



## **REQUEST FOR PROPOSALS**

**selection of an Insurance Broker  
for obtaining a Bankers Blanket Bond**

1. Task — obtaining a Bankers Blanket Bond.
2. The Bank requests proposals from interested, financially reliable insurance companies to act as an insurance broker / reinsurance broker, permanent representative office of a non-resident insurance (reinsurance) broker (hereinafter - Broker) to obtain a Bankers Blanket Bond.

### **3. Scope of services**

Financial Institution Bond (Bankers Blanket Bond), including, in particular, insurance cover against:

- Infidelity of employees;
- Forgery or alteration;
- Cash including securities and any negotiable instruments or documents at premises, in transit and in safe; and
- Electronic and computer crime.

### **4. Content of proposal**

4.1. The following items shall be addressed in the proposal:

4.1.1. General information:

- Broker's name, the name, title and contact information for the primary contacts;
- certificate issued by National Commission for State Regulation of Financial Services Markets, stating that the Broker is included in the state register of insurance and reinsurance brokers (hereinafter - the Certificate) - a document certifying the registration of insurance (reinsurance) broker and entering the relevant information into the Register, as well as confirming the right to act as insurance and reinsurance intermediary;
- a letter of guarantee from the participant stating that the Broker undertakes to provide reinsurance of at least 80-95% of the total amount insured in the international insurance market (mostly in Lloyd's or AIG), except for the market of the Russian Federation and without the involvement of the legal entities of the Russian Federation as independent reinsurers or as part of syndicates or other associations or entities in which the legal entities of the Russian Federation participate directly or indirectly;
- a list of international companies with which the Broker guarantees to reinsure the specified risk;
- terms of providing a price offer for Bankers Blanket Bond;

- incorporating documents: the charter, certificate of incorporation with all amendments and addenda required by the applicable law, in case of participation of the resident broker;
- in case of a non-resident insurance (reinsurance) broker, documents confirming the registration of a resident office;
- certificate of state registration of the economic entity, and in case of its absence - an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs (copy);
- passport (-s) of the Broker's chief officer (-s) (copies);
- documents confirming the authority of the chief officer (-s), including signed employment contracts / extracts from employment contracts or a certificate that they have not been signed, powers of attorney from a non-resident broker (if signing of such employment contracts is not mandatory).

#### 4.1.2. Experience and Qualifications:

- at least 5 years' experience in intermediary insurance (reinsurance) of services;
- letters of recommendation, positive feedback from clients (insurance / reinsurance companies, including international ones), letters of gratitude, awards for participation in competitions / ratings, etc., confirmed by relevant publications (if any);
- knowledge, expertise and credentials of Broker's chief officers, confirmed by a due form certificate;
- confirmation of Broker's involvement in global financial groups (Lloyd's, etc.) and / or business contacts in global financial groups (Lloyd's, etc.), as well as licenses, certificates, etc. (if any);
- Professional Indemnity (PI) policy (if any);
- absence of tax and other mandatory payments indebtedness to the State Budget of Ukraine;
- information on any unfulfilled instructions from the controlling authority (National Commission for State Regulation of Financial Services Markets);
- certificate of absence of criminal prosecution for corruption, terrorist financing, economic crimes and official malfeasance in relation to the provision of public services by the Broker's management.

#### 4.1.3. Team composition

- Broker's personnel includes at least 2 professionals with least 5 years of insurance (reinsurance) brokerage experience;

- Broker's personnel includes at least 2 professionals with at least 5 years of insurance (reinsurance) companies experience (if any).

#### 4.1.4. Fee proposal

- Description of the structure of the fee, indicating remuneration of the Broker, insurance/reinsurance cost and information on possible additional costs.

### 5. Submission of the proposals

5.1. Interested companies must submit hard and soft (scans on USB flash drive(-s)) copies of their proposals with the attached documents specified in Clauses 4.1.1. and 4.1.2. to: 16-22, Bogdana Khmelnytskoho Str. Kyiv, 01030, Ukraine, no later than 5 p.m. (Kyiv time) July 17, 2020.

5.2. All questions regarding this RfP must be submitted to [insurance@ukrgasbank.com](mailto:insurance@ukrgasbank.com) no later than July 14, 2020.

### 6. Selection process

6.1. The Bank's committee will consider all proposals. Further contacts can be made with selected Brokers. Contacts can be made in person, by e-mail, or by phone.

6.2. Other documents that may be requested by the Bank, including in the form requested by the Bank.

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