



Embassy of Italy
Washington

3000 Whitehaven Street N.W. - Washington DC, 20008 - Tel: (202) 612 4400

Washington, November 1, 2021

Prot.n. 5008

Risk Strategies Company
7500 Old Georgetown Rd, Suite 925
Bethesda, MD 20814

Object of the tender : Request for price quotes for insurance coverage for the Embassy of Italy.

1. DURATION

The contract's duration will be 1 one) year –from January 1, 2022 to December 31, 2022– and cannot be automatically renewed.

2. VALUE AND CONDITIONS OF THE TENDER

The estimated value of the tender must not exceed \$135,000.00

The price quote must include the yearly cost of the services with the possibility of fractioning the payments; awarded Company shall be liable for any cost and payment related to any insurance, as well as liability related to accidents or damages, to the Embassy and/or third parties, resulting from defects or negligence that may occur during the performance of the contract.

3. TOUR OF THE PREMISES

Due to Covid-19 restrictions, no tour of the premises will be allowed. Questions can be addressed in writing to amministrativo.washington@esteri.it

4. SERVICES REQUIRED

The Company must provide the following insurance:

4.1) The Embassy at 3000 Whitehaven Street NW, Washington DC 20008:

- Building coverage with a minimum limit of \$38 million
- Business personal property : minimum limit of \$3,600.000

- Covered perils to include earthquake and flood
- Business income and extra expense \$1 million limit
- Electronic data processing equipment : minimum limit of \$1 million
- Fine arts \$3 million limit
- Commercial General Liability Limit of \$1 million per occurrence with coverage extended to include cafeteria operations

4.2) The Embassy's vehicles

- Maserati Quattroporte 2017, Lincoln 2020, Chevrolet Suburban 2019.
- Comprehensive and collision coverage for all vehicles
- Embassy must be insured for any authorized driver
- The limits proposed must meet at least the DOS requirements for bodily injury and property damage liability

4.3) Embassy umbrella liability

- Minimum policy limit of \$1 million

4.4) The Residence at 2800 Albemarle Street NW, Washington 20008:

- Building coverage with a minimum limit of \$24,000,000
- Covered perils to include earthquake and flood
- Coverage for all contents belonging to the Italian Government with a minimum policy limit of \$6.6 million
- Unlimited loss of use
- Large loss deductible waiver
- Guaranteed replacement cost endorsement for the building
- Property coverage for other structures situated on the premises
- Minimum liability limit of \$1 million

5. PRESENTATION OF THE OFFER:

The Company must present two separated and sealed envelopes :

5.1. envelope one: Administrative documents

Failure to provide the following documents, to be sealed in the "A – Administrative Documentation" envelope, constitute grounds for rejection of Bid.

The "Administrative documentation" envelope must indicate the Bidder's information (name, address, telephone number and e-mail for further contacts) and the following documents:

- a) Copy of valid business license issued by the District of Columbia and/or the States of Maryland and Virginia (together with a copy of ID of the legal representative);
- b) Declaration stating the absence of causes for exclusions (see attachment 1), duly completed, signed and validated by a Notary Public;
- c) Declaration on the protection of personal data (see attachment 2), duly signed.
- d) Statement under the Company's responsibility that the Company has personnel to dedicate to the Embassy for the above mentioned insurance necessities and to assist with expertise this Embassy if needed (please add list);
- e) Statement under the Company's responsibility
 - that it has experience in providing insurance services;
 - that it has 3 years experience working with Embassies and International Organizations;

- that it has experience with similar sized groups for insurance coverage;
- f) Statement under the Company's responsibility that the Company accepts and present a quote covering all of the services required (listed under art.4) and the minimum coverage limits of each of them to be provided by admitted carriers in the District of Columbia.

5.2 Envelope two : Economic proposal

The envelope must contain a detailed price quote for the requested services.

The lack or incompleteness of a quotation for the above required coverages is cause for exclusion from the tender.

The two sealed envelopes must be inserted in one large envelope, to be received by courier or other means, no later than 2pm on November 15, 2021 at the following address: Embassy of Italy, 3000 Whitehaven St. NW, Care of: Administration, Washington, D.C. 20008. On the envelope, please print: QUOTATION FOR INSURANCE COVERAGE 2022.

6. OFFICER IN CHARGE AT THE EMBASSY

The person in charge and responsible of this contract for the Embassy is the Coordinator for Administrative Affairs Mrs. Paola Agresta (paola.agresta@esteri.it)

7. OPENING OF THE ENVELOPES

The envelopes will be opened on November 16, 2021 starting 11am.

Your Company is invited to participate, after communicating, within the deadline for the presentation of the offer, the intention to be present and the person in charge to represent the Company at the hearing, writing to the following email : amministrativo.washington@esteri.it



Paola Agresta
First Counselor
Coordinator for Administrative Affairs