

New York, March 7th, 2023

Prot. n. 0028219/23

REQUEST FOR PROPOSAL (RFP)
SHORT TERM DISABILITY INSURANCE POLICY FOR THE PERIOD April 1st, 2023 - March 31st, 2024.

BACKGROUND

The Italian Trade Commission is the government organization which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation. ITC provides information, support, and advice to Italian and foreign companies. In addition to its Rome headquarters, ITC operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

ITC provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in local fairs and exhibitions
- forums and seminars with Italian experts

In the US the network operates offices in New York, Chicago, Los Angeles, Houston and Miami.

For more information on the Italian Trade Commission and its presence in Italy and the world, please visit our website: www.ice.it/en (English), www.ice.it (Italian).

1. SCOPE OF WORK

The Italian Trade Agency, New York Office, with the purpose of acquiring a Short Term Disability policy for the ITA NY Office Employees for the period **April 1st, 2023 - March 31st, 2024**, is looking for the captioned services with the following specifications, terms and conditions:

Interested Insurance companies should also be already qualified in the ITA's Vendors List. If not, they should apply to the ITA's Vendors Registration Portal at the following web link: <https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal> Please pay attention to the registration instructions and to the documents to be submitted.

Broker appointed by ITA: NFP/Potomac Basin Group Associates.

Proposal submission deadline

Please provide a quotation by email, to newyork@ice.it that must be no higher than \$ 2,100.00, no later than **Monday March 13, 2023, at 3:00 pm EST**

**Your proposal should indicate the following in the subject line of the email:
In response to your WEB RFP nr. 0028219/23**

Payments

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy. We usually are open to a first payment upon the signature of the contract (usually 20%) and other following payments to be scheduled. Specify which payment schedule and which percentages are required by your internal policy.
3. We will pay via ACH.
4. You will be required to sign and notarize certain documents at contract signing. (samples are provided in the annex)

IMPORTANT DISCLAIMER!

The selection criteria for this bid will be the offer with the lowest price that includes all the above requests. We will assign the contract even if we receive just one suitable proposal.

This Request for Proposal does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.

If you have any questions, please contact Ms. Teresa Cenzuales (t.cenzuales@ice.it).

Antonino Laspina
Italian Trade Commissioner
Executive Director for the USA