



華人永遠墳場管理委員會

The Board of Management of  
The Chinese Permanent Cemeteries

始於 SINCE 1913

服務香江逾百載  
行善社群澤萬民

The Board of Management of the Chinese Permanent Cemeteries (BMCCPC) is an independent statutory body governed by the Chinese Permanent Cemeteries Ordinance (Cap. 1112). BMCCPC provides burial lots, niches and ash scattering services on non-profit basis for persons of the Chinese race permanently resident in Hong Kong and their relatives, and is managing four Chinese permanent cemeteries at Aberdeen, Tsuen Wan, Chai Wan and Junk Bay. Please refer to [www.bmccpc.org.hk](http://www.bmccpc.org.hk) for further information.

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

BMCCPC 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. : EOI001/2019)**

- Including Clinical, Hospitalization, Surgical and Dental benefits to BMCCPC staff and their dependent.
- The service contract will commence in May 2019 for a period of 1 or 2 years.

and/or

**(II) General Insurance (EOI Reference No. : EOI002/2019)**

- 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 2019 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 BMCCPC's requirements.
2. Negotiate and finalize the insurance proposal with optimized premium and required insurance coverages for BMCCPC.
3. Scrutinize the wording of the final policy document to protect BMCCPC interests and assist BMCCPC 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 BMCCPC 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 BMCPC 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. Information on annual turnover (preferably with copies of supporting proof);
8. Information of contact person, including name, position, business address, telephone number and email address; and
9. 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 Section, BMCPC, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or email to [manfeechong@bmcpc.org.hk](mailto:manfeechong@bmcpc.org.hk) on or before **28 January 2019 (Monday)**.

**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.

