

Invitation for Expression of Interest (EOI)

Insurance Policy Tender for Agency Members of The Hong Kong Council of Social Service (HKCSS) Joint Insurance Scheme (JIS) for Non-Governmental Organizations

Insurance Renewal Period: 1 April 2026 to 31 March 2028

1. Background Information

The Hong Kong Council of Social Service (HKCSS) is a statutory body established in 1947. Together with our Agency Members, we uphold social justice and equality in our mission to advance the well-being of the Hong Kong community. HKCSS is committed to building an impact-oriented, collaborative, and innovative social service sector, co-creating a better society with stakeholders across different sectors.

HKCSS has over 520 Agency Members, with service units throughout Hong Kong, providing high-quality social services to those in need. For further information about our Agency Members' services, please visit: <https://www.hkcass.org.hk/>

2. Business Activities of HKCSS Agency Members

Our Agency Members (NGOs) engage in a broad range of social service activities, including but not limited to:

1. Social services such as recycling, education, rehabilitation, elderly care, emergency relief & disaster preparedness, overseas disaster relief and development, and COVID-19 related services
2. Service Centres, Residential Homes, Hostels, and 24-hour Service Centres
3. Canteens, Restaurants, and Shops
4. Hospitals, Clinics, Medical Centres, and related medical services
5. Special Schools, Sheltered Workshops, and Day Care Centres
6. Camps and Outdoor Activities Centres
7. Community Care Services (e.g., elderly care, rehabilitation, children and youth care, nursing, patient escort, post-natal care, meal delivery, home help, home care, maintenance)
8. Outreaching Social Service Teams
9. Overseas Learning and Exchange Programs
10. Booth Lodges and Property Management
11. Churches
12. Temples
13. Eco Workshops, Food Waste Management, Green Products, Organic Farms, Recycling & Upcycling

14. Various medical services
 15. Transitional Housing and Light Public Housing
 16. Social Enterprises
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3. Classes of Insurance Policies

The Insurance Programme covers the following classes of insurance policies:

1. Employees' Compensation
2. Commercial General Liability Insurance
3. Product Liability Insurance
4. Property All Risks
5. Money All Risks
6. Private Vehicle
7. Commercial Vehicle
8. Contractor All Risks Insurance – Owner Controlled Insurance Program
9. Group Personal Accident Insurance
10. Association Liability Insurance
11. Medical Malpractice Insurance

Total Number of JIS Members (NGOs): 160

Estimated Total Number of Employees: Over 48,000

4. Expression of Interest

We invite interested insurance providers to submit exclusive quotations for the Joint Insurance Scheme (JIS) covering the period from 1 April 2026 to 31 March 2028 (two-year program), as well as any other classes of insurance policies on a one-year basis.

5. Submission Requirements

Interested parties are requested to express their exclusive interest by sending an email to our exclusive insurance consultant, **Marsh (Hong Kong) Limited** **DIRECTLY**, on or before **30 October 2025**, specifying the class(es) of insurance policies for which they wish to tender.

Upon receipt of your expression of interest, Marsh will provide the necessary tender documents and further information for quotation purposes.

Please note: Submissions received after the closing date will not be considered.

Submission details:

Attn: Joice Choy

Senior Vice President, Marsh (Hong Kong) Limited

Address :

Suite 3402-3406, 34/F & 33/F, One Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Phone: +852 6334 9791

Email: joice.choy@marsh.com

6. Evaluation Criteria

Submissions will be evaluated based on, but not limited to, the following criteria:

- Competitiveness of premium and terms offered
 - Coverage scope and policy conditions
 - Claims handling and service capabilities
 - Financial strength and reputation of the insurer
 - Experience with NGO insurance programs
 - Knowledge to emerging risks for NGOs
 - Flexibility in arranging tailored coverage for different NGOs to satisfy their contractual/ governmental requirement
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7. Confidentiality

All information provided by Marsh in connection with this tender shall be used solely for the preparation of your tender offer. Such information shall not be disclosed to any third party or used for any other purpose without the prior written consent of HKCSS and Marsh.

By responding to this invitation, interested parties are deemed to have complied with the Personal Data (Privacy) Ordinance in the collection and transfer of personal data to HKCSS.

8. Compliance with Government Regulations and Ethical Requirements

Interested parties warrant that their Expression of Interest and subsequent insurance quotations will comply with all applicable laws, ordinances, regulations, and professional codes of practice of the Hong Kong Special Administrative Region.

Parties should familiarize themselves with HKCSS's ethical and probity requirements, which apply throughout the tender and contract periods. Offering or giving any advantage as defined under the Prevention of Bribery Ordinance (Cap. 201) to any HKCSS employee or Insurance consultant is strictly prohibited. Any breach or non-

compliance may result in disqualification of the tender without prejudice to other liabilities.

9. Disclaimer

HKCSS reserves the right to accept or reject any or all expressions of interest, to waive any irregularities or informalities in submissions, and to negotiate with any or all respondents. This invitation does not constitute a contract or an offer to contract.

10. Contact Information

For enquiries regarding this Invitation for Expression of Interest, please contact:

Joice Choy

Senior Vice President

Marsh (Hong Kong) Limited

Phone: +852 6334 9791

Email: joice.choy@marsh.com