



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR INSURANCE BROKERAGE SERVICES RELATING TO COMMERCIAL PROPERTY, GENERAL LIABILITY AND UMBRELLA INSURANCE FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

1. Introduction and Purpose

The Permanent Mission of Italy to the United Nations (hereinafter the “Mission”) invites expressions of interest from qualified insurance brokers and intermediaries duly licensed to operate in the State of New York, for the provision of brokerage and advisory services relating to commercial property, commercial general liability and umbrella liability insurance.

The purpose of this notice is to identify qualified providers, gather preliminary information on available insurance solutions and market conditions, and initiate a constructive dialogue concerning the Mission’s insurance requirements for the 2027 calendar year.

Interested brokers and intermediaries are invited to submit information on their qualifications, relevant experience, available insurance coverage, proposed insurance carriers and indicative annual premiums.

2. Properties to Be Insured

The insurance coverage is intended to apply to the following properties located in New York City:

a) Permanent Mission of Italy to the United Nations

885 Second Avenue, One Dag Hammarskjöld Plaza, 48th and 49th floors, New York, NY 10017.

Status: Leased premises.

Approximate area: 22,985 square feet.

b) Ambassador’s Residence

15 East 90th Street, New York, NY 10128.

Status: Owned property.

Approximate area: 12,173 square feet.

c) Deputy Ambassador’s Residence

970 Park Avenue, Apartment 3N, New York, NY 10028.

Status: Cooperative apartment (shareholder interest).

Approximate area: 3,000 square feet.

The proposed insurance arrangements must take into account the different ownership and occupancy arrangements applicable to each property, as well as any relevant contractual, building management or cooperative insurance requirements.

3. Required Insurance Coverage

The proposed insurance solutions must meet or exceed the following minimum coverage limits.

A. Commercial Property Insurance

Property insurance shall cover, as applicable, the Mission's furniture, equipment, furnishings and other personal property, as well as the building at the Ambassador's Residence.

The minimum requested coverage limits are:

- **Permanent Mission:** \$1,000,000 in personal property coverage.
- **Ambassador's Residence:** \$300,000 in personal property coverage and \$10,000,000 in building coverage.
- **Deputy Ambassador's Residence:** \$150,000 in personal property coverage.

Interested brokers shall specify the principal covered risks, applicable deductibles, exclusions, sublimits, endorsements and any other material policy conditions. Any relevant limitations concerning replacement cost, valuation, business interruption or other additional coverages should also be identified.

Proposals offering broader coverage or higher limits may be submitted.

B. Commercial General Liability Insurance

Commercial General Liability Insurance shall cover the Mission and each of the two residences, subject to the applicable policy terms and conditions.

The minimum required limits for each property are:

- **\$1,000,000** per occurrence;
- **\$2,000,000** general aggregate;
- **\$2,000,000** products and completed operations aggregate.

Interested brokers shall describe the proposed scope of coverage, including premises and operations liability, and identify applicable exclusions, deductibles, policy conditions and any limitations relating to the use or occupancy of the premises.

Proposals shall clarify whether the limits apply separately to each property or are subject to shared or combined aggregate limits.

C. Umbrella Liability Insurance

Umbrella liability coverage shall provide minimum limits of:

- **\$5,000,000** per occurrence;
- **\$5,000,000** aggregate.

These limits shall apply collectively to the Permanent Mission, the Ambassador's Residence and the Deputy Ambassador's Residence.

Interested brokers shall identify the underlying policies required, the applicable attachment points, any self-insured retentions, and any exclusions or restrictions that may affect the scope of coverage.

Proposals offering higher limits or broader coverage may also be submitted.

4. Eligibility and Required Information

This notice is open to insurance brokers and intermediaries holding the licenses and authorizations required under applicable New York State law to provide the relevant services.

Interested applicants must submit the following information:

- **Business licenses and authorizations:** evidence of the licenses and authorizations required to conduct insurance brokerage or intermediary activities in the State of New York.
- **Company profile:** a description of the company, its principal activities and its experience in arranging insurance coverage for institutional, corporate, diplomatic or comparable clients.
- **Professional experience and references:** information on comparable insurance placements and, where available, references from clients for whom similar services have been provided.
- **Insurance market access:** a brief description of the applicant's access to insurance carriers capable of underwriting the required coverage.
- **Professional standing:** information on the applicant's professional liability insurance and any relevant professional certifications or memberships.

Applicants are also invited to identify the insurance carriers they would propose to approach, where known, and provide information on their relevant financial strength ratings.

5. Indicative Proposals and Cost Information

Interested brokers are invited to provide preliminary information on the insurance solutions available for the properties listed in this notice, including:

- Proposed coverage and limits for each property;
- Indicative annual premiums, itemized by property and type of coverage;
- Applicable deductibles, exclusions and material policy conditions;
- The identity of the proposed insurance carriers, where available, and their relevant financial strength ratings;
- **Brokerage commissions, fees and any other charges, clearly identified and separately disclosed.**

Applicants should distinguish clearly between insurance premiums charged by the proposed carriers and any brokerage fees, commissions or other remuneration associated with their services. Any proposed additional charges should be expressly stated.

Higher coverage limits or alternative insurance arrangements may be proposed, provided that they are clearly identified and their costs are separately indicated.

Any indicative premiums or pricing submitted at this stage are for preliminary evaluation purposes only and will not constitute a binding offer unless expressly agreed otherwise in a subsequent procedure.

6. Contract Duration

The anticipated duration of the insurance coverage is one year, from January 1, 2027, through December 31, 2027.

The final policy effective dates, coverage conditions and contractual arrangements will be determined in any subsequent procurement procedure.

7. Purpose and Non-Binding Nature

This expression of interest is intended solely to gather information, assess market availability and identify potentially qualified insurance brokers and intermediaries. It does not constitute a formal request for proposals, an invitation to submit a binding offer or a commitment by the Mission to purchase any services or insurance coverage. Submission of an expression of interest does not confer any preferential status or guarantee participation in, or selection under, any subsequent procurement procedure. The Mission reserves the right to request additional information or clarification, contact interested applicants, discontinue this preliminary process or initiate a separate procurement procedure, in accordance with the applicable rules and requirements. No costs or expenses incurred in preparing or submitting an expression of interest shall be reimbursed by the Mission.

8. Submission Procedure

Expressions of interest must be submitted by email no later than **December 4, 2026**, to: admin.italyun@esteri.it

The subject line of the email must read:

“EXPRESSION OF INTEREST – INSURANCE BROKERAGE SERVICES”

Submissions should include the company information and supporting documentation specified in Section 4, together with any preliminary coverage and pricing information available under Section 5.

The Mission may contact interested applicants for further information or clarification, where appropriate.

New York,

Head of Administration
Eugenio BOLDRINI

Firmato Digitalmente da/Signed by:

EUGENIO BOLDRINI

In Data/On Date:

mercoledì 14 ottobre 2026 13:41:39