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[Title]

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## Contents

Cover Letter .....	1
Schedule A Scope of Work.....	2
Schedule B Fees.....	3
Schedule C Selected Firm Experience.....	4
Schedule D CVs of Core Team Members for the Matter .....	5





PRIVATE AND CONFIDENTIAL

6 February 2025

[Addressee]  
[Company Address]

**Subject:** [Title]

Dear Reem,

We refer to your email dated [•] (the **Email**), the request for proposal attached therewith and the clarifications issued on [•] (together the **RFP**), requesting a fee proposal for legal services under Omani law to be provided to [•], in connection with [•] (the **Project**) in partnership with [•] and other service providers.

We are pleased to submit this fee proposal. Drawing on our experience with similar transactions, we have outlined the anticipated scope of work in Schedule A (the “**Scope of Work**”). Our team is well-equipped to provide the required legal support and services, and we have detailed our proposed fees in Schedule B.

Al Maamary, Al Abri & Co. (**MAQ Legal**) is a multi-award winning corporate and commercial legal practice based in the Sultanate of Oman. Our team of lawyers brings over 100 years of combined experience in advising local and international clients in multiple jurisdictions, including the Sultanate of Oman, the United Kingdom and Pakistan. Our clients include the Government of Oman, the Ministry of Finance, Oman Investment Authority, ITHCA Group, PTTEP, Mubadala, MOL (Hungary), BP, Abraj Energy, Energy Development Oman SAOC, OQ SAOC, Majid Al Futtaim Group, Total S.A., Bank Muscat SAOG, National Bank of Oman SAOG (including Muzn Islamic), Oman Air SAOC, and other leading entities.

Our expertise includes advising clients on their corporate law (including public and private M&A and restructuring), oil and gas / energy matters, capital markets (equity and debt), commercial transactions and banking (conventional and Islamic) in Oman and internationally. Some of our selected experience is set out in Schedule C, and the CVs of the core team members assigned to this matter are included in Schedule D.

We sincerely appreciate the opportunity to submit this proposal and look forward to the possibility of assisting you with this matter. Should you require further clarification, please do not hesitate to contact us.

Yours sincerely,  
for and on behalf of **MAQ Legal**

.....  
Asad Qayyum  
Managing Partner

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**AL MAAMARY, AL ABRI & CO.**

ADVOCATES AND LEGAL CONSULTANTS

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**Schedule A**  
**Scope of Work**

From the RFP, we understand the scope of work to be as follows:

[•]

**Approach Methodology**

[This section is only added where specifically provided and will be subject to the scope.]

## Schedule B Fees

Subject to the assumptions set out below, we anticipate that our fee for advising on the Scope of Work shall be capped at [•] (excluding taxes and disbursements, if any) (the **Fee**).

In the event that we are required to advise on any out-of-scope matters or if any of the assumptions set out herein are no longer true, we will charge for any surplus time or additional scope on the basis of the below discounted hourly rates, which we are happy to offer:

Position	Discounted Hourly Rate
Senior Partner (20+ PQE)	OMR [•]
Partner	OMR [•]
Senior Associate	OMR [•]
Associate	OMR [•]
Paralegal / Trainee	OMR [•]

### Translation Charges

The Fee does not include translation charges (Arabic to English or vice versa), which shall be billed separately at a rate of OMR 8 per 250 words. This rate may increase if any internal revisions are required by our lawyers, and such revisions shall be charged at the above hourly rates.

### Taxes

The Fee does not include applicable taxes. VAT will be charged at a rate of 5% (or any other rate applicable at the time of invoicing).

### Other Assumptions

- The scope of work will not expand beyond the workstreams outlined in **Schedule A**.
- The quoted fees for drafting and finalising any agreements within the workstreams include a maximum of three (3) versions agreement.
- We will not be required to attend any in-person meetings outside of Muscat.
- Drafting and advice will be limited to the agreements/documents relevant to the Project.
- All advice will be confined to Omani law matters, and we will not be required to provide advice outside the scope outlined in **Schedule A**.
- All deliverables related to the workstreams will be prepared and finalised in English.
- The stated fees also exclude any judicial or court fees.

**Commented [A1]:** This is for capped fees. It can also be fixed fee. These can also be broken up into workstreams in the scope of work and each workstream can have its own cap or fixed amount.

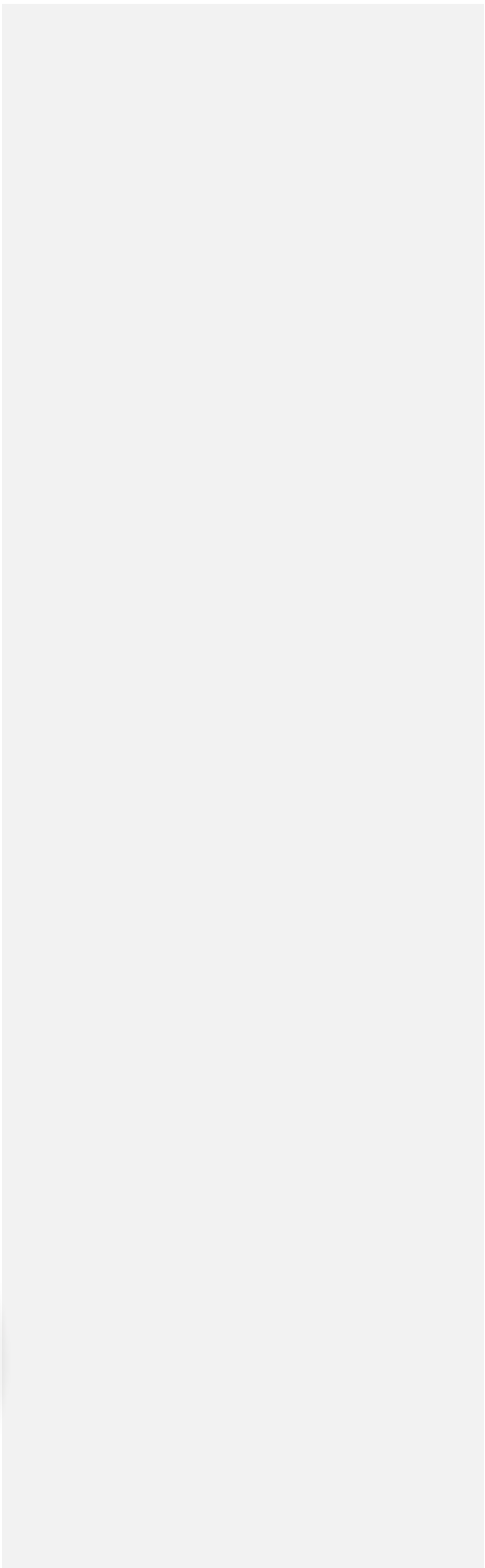
**Commented [A2]:** This is always added, but in case of hourly billing without caps, this paragraph is changed a bit. We can set the table to fixed figures

**Commented [A3]:** Bullets may be added here as needed

**Commented [A4]:** Depending on the scope this can either be revisions or number of hours

<p>Schedule C Selected Firm Experience</p>
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Client	Description
[•]	[•]
[•]	[•]
[•]	[•]

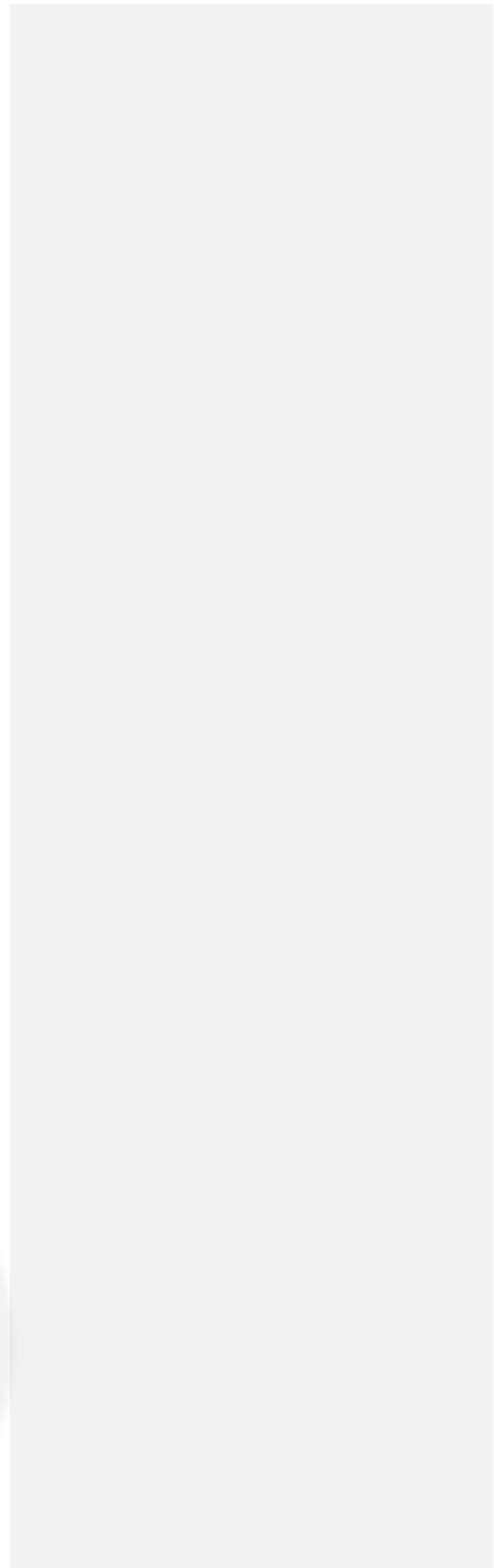


**Schedule D**  
**CVs of Core Team Members for the Matter**

[CV 1]

Schedule D  
CVs of Core Team Members for the Matter

[CV 2]





Schedule D  
CVs of Core Team Members for the Matter

[CV 3]

