

March 2022

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

**Subject: Tender for the Trip to Greece, June 2022**

Dear Sir/Madam,

You are hereby invited to tender for the American Academy Larnaca Year 6 trip to Greece 2022.  
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 2022” to the Accounts Manager of the American Academy Larnaca, by **Wednesday 30<sup>th</sup> March 2022, 12:00pm.**

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

Sincerely,

Hara Spyrou  
Head of Year 6 - Organising Teacher

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**TO ALL AGENTS INTENDING TO SUBMIT A TENDER FOR  
THE AMERICAN ACADEMY TRIP TO GREECE 2022**

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 102 students participating (allow for roughly 10% more or fewer), and 10 accompanying teachers free, all expenses paid, with an allowance of €150 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 2 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 - Athens - Larnaca. In the event of an increase in the price of the ticket, the extra costs will be borne by the Travel Agent. The **departure** must be with a **morning flight** and the **return** by an **evening flight**. The Travel Agent is held responsible to provide all the air tickets, for all the participants **a week before the date of the planned trip**.



- v. Airport taxes. In the event of an increase in the taxes, the extra cost will be borne 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:
    - i. The escort from the agency should be able to assist in organizing the evening outings.
    - ii. 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.
    - iii. With the signing of the contract, the following must be submitted: faxes from the above hotels confirming that the rooms have been reserved in the School's name.
    - iv. 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 us prepare the detailed hotel accommodation plan).



- v. With the tender, the following should also be submitted:
- A copy of the «Άδεια Λειτουργίας Γραφείου Πρακτόρων Τουρισμού και Ταξιδιών» of the Cyprus Tourist Organisation, according to the relevant Laws.
  - 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:
- 20% upon signing of the agreement.
  - 35% of the total price by Friday, 6<sup>th</sup> May 2022.
  - The balance of total price to be settled one week prior to travelling.
  - 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.
  - In case the trip is cancelled due to Covid 19 restrictions, the whole amount will be returned by the travel agent to the school.
5. If any of the above conditions is not fulfilled, the Travel Agent will be excluded.
6. Itinerary:
- 2 professional English-speaking guides are required for the tour of Athens.
  - Hotels required:
- | City / Town | Duration | Class | Name             |
|-------------|----------|-------|------------------|
| Athens      | 5 nights | A     | Divani Acropolis |
- Breakfast every day and 1 dinner (h/b).  
*(it should include salad, soft drink and dessert)*  
A vegan and vegetarian option must be offered as well.



## ITINERARY

**Departure for Athens: Tuesday 28<sup>th</sup> June 2022 (preferable) or Wednesday 29<sup>th</sup> June 2022 (morning flight to Athens)**

Day 1	<b>ATHENS</b> <ul style="list-style-type: none"><li>• Departure to Athens with morning flight</li><li>• Sightseeing in Athens</li><li>• Parthenon-Acropolis museum</li><li>• Night at Psiri and taverna (All group)</li><li>• Overnight Athens at Divani Acropolis</li></ul>
Day 2	<b>ATHENS</b> <ul style="list-style-type: none"><li>• Chalkida / Agios Ioannis Rossos</li><li>• Overnight Athens at <u>Divani Acropolis</u></li></ul>
Day 3	<b>ATHENS</b> <ul style="list-style-type: none"><li>• Stavros Niarchos Foundation Cultural Center (morning)</li><li>• Free afternoon – (McArthurGlen Mall – optional)</li><li>• Night at Plaka and tavern</li><li>• Overnight Athens at <u>Divani Acropolis</u></li></ul>
Day 4	<b>ATHENS</b> <ul style="list-style-type: none"><li>• Cruise to Andros Island (Moni Agias Marinas)</li><li>• Bus on the boat for tour on the island</li><li>• Overnight Athens at Divani Acropolis</li></ul>
Day 5	<b>ATHENS</b> <ul style="list-style-type: none"><li>• Free Day (options will be provided for cultural attractions to visit)</li><li>• Dinner at the hotel (h/b)</li><li>• Night at a place featuring a popular singer</li><li>• Overnight Athens at Divani Acropolis</li></ul>
Day 6	<b>ATHENS</b> <ul style="list-style-type: none"><li>• Late morning or early afternoon (preferably) flight from Athens to Larnaca</li></ul>

**Departure for Larnaca: Sunday 3<sup>rd</sup> July 2022 (preferable) or Monday 4<sup>th</sup> July 2022 (evening flight to Larnaca)**