



華人永遠墳場管理委員會
The Board of Management of
The Chinese Permanent Cemeteries
始於 SINCE 1913



The Board of Management of the Chinese Permanent Cemeteries (“BMCP”) is a statutory body established in 1913 and is one of the well-established private cemetery operators in Hong Kong. BMCP operates, manages and develops four Chinese Permanent Cemeteries at Aberdeen, Tsuen Wan, Chai Wan and Junk Bay on non-profit making basis.

Since 1991, BMCP has funded approximately 3,500 charitable projects, with total donations over HK\$1,100 million for millions of beneficiaries.

In recent years, BMCP has strived to enhance and develop facilities, services and charity works beyond the traditional framework with the concepts of “Remembrance of Lives” and “Shining of Lives”. BMCP has strengthened its corporate governance and team culture, and has extended the role from a cemetery operator to a public service organisation that actively promotes positive life values & education and Chinese morality with a completely different corporate image! Please visit BMCP’s websites www.bmcpc-info.org.hk for further information.

Invitation for Expression of Interest (EOI) – Provision of Insurance Brokerage & Consultancy Services on No-Fee Basis for BMCP

BMCP is inviting experienced insurance brokers to express interest to provide insurance brokerage and consultancy services on no-fee basis in respect of:

(I) Group Medical & Dental Insurance (EOI Reference No. : EOI001/2025)

- Including Clinical, Hospitalization, Surgical and Dental benefits to BMCP staff and their dependent.
- The service contract will commence in May 2025 for a period of 1 or 2 years.

and/or

(II) General Insurance (EOI Reference No. : EOI002/2025)

- Including Property All Risks Insurance, Money All Risks Insurance, Fidelity Guarantee Insurance, Employees’ Compensation Insurance, Public Liability Insurance and Motor Vehicles Insurance.
- The service contract will commence in July 2025 for a period of 1 or 2 years.

and/or

(III) Association Liability Insurance (EOI Reference No. : EOI003/2025)

- The service contract will commence in May 2025 for a period of 1 or 2 years.

Scope of Services:

1. Solicit proposals from quality and reputable insurance companies for the above-mentioned insurance according to BMCP’s requirements.
2. Negotiate and finalize the insurance proposal with optimized premium and required insurance coverages for BMCP.
3. Scrutinize the wording of the final policy document to protect BMCP interests and assist BMCP in placement of insurance policies.
4. Manage the performance of the appointed insurance companies / scheme providers, coordinate and ensure realization of any claims arising during the policy period.
5. Provide professional advice and service to BMCP such as updated market practices, market benchmark data and administrative support etc.

Submission of EOI:

Interested insurance brokers are required to submit their EOIs to BMCP in writing. The EOI must include the following information:

1. Company name;

2. Number of years of establishment in Hong Kong;
3. Authorization by the Insurance Authority or recognized membership of an approved body of insurance brokers (e.g. The Hong Kong Confederation of Insurance Brokers, the Professional Insurance Brokers Association). Please provide membership details and proof as appropriate;
4. Number of years in providing relevant insurance advisory and placement services in Hong Kong;
5. Number of current staff in Hong Kong;
6. Number (preferably with names which will facilitate our consideration) of existing clients which are non-profit organizations or statutory bodies in Hong Kong;
7. List of proposed insurers which your company will approach for respective insurance;
8. Information on annual turnover (preferably with copies of supporting proof);
9. Information of contact person, including name, position, business address, telephone number and email address; and
10. EOI reference number(s) to indicate which insurance category(ies) listed above your Company is interested in.

The EOI must be sent directly under confidential cover to Ms Manfee Chong, Human Resources & Administration Unit, BMCPC, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or email to manfeechong@bmcpc.org.hk on or before **21 January 2025 (Tuesday)**.

Remarks:

- (i) Late EOI submission will not be considered.
- (ii) BMCPC has the sole discretion to appoint more than one insurance broker for conducting remarketing exercise to search for insurers / scheme providers.

