



AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

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November 7th, 2017

[Request for tenders for](#)
[the American Academy Larnaca Year 6 trip to Greece, Summer 2018](#)
[Tender No: 2017-18 / 0005](#)

The American Academy Alumni Foundation (AAAF), owner of the American Academy Larnaca (School) invites tenders for the **2018 Year 6 students' trip to Greece.** Pertinent tender documents and details regarding the trip are attached.

All tenders should be submitted in a sealed envelope titled "**Tender for the American Academy Larnaca Year 6 Trip to Greece, SUMMER 2018**" and be placed in the Tender Box at the Administrator's Office (1st floor of Brotherhood Building), by **12:00 noon, Wednesday, 22nd November 2018.**

Please note that:

1. All requested certificates must be submitted with the tender.
2. Incomplete tenders will be excluded.
3. The AAAF is not obliged to accept the lowest or any tender.



NOTES TO ALL TRAVEL AGENTS INTENDING TO SUBMIT A TENDER
FOR THE AMERICAN ACADEMY LARNACA TRIP TO GREECE FOR SUMMER 2018

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 **123 students** participating (allow for roughly 5% more or fewer), and **11 accompanying teachers** travelling **free of charge, 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 the return must be with an evening flight.
- v. The Travel Agent is held responsible to provide all the air tickets, for all the participants by **Friday 15th June 2018.**
- vi. 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.



NOTES TO ALL TRAVEL AGENTS INTENDING TO SUBMIT A TENDER FOR THE AMERICAN ACADEMY LARNACA TRIP TO GREECE FOR SUMMER 2018 (cont'd)

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 **entire group** in hotels of the same or better category and location. In case of any changes, the Travel Agent must inform in writing the School to this effect, at least 15 days before departure from Cyprus and the School reserves the right to claim compensation in case of any 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/emails 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: written confirmation from the hotels stating that the rooms have been reserved in the School's name.**
 - **Not later than two weeks before the departure date, a statement must be submitted indicating the number of twin rooms, triple rooms and single rooms allotted by each hotel** (to enable the School to prepare the detailed hotel accommodation plan).
 - The following must also be submitted with the tender:
 1. A copy of the «Άδεια Λειτουργίας Γραφείου Πρακτόρων Τουρισμού και Ταξιδιών» of the Cyprus Tourist Organisation, according to the relevant Laws.
 2. A certificate from the «Σύνδεσμος Ταξιδιωτικών Πρακτόρων Κύπρου» (ACTA certificate, or similar) that the travel agency has a valid permit as “Διοργανωτής Ταξιδιών”, according to Law 51 (I) 98. This certificate must cover the period of the trip.



NOTES TO ALL TRAVEL AGENTS INTENDING TO SUBMIT A TENDER FOR THE AMERICAN ACADEMY LARNACA TRIP TO GREECE FOR SUMMER 2018 (cont'd)

4. Terms of payment will be as follows:

No.	% of total trip value	Date
1	25%	Upon signing of the agreement
2	35%	By Thursday 19 th April 2018
3	30%	By Friday 15 th June 2018
4	10%	On satisfactory completion of the trip, subject to bank guarantee/retention*.

*** Bank guarantee/retention:**

At least one month before the departure date of the trip, the Travel Agent will provide a Bank Guarantee for the 10% equivalent amount of the total price of the trip or the School will retain 10% of the total price of the trip and if everything is as agreed, that amount will be paid to the Travel Agent upon return to Cyprus.

5. Hotels:

<u>City/ Town</u>	<u>Duration</u>	<u>Class</u>	<u>Hotel Name</u>
Thessaloniki	(2 nights)	A'	MEDITERRANEAN OR HOLIDAY INN
Kerkyra	(2 nights)	A'	DIVANI CORFU
Patra	(1 night)	A'	ASTIR
Athena	(2 nights)	DLX'	DIVANI ACROPOLI

6. Terms of hotels:

- Bed and Breakfast every day and 1 meal (H/B at Hotel in Kerkyra).
- The meal must include: main course*, salad, soft drink, fruit and desert.
- *A main course vegetarian option must also be offered.

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



AMERICAN ACADEMY LARNACA

YEAR 6 TRIP TO GREECE - SUMMER 2018 - ITINERARY

Day No.	City	Hotel
1	29th June 2018, FRIDAY LARNACA - THESSALONIKI (DEPARTURE WITH THE AEGEAN MORNING FLIGHT 7:00AM) . Tour of Thessaloniki (St. Demetrios Cathedral, Castle) . Museum (Guided visit) . Night out . Overnight in Thessaloniki	MEDITERRANEAN OR HOLIDAY INN
2	30th June 2018, SATURDAY - Thessaloniki . Day free . Overnight in Thessaloniki	
3	1st July 2018, SUNDAY - Thessaloniki-Ioannina -Kerkyra . Departure from Thessaloniki for Ioannina . On the way we visit Kalambaka, Meteora . Departure for Igoumenitsa-Kerkyra . Dinner Paid (1) . Night out . Overnight in Kerkyra	HOTEL: DIVANI CORFU
4	2nd July 2018, MONDAY - Kerkyra . Day free . Dinner Paid (2) . Overnight in Kerkyra	
5	3rd July 2018, TUESDAY - Kerkyra -Patra Departure from Kerkyra for Patra (by boat if available) Overnight in Patra	HOTEL: ASTIR PATRA
6	4th July 2018, WEDNESDAY - Patra-Athina . Departure from Patra to Athina . Meet after lunch - Guided tour of Acropolis and Museum . Overnight in Athina	
7	5th July 2018, THURSDAY - Athina . Day free . Night out . Overnight in Athina	HOTEL: DIVANI ACROPOLI
8	6th July 2018, FRIDAY - Athina - RETURN TO CYPRUS . Day free . Departure for Larnaca with the last AEGEAN flight 7:00pm	