit a copy to the local council.
- Upon completion of the building, the building owner must prove to the local council that the building was actually constructed as designed and assessed. This is done via a Certificate of Completion, **Form 4**. This form has to be signed by Greenplan Consultants and submitted to the council by the building owner before council will issue an occupancy certificate. In order for Greenplan Consultants to sign Form 4, we require sufficient proof that the building has been built and systems installed as per the assessment report. The building owner will be required, at all times, to make available to Greenplan **information proving the performance of various items as detailed in Appendix A above**.

The building owner must notify the contractors and sub-contractors involved in the building project that this verification evidence is mandatory and must be supplied to the building owner. Greenplan reserves the right to conduct ad-hoc site inspections to verify data.

Allow at least a week to obtain the Form 4 after you submit all required documents.