



Request for Proposals

Lobbying Services in Washington D.C., United States of America

Request for Proposals No: 0258

PRICING FORM

NO.	DESCRIPTION	QUANTITY	UNIT	RATE
1	Lobbying Services	25	Per Hour	

The Firm is expected to be engaged for a minimum of **25 hours per month on a fixed term for three (3) years.**

The term of this agreement is to be for a period of three (3) years, with an option in favor of the Government to extend the agreement terms and conditions acceptable to the Government and the selected proponent for an additional term of two (2) years.

Proponents are required to submit rates for the potential additional two (2) year extension.

The Firm shall provide a monthly report detailing the activities performed and the time allocated to each task or deliverable during the month.

This report must accompany the monthly invoice and clearly account for how the minimum 25 hours were utilized.

If services are expected to exceed the 25-hour monthly threshold, the contractor must obtain written pre-approval from the Cabinet Office before incurring additional hours. Any hours worked beyond the monthly minimum without prior written authorization may not be compensated. Requests for additional hours must include a clear justification demonstrating the necessity and urgency of the expanded scope of work.

Respondents can attach their own proposal. However, this Pricing Form **must** be completed.

Proponents are to submit a separate rate sheet if the Government extends

PRICES ARE TO BE QUOTED IN UNITED STATES DOLLARS (USD)