



## **AMERICAN ACADEMY ALUMNI FOUNDATION**

(A Corporation Limited by Guarantee and founded in 1973)

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Friday, 16 May 2025

# Supply of A4 paper at the American Academy Larnaca (private school) premises

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## I. Introduction

The American Academy Alumni Foundation (AAAF) owner of the American Academy Larnaca is looking to appoint a contractor for:

1. The supply of A4 paper as described on table "A".
2. Tenders should be valid until **30 September 2025**.

## II. Procedures

The successful tenderer will be expected to provide:

- **Quantity:** 5000 packages of 500 sheets each.
- **Quality A:** Please send us, along with your offer, the specifications of the paper you are proposing as well as any factory certificates you may have. If and when we proceed with a collaboration, you will be asked to print a quantity of approximately 2,000 photocopies using your paper on our machines, in your presence and in the presence of the company that provides us with the photocopy machines, to ensure that there will be no issues in the future.
- **Storage and transportation:** Since our school does not have the appropriate facilities to store such a large quantity, we would like you to have the capability to store the paper and to resupply us at regular intervals. Typically, this would be once a month at 4 locations that we will indicate within our organization's premises.
- Please also include the **payment terms** and **availability** to ensure you can meet our needs promptly.

## III. Placement of offers

1. Tenders should be submitted in a sealed envelope by **12:00 a.m., on Friday 30 May 2025** in the Tender Box of the Treasury Office (Graduates Centre Building / Markou Drakou street, Larnaca).
2. **Incomplete tenders will be excluded.**
3. **The AAAF is not obliged to accept the lowest or any tender.**
4. **If any clarifications are needed, please contact Mr. Antonis Constantinou 99439395 or Mr. George Gavriel 99455350**

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**TENDER SUBMISSION PAGE (page 3)**

**TABLE A:**

ITEM (SHORT DESCRIPTION)	QUANTITY	UNIT PRICE in euro (€)	TOTAL PRICE in euro (€)
<b>A4 Paper</b>			
A4 packets of 500 sheets each	5000		
TOTAL			
VAT			
GRAND TOTAL			

Company Name:	
Authorized Person's Name:	
Signature:	
Date:	
Contact telephone/mobile no:	Email address: