



AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

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March 20, 2026

Supply and installation of office furniture at the American Academy Larnaca (private school)

I. Introduction

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

1. The supply, assemblage and fitting of the described on this document furniture (see TABLE "A").
2. Tenderers must provide information of product make, dimensions, technical characteristics and certificates.
3. The successful tenderer must be able to deliver and fully complete all works by July 10, 2026.

II. Procedures

The successful tenderer will be expected to:

1. To carry out ALL of the required works according to the health and safety regulations of the department of labor and inspection.
2. To provide ALL of the certificates as may be required by Cyprus legislation.
3. To provide ALL certificates of the type /specifications /pictures /approval of service/product requested in this tender.
4. To complete ALL of the fields as outlined on the **TABLE "A"** at the tender submission pages 3 & 4.

III. Placement of offers

1. Tenders should be submitted via email by **12:00 a.m., on Friday, 17th of April 2026.**
2. **Incomplete tenders will be excluded.**
3. **The AAAF is not obliged to accept the lowest or any tender.**

AMERICAN ACADEMY ALUMNI FOUNDATION
TENDER SUBMISSION PAGES 3 & 4

TABLE A:

ITEM (SHORT DESCRIPTION)	QUANTITY	UNIT PRICE in euro (€)	TOTAL PRICE in euro (€)
Low cabinet with lock ≈L90cmXW40cmXH84cm Doors face: melamine 18mm, white oak Body: melamine 18mm, light grey	4		
Low cabinet with lock ≈L90cmXW40cmXH84cm Doors face: melamine 18mm, grey oak Body: melamine 18mm, white	2		
High cabinet ≈L90cmXW40cmXH185cm To be used as box files case (3 dividers, 4 compartments), no doors Body: melamine 18mm, white oak Dividers: melamine 18mm, light grey Back: melamine 9mm, light grey	1		
Drawer unit on wheels, one stationary drawer, 3 normal drawers with lock Drawers face: melamine 18mm, white oak Body: melamine 18mm, light grey	14		
Office table, melamine top 160cmX80cmX18mm, white oak, overall height 75cm, metallic legs in color light grey	3		
Working table, melamine top, light grey, 120cmX120cmX18mm, overall height 75cm, metallic legs in color light grey	6		
Office chair, ergonomic on wheels, with armrest, seat imitation leather	2		
<u>ALL</u> other costs (please outline):			

TOTAL	
VAT	
GRAND TOTAL	

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