

17th December 2024

To: All Travel Agents

Subject: Tender for the American Academy Larnaca Humanities Faculty Trip to Italy

Dear Sir/Madam,

You are hereby invited to tender for the American Academy Larnaca Humanities Faculty Trip to Italy. Tender documents and details regarding the trip are attached.

All tenders should be submitted in a sealed envelope titled "Tender for the American Academy Humanities Faculty Trip to Italy" to the Accounts Manager of the American Academy Larnaca, by **13th January 2025 at 12:00 noon.**

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

Sincerely,



Savvas Hadjihambi
Assistant Principal

**TO ALL AGENTS INTENDING TO SUBMIT A TENDER FOR
THE AMERICAN ACADEMY HUMANITIES FACULTY TRIP TO ITALY**

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 20 students participating (allow for roughly 10% more or fewer), and 3 accompanying teachers free, all expenses paid, with an allowance of €100 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 1 coach with 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 -Rome- 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 afternoon **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 4* or 3* hotel**
 - a. Boys and girls should be accommodated on **separate** floors, where this is possible.
 - b. Students accommodated in groups of three/four 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 organising 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. A copy of the «Άδεια Λειτουργίας Γραφείου Πρακτόρων Τουρισμού και Ταξιδιών» of the Cyprus Tourist Organisation, according to the relevant Laws.
 - b. 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:

i.40% upon signing of the agreement.

ii.20% of the total price by 28th February 2025.

iii.The balance of total price to be settled one week prior to travelling.

iv.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 Italy.

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

6. Itinerary:

i.One (1) professional English-speaking guide is required for the tour of Rome and Naples.

ii.Hotels required:

| Town | Duration | Class | Name |
|--------|----------|----------|------|
| Rome | 2 nights | 4* or 3* | |
| Naples | 2 nights | 4* or 3* | |

iii.Breakfast and 1 dinner every day (h/b) at the hotel or local restaurant.

(it should include salad, soft drink and dessert)

A vegan and vegetarian option must be offered as well.

ITINERARY

Departure for Rome: Saturday 12 April 2025

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| Day 1 | Arrive Rome: Colosseum, Pantheon. Trevi Fountain and Spanish Steps |
| Day 2 | Vatican Museum, Sistine Chapel, St Peter Basilica. Afternoon- Catacombs of St Callixtus |
| Day 3 | Depart for Naples. Stop at Pastena Caves, Herculaneum and Pompeii |
| Day 4 | Walking tour in Pozzouli, Solfatara viewpoint and Rione Terre, Napoli stroll in the afternoon. Ice cream-making demonstration |
| Day 5 | Depart for Rome. Flight home |

Departure for Larnaca: 16th April 2025

For further information/clarification please contact Mr George Michael (Head of Humanities) at 96361068.