



American Academy Larnaca

PRIVATE SCHOOL

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November 2018

To: All Travel Agents tendering for the
American Academy Larnaca Year 6 Trip to Greece

Subject: ***Tender for the Trip to Greece, SUMMER
2019***

Dear Sir/Madam,

You are hereby invited to tender for the American Academy Larnaca Year 6 trip to Greece, SUMMER 2019. Tender documents and details regarding the trip are attached.

All tenders should be submitted in a sealed envelope titled "*Tender for the American Academy Year 6 Trip to Greece, SUMMER 2019*" to the Business and Enterprise Manager of the American Academy Larnaca by **Friday, 12:00 noon, 10th December 2016.**

The American Academy Larnaca is **not obliged** to accept the lowest or any other tender.

Sincerely,

Margarita Constantinidou
Acting Principal

Christoforos Christofi
Head of Year 6 - Organising Teacher



**TO ALL AGENTS INTENDING TO SUBMIT A TENDER FOR
THE AMERICAN ACADEMY TRIP TO GREECE, SUMMER 2019**

Attached you will find our proposed itinerary, on which your tender will be based:

1. All tenders must consider the following:
 - a) There will be approximately **129 students** participating (allow for roughly 5% more or fewer), and **11 accompanying teachers free, all expenses paid**, with an allowance of **€200** per teacher. The Travel Agent will be informed one month in advance of the exact number and names of all participants.
 - b) **An escort from the travel agency must be with the group throughout the whole trip.**
 - c) Transportation will be by **3 coaches** equipped with CD player and **air conditioning**.

The price must also include:

- i. **Transportation for the evening outings.** (These are not shown on the itinerary and will be decided by the teacher in charge during the trip).
- ii. Insurance for all participants, teachers and students.
The agent should clarify in the tender what the insurance covers but in any event the insurance should include the following minimum terms:
 - a) Death (including transportation of corpse) : € 10,000
 - b) Partial and total disability: € 10,000
 - c) Medical expenses: € 5,000
 - d) Cancellation of trip: € 1,500
 - e) Loss or damage of luggage and personal effects: € 750
- iii. Entrance fees to all sites, toll fees and boat/ship tickets.
- iv. The air ticket, Larnaca - Thessaloniki - Athens - Larnaca. In the event of an increase in the price of the ticket, the extra costs will be born by the Travel Agent.
The departure must be with a morning flight and return an evening flight.
The Travel Agent is held responsible to provide all the air tickets, for all the participants by **Friday 16th June 2019**.
- v. Airport taxes. In the event of an increase in the taxes, the extra cost will be born by the School. In the event of a decrease in the taxes, the difference will be deducted from the trip price.

2. Accommodation in hotels must be arranged as follows:
- (i) The entire group in one hotel only.
 - a) Boys and girls should be accommodated on separate floors, where this is possible.
 - b) Students accommodated in groups of three per room.
 - c) Accompanying teachers accommodated in single rooms, or double rooms if accompanied by spouse.
 - d) **No other school should be accommodated in the same hotel as the American Academy Larnaca.**
 - (ii) In the event of a change in the hotels stated here and agreed for the accommodation, the Travel Agent is obliged to accommodate the group in hotels of the same or better category and location. The School will be informed to this effect in writing at least 15 days before departure from Cyprus and reserves the right to claim compensation for this change.
3. A separate quotation must be given for escorting spouses/children who may participate in the trip.
- The escort from the agency should be able to assist in organizing the evening outings.
 - **With the tenders, copies of the faxes to the specific hotels (as per the attached list) requesting the rooms, must be submitted together with the response of the hotels.**
 - **With the signing of the contract, the following must be submitted: faxes from the above hotels confirming that the rooms have been reserved on the School's name.**
 - **Not later than two weeks before departure date a statement must be submitted indicating the number of twin rooms, triple rooms and single rooms allotted by each hotel (to enable us prepare the detailed hotel accommodation plan).**
 - With the tender, the following should also be submitted:
 - a) A copy of the «Άδεια Λειτουργίας Γραφείου Πρακτόρων Τουρισμού και Ταξιδιών» of the Cyprus Tourist Organisation, according to the relevant Laws.
 - b) A certificate from the «Σύνδεσμος Ταξιδιωτικών Πρακτόρων Κύπρου» that the travel agency has a valid permit Διοργανωτής Ταξιδιών, according to Law 51 (I) 98, which covers the period of the trip.

4. Terms of payment will be as follows:
- (i) 25% upon signing of the agreement.
 - (ii) 35% of the total price by Wednesday, 10th April 2019.
 - (iii) The balance of total price by Monday, 17th June 2019.
 - (iv) The Travel Agent will provide a Bank Guarantee for the equivalent of the
10% of the total price of the trip, one month before departure or the school will retain 10% of the total price of the trip, and if everything is as agreed, that amount will be paid on the return from Greece.

5. If any of the above conditions is not fulfilled, the Travel Agent will be excluded.

6. **ITINERARY**

(i) **3 professional English-speaking guides** are required for the tour of Thessaloniki and Athens.

(ii) **Hotels required:**

<u>City/Town</u>	<u>Duration</u>	<u>Class</u>	<u>Name</u>
<u>Thessaloniki</u>	3 nights	'A	"HOLIDAY INN "
<u>Kalambaka</u>	1 night	'A	"DIVANI Meteora Hotel "
<u>Athens</u>	3 nights	'A	"DIVANI ACROPOLIS"

(iii) Breakfast every day and 1 dinner (H/B at Hotel in Kalambaka).
(It should include salad, soft drink and dessert.)

A vegetarian option must be offered as well.

AMERICAN ACADEMY LARNACA

YEAR 6 TRIP TO GREECE - SUMMER 2019

ITINERARY

DEPARTURE: Friday, 28th JUNE 2019 (morning flight to Thessaloniki)

1. Friday 28/06/2019 **THESSALONIKI**
Departure for Thessaloniki with morning flight.
Guided Tour of Thessaloniki.
We will visit:
Archaeological Museum, Ag. Demetrios, Lefkos Pyrgos.
Free Afternoon.
Singer (bouzoukia) or Ladadika(tavern)**
Overnight Thessaloniki at:
Holiday Inn
2. Saturday 29/06/2019 **THESSALONIKI**
Free day
Singer (bouzoukia) or Ladadika(tavern)**
Overnight Thessaloniki at:
Holiday Inn
3. Sunday 30/06/2019 **THESSALONIKI- VERGINA- AG. NIKOLAOS (NAOUSA)**
Departure for VERGINA (museum of Royal Tombs of Aigai)
Lunch** (Ag. Nikolaos)
Free evening
Overnight Thessaloniki at:
Holiday Inn
4. Monday 01/07/2019 **THESSALONIKI-KALAMBAKA via METSOVO**
Departure from Thessaloniki for Kalambaka via
Metsovo (lunch**) at 9:00
Dinner at the hotel starts at: 20:00
Free evening
Overnight Kalambaka at:
Divani Meteora Hotel

5. Tuesday 02/07/2019 KALAMBAKA-ATHENS
Visit Meteora at 9:00
Departure for Athens at: 10:30
Free till dinner time
Traditional tavern at Plaka or Psyrri (live music)**
Overnight Athens at:
Divani Acropolis

6. Wednesday 03/07/2019 ATHENS-EPIDAVROS-NAFPLIO-ATHENS
Departure for Epidavros at 08:00
Nafplio
Free evening
Overnight Athens at:
Divani Acropolis

7. Thursday 04/07/2019 ATHENS
Morning guided tour of Athens
(Parthenon-Acropolis-museum)
Free afternoon
Club**
Overnight Athens at:
Divani Acropolis

8. Friday 05/07/2019 ATHENS- LARNACA
Morning Free
Departure for Larnaca with night flight.

** Not to be included in the tender.

DEPARTURE FOR LCA: Friday 5th JULY 2019 (night flight to Larnaca)

Mr Christoforos Christofi 99585683