



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Single-Party Framework Agreement

For

**The Provision of Interpretive Design Consultancy Services to Trinity
College Dublin**

**SCHOOL OF COMPUTER SCIENCE AND STATISTICS - TRINITY
COLLEGE DUBLIN**

Ref: TCD-26-C2400

Pricing Schedules



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A1. Scope for this Tender

Supplier to provide interpretive design, graphic design, content research, scriptwriting and supervision to deliver a tender-ready production package; and then supervise the production and fabrication. Production and fabrication are excluded and will be procured separately by SCSS. Pricing should be the budget range €60,000.

A2. Evaluated Tender Price (ETP) Calculation

ETP = [0.80 × Stage-fee basket] + [0.20 × Day-rate basket].

Stage-fee basket = (Small × 10%) + (Medium × 60%) + (Large × 30%). See A3 below.

Day-rate basket = Blended day rate × 40 days. See A4 below. [Using the

example numbers given in sections A3 and A4 below: ETP = 36,000 + 5,600 = €41,600]

The lowest ETP will receive the full price score. Other tenders will be scored proportionally:

Price score = (Lowest ETP ÷ Tenderer’s ETP) × [3,000 price points].

A3. Design stages and fixed fees

Package size definitions

Interpretive & graphic design, content research and scriptwriting for:

1. Small: A single room (equivalent to 6 print panels, 1 conservation-grade case inc. 3 case labels, one AV screen layout and one interactive screen layout)
2. Medium: One floor (equivalent to narrative framework and content, 24 print panels, 3 conservation-grade cases inc. 9 case labels, and 3 interactive screen layouts, matching web content – see Appendix 1’s scope of work for more details)
3. Large: Atrium or multi-zone package above Medium
4. Stage fees for sample packages

(example below; bidder to replace blue with own amounts):

Package size	Concept Design	Detail Design	Technical Design	Tender & Supervision	All-stages total	Package Weighting	Weighted subtotal	
Small	€2,500	€3,500	€4,000	€2,000	€12,000	10%	€1,200	
Medium	€7,500	€10,000	€12,000	€6,000	€35,500	60%	€21,300	
Large	€15,000	€20,000	€24,000	€16,000	€75,000	30%	€22,500	
Stage fee basket total								€45,000
Weighting								80%
Weighted stage fee basket total								€36,000



Notes

1. Tender & Supervision covers up to 6 site visits (Small), 10 (Medium), 14 (Large).
Extra visits use day rates.
2. Still visualisations included per A6.

A4. Roles and day rates (variations only)

The below rates will be used only for instructed extras outside the fixed scopes. Each call-off sets maximum hours per role as a hard cap.

Indexation: annual uplift of 3% or the [Harmonised Index of Consumer Prices](#) inflation rate, whichever is lower.

Example below; bidder to replace blue text with own Euro amounts.

Role	Day rate (€, 8h day, ex VAT)	Weighting	Weighted Pricing
Design Director/Interpretive Master planner	€900	25%	225
Lead Exhibit/3D Designer	€700	25%	175
Graphic / Information Designer	€600	20%	120
Scriptwriter	€600	10%	60
Visualisation Artist	€650	10%	60
Project Manager	€650	10%	60
Blended Day Rate (sum of weighted pricings)			€700
Number of Days*			40
Day-rate basket Total			€28,000
Weighting			20%
Weighted day-rate basket total			€5,600

* the number of days allowance is not a commitment; it is only for evaluation.



A5. What is included in the fixed fees

Workshops and reviews, content outline and copy edits, all drawings/elevations/case specs, graphics to pre-press artwork (*alternatively – graphic style guide with template examples for print and digital; final art working to be done by production & fitout contractor*), tender documents for production (scope, schedules, finishes, mounting, lighting notes, BoQ), supervision (submittal checks, sample approvals, site meetings, snag list, sign-off), coordination with SCSS/Estates/fabricator, brand alignment, accessibility notes (Web Content Accessibility Guidelines–AA) for digital files.

A6. Visualisation requirements (included)

1. **Small:** Concept Design – 2 mood boards + 1 annotated plan;
Detail Design – 2 annotated elevations; Technical Design – 2 final visuals.
2. **Medium:** Concept Design – 3 mood boards + 1 annotated plan;
Detail Design – 2 plans + 3 elevations; Technical Design – 4 final visuals.
3. **Large:** Concept Design – 4 mood boards + 1 plan;
Detail Design – 2 plans + 4 elevations; Technical Design – 6 final visuals.
4. Extra visuals: €400 per additional still, or via day rate.

A7. Minimum charges and disbursements

Minimum call-off value €5,000.

Except where expressly pre-approved in writing by the Client, the Supplier's fees are fully inclusive of routine disbursements e.g. local meetings, standard prints/PDFs, routine deliveries, usual software, phone, etc. Approved disbursements (limited to third-party image licences, colour-accurate press proofs) will be reimbursed at actual receipted cost with no administrative surcharge or mark-up.

A8. Acceptance and KPIs

Milestone dates per Call-Off are binding. Variances require prior written approval.

Technical Design shall be tender-ready with zero critical non-conformances as defined: items that would prevent tendering, ordering, fabrication, installation, or safe operation.

During Tender & Supervision, the Supplier shall respond to RFIs, submittals and sample requests within 3 business days



A9. Change control

Changes must be instructed in writing.

No retrospective billing. Before the Supplier starts extra work, the cost will be agreed in advance either:

- using the published day rates with a cap on hours, or
- as a small, fixed fee for that specific add-on.

No change to unit rates during the framework term. The Supplier's rates submitted at the start – stage fees and day rates, subject only to the stated indexation rule – cannot be renegotiated in the middle of the framework. A change may add quantity or scope, but the price per unit stays the same.



Call-Of Order Sample

Framework: SCSS Chronology Project Interpretive Design Framework

Call-Off no.: 01

Title: Phase 1 – Interactive Timeline + Corridor Panels

Supplier: [Insert]

Date: [Insert]

1. Scope and outputs

Zones: ORI atrium wall; ORI corridor.

Elements: Narrative framework and content; 24 corridor panels; 3 object cases and label sets; ~6 x interactive timeline screens; web content

Stages required:

IRJConcept Design IRJDetail Design IRJTechnical Design IRJTender & Supervision Package size: oSmall

IRJMedium o Large

Stage outputs:

Concept Design: narrative, mood boards, concept layouts, 1 plan, outline schedule. Detail Design: scaled plans/elevations, key details, outline specs, draft copy deck. Technical Design: full technical set, graphics to pre-press, tender scope & BoQ. Tender & Supervision: tender clarifications, submittal review, 10 site visits, snag-clear, handover.

Visualisations included per A6. Extra visuals: 2 additional stills at [€] each.

2. Programme

Start: 1st September 4th 2026

Concept Design approval: 10th October 2026

Detail Design approval: 19th December 2026

Technical Design issued for tender: January / February 2027

Install & Supervision complete and handover: 1st November 2027

Design reviews: fortnightly; content reviews at Detail Design and Technical Design.

3. Price and payment

Fixed stage fees (Medium package):

Concept Design [€] + Detail Design [€] + Technical Design [€] + TS [€] = [€]

Extras: 2 x additional visuals @ [€] = [€]



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Subtotal (ex VAT): [€]

Minimum call-off: not applicable (exceeds €5,000).

Variations cap by role (only if instructed):

Design Director [€] x max 6 h; Lead Exhibit/3D [€] x max 24 h; PM [€] x max 12 h.

These are caps, not pre-authorised hours.

Payment Milestones

M1 Concept approved: [€]

(25%) M2 DD approved: [€]

(30%)

M3 TD issued for tender: [€] (30%)

M4 TS complete and handover: [€] (15%)

4. Dependencies and exclusions

Client to provide brand assets, floor plans, conservation policy and image permissions by 28 Oct 2025.

Production procurement, AV hardware and case fabrication are excluded.

5. Acceptance, KPIs, contacts

Acceptance on delivery of stage outputs and closed issue log. KPI

response times for supervision RFIs ≤ 3 business days.

Client PM: [Name, email]. Supplier PM: [Name, email].

Signed for Client: _____ Date: _____

Signed for Supplier: _____ Date: _____