



## GUIDELINES FOR APPLICANTS

### CALL FOR PROPOSALS FOR THE ADJUDICATION OF COMMERCIAL PROPERTY, GENERAL LIABILITY AND UMBRELLA INSURANCE SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations issues a call for proposals to provide commercial property, general liability and umbrella insurance services.

#### Location

The insurance policies shall cover the following properties:

- a) The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017) - LEASED
- b) The Ambassador's Residence (address to be disclosed, UES, New York, NY) - OWNED
- c) The Deputy Ambassador's Residence (address to be disclosed, UES, New York, NY) - SHAREHOLDER

The Permanent Mission has a surface of approximately 22,985 sq/ft (distributed on the 48th and the 49th floors). The Ambassador's Residence has a surface of approximately 5865 sq/ft. The Deputy Ambassador's Residence has a surface of approximately 3,000 sq/ft.

#### Duration

One-year contract, approximately from 1.1.2023 until 12.31.2022.

#### Recipients

This call for proposals is intended to licensed New York insurers.

#### Insurance coverage

The mandatory minimum coverage for the abovementioned locations is as follows:

- a) Building \$1,000,000; Personal Property \$150,000
- b) Personal Property \$1,000,000
- c) Personal Property \$150,000

The minimum coverage for the Umbrella insurance is \$4,000,000.

Improvement proposals will be considered as well.

#### Purpose

This call for proposals is aimed to start a constructive dialogue with interested companies. At this stage, proposals are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

**Requirements**

As a guarantee of sound business practices, companies must include in the proposal the following information:

- business license and permits
- company profile
- copy of the profit and loss account and the balance sheet for up to the last three financial years

**Submission of the Proposal**

The proposal with the attached “form” must be submitted by email no later than November 11<sup>th</sup>, 2022, to the address [admin.italyun@esteri.it](mailto:admin.italyun@esteri.it) (subject: “*CALL FOR PROPOSALS FOR COMMERCIAL PROPERTY, GENERAL LIABILITY AND UMBRELLA INSURANCE SERVICES*”).