

17th January 2025

To: All Travel Agents

Subject: Tender for the American Academy Larnaca Trip to Germany – Austria

June 2025

Dear Sir/Madam,

You are hereby invited to tender for the American Academy Larnaca German and Music educational trip to Germany/Austria in June 2025.

Tender documents and details regarding the trip are attached.

All tenders should be submitted in a sealed envelope titled “Tender for the American Academy German and Music educational trip to Germany / Austria” to the Accounts Manager of the American Academy Larnaca, by **Wednesday 29th 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 TRIP TO GERMANY – AUSTRIA**

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 45 students participating (allow for roughly 10% more or fewer), and 5 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 equipped with air conditioning.

The price must also include:

- i. Transportation for all the outings including the evening ones. (These are not shown on the itinerary and will be decided by the teachers in charge during the trip).
- ii. Accommodation in 3 or 4 star Hotels on a **half-board basis**.
- iii. 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
- iv. Entrance fees to all sites, toll fees and boat/ship tickets.
- v. The air tickets. 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**. 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**.

- vi. 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 two or three per room.
 - c. Accompanying teachers accommodated in **single** rooms.
 - 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. The escort from the agency should be able to assist in organizing all visits and outings.
4. With the tenders, copies of the faxes to the specific hotels requesting the rooms, must be submitted together with the response of the hotels.
5. 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.
6. 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 allocated by each hotel (to enable us prepare the detailed hotel accommodation plan).
7. 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.
8. Terms of payment will be as follows:
- i. 40% upon signing of the agreement.
 - ii. 20% of the total price by 10th April 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 Germany /Austria.
 - v. In case the trip is cancelled due to Covid 19 restrictions, the whole amount will be returned by the travel agent to the school.

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

10. Itinerary:

- i. One professional English-speaking guide is required for the whole Trip.
- ii. Hotels required:

City / Town	Duration	Class	Name

- iii. Breakfast and dinner every day(h/b).

A vegan and vegetarian option must be offered as well.

ITINERARY

Departure on the 26.06.25 or any date after this, for a duration of 6 days/5 nights. The return date should not be later than the 04.07.25.

Day 1	<p>We depart from Larnaca.</p> <p>Munich: A guided tour in the old Town. We will see the Townhall the Marienplatz and the University, which we will visit. Dinner and overnight stay.</p>
Day 2	<p>Visit: - the Allianz Arena Stadium where we will have a guided Tour - the B.M.W Museum - the Deutsches Museum (the students will be separated so that the music students will visit the instrument section and the rest of the group can visit the other exhibits). <i>Explore the possibility of attending a workshop on the history and evolution of musical instruments.</i></p> <ul style="list-style-type: none"> • Only for music students: Tour of the Bavarian State Opera. If available, attend a rehearsal session <p>Suggestion: If time allows we can also visit the Olympic park/tower. Dinner and overnight stay in Munich.</p>
Day 3	<p>We depart for the Neuschwanstein castle where we will have a guided Tour. We then depart for Salzburg: Visit: The Mirabell gardens The Mozart's Residence (separate price for students interested) Dinner and overnight stay in Salzburg</p>
Day 4	<p>Visit: Leopoldskron Castle and/ or Frohnburg castle (guided tour with a focus on the Sound of Music film history) Mozarteum (Guided tour of Mozarteum and open rehearsals- music or dance, separate price for students interested) Dinner and overnight stay in Salzburg</p>
Day 5	<p>We then travel to Innsbruck where we will see the sights of the old Town. Finally, we will visit the Swarovski Museum. Dinner and overnight stay in Munich.</p>
Day 6	<p>Return to Larnaca</p>

For further information / clarification please contact Mrs Katy Papalysandrou 99656843 or Mrs Annita Michael 99338753.

We would welcome any changes / improvements / suggestions on the proposed itinerary.