



AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

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Friday 6th of March 2026

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

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 **23rd of April 2026.**

II. Procedures

The successful tenderer will be expected to:

As part of our school's requirements for A-grade A4 photocopy paper for the 2026–2027 academic year, we would like you to send us a quotation covering the following specifications:

- Quantity: 5,000 packs of 500 sheets each.
- A-grade quality: Please send us, together with your quotation, the specifications of the paper you are proposing, as well as any factory certificates you have. If we proceed with a collaboration, you will be asked to print a quantity of approximately 2,000 copies of your paper on our machines, in your presence and in the presence of the company that supplies our photocopying machines, so that we can ensure that no issues will arise in the future.
- Storage and delivery: As our school does not have the appropriate facilities to store such a large quantity, we would like there to be an option for storage by your company and replenishment at regular intervals. Usually, this would be once a month to four locations that we will indicate within our organization's premises.

Please send your quotation no later than 23/3/2026.

Please also include the payment terms and the availability to meet our needs promptly.

III. Placement of offers

1. Tenders should be submitted in a sealed envelope by **12:00 noon, on 23rd of March 2026** 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**

TENDER SUBMISSION PAGE (page 3)

TABLE A:

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

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