



## **NOTICE**

### **CALL FOR PROPOSALS BY INSURANCE BROKERS FOR THE ADJUDICATION OF INSURANCE COVERAGE FOR ASSISTING AND COUNSELING THE EMBASSY OF ITALY IN ORDER TO MANAGE THE HEALTH INSURANCE POLICY OF LOCALLY HIRED EMPLOYEES**

The Embassy of Italy in Washington, D.C. issued a call for proposals by insurance broking companies to assist assisting and counsel the Embassy in order to select through a bid process an insurance plan for locally hired employees under contract with Diplomatic Missions, Consular Offices and Cultural Institute and their family members, namely its personnel within the U.S. territory (in Washington DC, New York, Chicago, Boston, San Francisco, Los Angeles, Miami and Houston); to assist the Embassy in the implementation of the insurance plan throughout its duration; and to resolve any insurance issue the Embassy may face from time to time. The contract will start January 1, 2022 and end December 31, 2024.

#### **Recipients**

This call for proposals is aimed to insurance broking companies that meet the requirements described above, and that have the expertise, and the technical and management resources to enter such agreement.

#### **Purpose**

This call for proposals is aimed to start a constructive dialogue with all interested insurance broking companies. At this stage, statements of interest submitted with the requested data will not be considered as binding for the Embassy Administration. Insurance broking companies that submit statements of interests will not gain preferred placement position in the decision making process of the Embassy Administration.

#### **Requirements**

As a guarantee of sound business practices in the field of insurance, in the statement of interest companies must include the following documentation:

- Membership in professional organizations based on the company's expertise and qualifications, and authorization issued by the competent U.S. local authorities to operate;
- Professional capabilities and sound business practice in the insurance field in the United States;
- Financial statements and business plan.

#### **Additional statements required**

- Statement that the insurance broking company has not been declared insolvent by a court ruling and that it does not have pending legal proceedings;
- Statement of no convictions against the company for professional conduct and for financial crimes;
- Declaration that the company has fulfilled its duties with regards to payment of taxes, dues, and/or any other mandatory payments, in accordance with current legislation in the country of residence.

#### **How to Submit a Statement of Interest**

The statement of interest with the attached form, together with the required statements and declarations outlined above, must be received in a sealed envelope, by courier or other means, no later than 2pm Monday May 31th, 2021 at the following address: Embassy of Italy, 3000 Whitehaven St. NW, Care of: Administration, Washington, D.C. 20008. On the envelope, please print: **CALL FOR PROPOSALS FOR INSURANCE COVERAGE.**

Washington, May 17<sup>th</sup>, 2021

	<b>ID card to be attached</b>	
Name (First and Last)	<input type="text"/>	
born in	<input type="text"/>	<input type="text"/>
resident in	<input type="text"/>	City <input type="text"/>
in the role of	<input type="text"/>	
the business located in	<input type="text"/>	
	<input type="text"/>	
telephone	<input type="text"/>	Fax <input type="text"/>
e-mail	<input type="text"/>	web <input type="text"/>

**Declares under his/her responsibility:**

- a. That they are not in a status of bankruptcy, liquidation, closure of activities, or composition with creditors or in any other analogous condition and that no proceedings leading to same are currently under way;
- b. That they have not been declared insolvent by a Court in a determination other than a decision of bankruptcy that entails, in compliance with U.S. legislation, the partial or total incapacitation to manage or dispose of assets;
- c. That there are no pending proceedings to verify a state of insolvency that may lead, in compliance with federal, state or local legislation, to a declaration of bankruptcy or to any other condition entailing the partial or total incapacitation to manage or dispose of assets;
- d. That they have not been convicted by a court of any crimes against professional conduct or of financial crimes; this affidavit must be provided also for all company management and experts and for all employees that will be used;
- e. That they have not been in the past and are not presently in default with social security contributions and other benefits due employees under U.S. law;
- f. That they have not been in the past and are not presently in default with tax and fee obligations of any nature;
- g. That they have not been convicted of financial crimes or professional misconduct;
- h. That they do not use child labor and/or other forms of trafficking in human beings.

Date, \_\_\_\_\_

Signature of  
Holder or Legal Representative  
(and sealed by a Notary Public)

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