



## PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA

### KENYATAAN TAWARAN

Pembekal adalah dipelawa kepada firma perunding tempatan yang berdaftar dengan **KEMENTERIAN KEWANGAN MALAYSIA** dalam kod bidang yang berkaitan dan kriteria berkaitan seperti berikut:

**KETERANGAN TAWARAN** : CONSULTANCY AND ADVISORY SERVICES IN RELATIONS WITH FEES AND CHARGES IMPOSED BY THE CIVIL AVIATION AUTHORITY OF MALAYSIA

**JENIS TAWARAN** : TERBUKA

KOD BIDANG	BIDANG	SUB BIDANG	PECAHAN SUB BIDANG
34 01 03	PERKHIDMATAN PERUNDING BUKAN FIZIKAL	SOSIO EKONOMI	KAJIAN EKONOMI
ATAU			
34 04 01	PERKHIDMATAN PERUNDING BUKAN FIZIKAL	KEWANGAN	KAJIAN KEWANGAN

**TARIKH MULA TAWARAN** : 04/02/2021 (KHAMIS), JAM 12.00 TENGAHARI

**TARIKH TUTUP TAWARAN** : 12/03/2021 (JUMAAT), JAM 12.00 TENGAHARI

**TEMPOH SAH LAKU** : 180 HARI

**LOKALITI** : SEMUA NEGERI

## TEMPAT DAN TARIKH PENGAMBILAN / PENJUALAN DOKUMEN

LOKASI	TARIKH	MASA
PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA, UNIT PEROLEHAN, BAHAGIAN KHIDMAT PENGURUSAN, ARAS 3, BLOK PODIUM B, PRESINT 4, 62618 PUTRAJAYA	15 HINGGA 19 FEBRUARI 2021	<b>(ISNIN – KHAMIS)</b> 9.00 PAGI – 12.30 TENGAH HARI 2.00 PETANG – 4.00 PETANG <b>(JUMAAT)</b> 9.00 PAGI – 12.00 TENGAH HARI 2.45 PETANG – 4.00 PETANG

- 1) Syarat-syarat, Arahan dan Maklumat lanjut mengenai pelawaan ini dijelaskan di dalam Dokumen Pelawaan. Dokumen Pelawaan dijual dengan kadar RM50.00 (Ringgit Malaysia Lima Puluh Sahaja) dan pembayaran hendaklah dibuat dalam bentuk *Electronic Fund Transfer* (EFT) seperti butiran berikut:

**Bank : Public Bank Berhad**  
**Akaun Penerima : CAAM**  
**Nombor Akaun : 3811340215**

**(Pembayaran boleh dibuat mulai 15 Februari 2021 (Isnin) jam 9.00 pagi dan bukti pembayaran hendaklah dikemukakan kepada Unit Perolehan melalui emel [unit.perolehan@caam.gov.my](mailto:unit.perolehan@caam.gov.my) untuk pengeluaran resit rasmi. *Soft Copy* Dokumen Pelawaan akan diemel kepada perunding selepas pengeluaran resit rasmi.)**

- 2) Cadangan Teknikal dan Cadangan Kos hendaklah dimasukkan ke dalam sampul surat berasingan yang berlakri dan ditandakan "Cadangan Teknikal" dan "Cadangan Kos" di sebelah kiri setiap sampul surat berkenaan dan dialamatkan kepada:

Ketua Pegawai Eksekutif,  
Pihak Berkuasa Penerbangan Awam Malaysia,  
Bahagian Khidmat Pengurusan,  
Aras 3, Blok Podium A,  
Presint 4, 62618 Putrajaya  
(u.p. : Unit Perolehan)

- 3) Dokumen Cadangan Teknikal dan Cadangan Kos yang lewat diterima tidak akan dipertimbangkan.
- 4) Tiada taklimat tender diadakan. Sebarang pertanyaan berkaitan dengan tawaran tender ini boleh diajukan kepada:

Email : [unit.perolehan@caam.gov.my](mailto:unit.perolehan@caam.gov.my)  
Tel. : 03-88714120/4033/4137/013-3445344

- 5) Tarikh Akhir mengemukakan pertanyaan / *tender clarification* adalah pada **26/02/2021 (Jumaat), jam 5.00 petang.** CAAM akan memberi maklum balas bagi pertanyaan/*tender clarification* dalam tempoh lima (5) hari bekerja.

## **TERMS OF REFERENCE**

## **1.1 INTRODUCTION**

- 1.1.1 The Civil Aviation Authority of Malaysia (CAAM), formerly known as Department of Civil Aviation, was established on 19 February 2018 with the gazettelement of the Malaysian Civil Aviation Authority Act 2016 [Act 788].
- 1.1.2 The main objective of the establishment of CAAM is to function as an aviation technical regulatory agency and air navigational service provider.
- 1.1.3 Currently, as part as its transformation exercise CAAM is developing a new pricing model for its fees and charges.

## **1.2 SCOPE OF WORKS**

- 1.2.1 The revision of the fees and charges requires an analysis and a review of the existing fees and charges mechanism including identifying existing gap and to identify new potential fees and charges to identify existing gaps in achieving targeted financial objectives and to prepare a new pricing model that will meet CAAM's requirement.
- 1.2.2 The consulting company will assist CAAM in developing the new pricing model and ensure that all works and output related to the pricing model are in compliance with policies set by International Civil Aviation Organisation or any other relevant policies or regulations by any other stakeholders.
- 1.2.3 The consultant will support the crucial process of validating all information and assumptions behind the new pricing model using appropriate techniques and tools. The consultant is expected to collect, extract, gather and analyse data from various sources both internal and external, domestic or overseas.

1.2.4 The consultant will be required to develop a plan for the implementation of the new pricing model.

1.2.5 The main tasks for the consultancy team is as follows:

- a. validate information and assumption applied in the new pricing model and to suggest necessary improvement;
- b. propose tiered increase in pricing for every 3 years beginning 2023;
- c. study the impact of implementation to the industry;
- d. engage with relevant stakeholders from government and industry players;
- e. develop a communication plan for government and industry;
- f. develop a plan for pricing consultation process with the industry;
- g. prepare the consultation documents which will provide the necessary; information to relevant stakeholders, ensuring that its conforms to CAAM's requirement;
- h. organise progress meeting every 3 weeks with CAAM or other relevant stakeholders as instructed by CAAM; and
- i. participate in stakeholder's consultations.

1.2.6 Financial Source for The Services

CAAM's own funding.

1.2.7 Additional Requirements

1.2.7.1 Consultant Requirements:

- a) The services of the consultant should be provided by a consulting firm with adequate experience and expertise in the field to meet the objectives of this project.

- b) The consultant organisation(s) shall describe its team member's experience related to this project.
- c) The Consultant shall submit to the CAAM a full list of personnel to be deployed in the project. All personnel shall be suitably qualified and experienced to undertake the tasks assigned to them. Deployment of such personnel to this project is subject to the approval by the CAAM, including security clearance.
- d) For the purpose of this Service, the Consultant shall ensure that no officers of the CAAM be employed.
- e) Any rotation or replacement of personnel is subject to review and approval by the CAAM.
- f) The CAAM reserves the sole right, with or without evidence, to order the Consultant to remove any personnel in the project due to reasons of incompetence, irresponsibility or any acts found detrimental to the progress of the project.
- g) Transfer of Technology / Knowledge program for CAAM personnel shall be provided.

#### 1.2.7.2 Language Requirements

All documents and reports to be prepared by the Consultant shall be in English. They shall be written in a precise and clear manner and, where applicable, shall be supported by adequate statistics, charts and schematics.

### **1.3 Duration of Consultant Service**

The duration of consultant service, is six (6) months from the date of acceptance of award.

### **1.4 Consultancy Service Costing Method**

Time input (man-month) method - (charge rate will be used for foreign consultant).

### **1.5 Deliverables**

1.5.1 All deliverables shall be delivered in both electronic and hard copy format. Electronic copies shall be delivered in the following formats:

- 1.5.1.1 Word processing documents: both in Microsoft Office Word and PDF Format;
- 1.5.1.2 Spreadsheet documents: Microsoft Excel;
- 1.5.1.3 Presentation documents: Microsoft Power Point; and
- 1.5.1.4 Project Management documents: Microsoft Office Project.

1.5.2 Medium of delivery shall be via CDs, DVDs or other portable electronic memory devices.

1.5.3 Hard copies shall be printed, where applicable in colour, with comb binder and transparent front plastic cover and hard-card back cover. All hard-copy deliverables shall be made available in seven (7) copies.

1.5.4 The Consultant is required to do a presentation of all reports and to clarify, if any, comments from CAAM before the report is approved by CAAM.

1.5.5 The CAAM reserves the right to reject deliverables that do not meet the satisfaction of the CAAM. Each of the deliverable shall be subjected to

the CAAM comments, and if any, once modified and approved, they shall become the full property of the CAAM and is subject to all clauses of confidentiality for the Consultant and any other parties involved in its preparation. The CAAM reserves the right to amend, modify and use the deliverables established by the Consultant.

1.5.6 The deliverables are specified as follows;

**1.5.6.1 Deliverable No. 1: Pricing Consultation Document**

A document to be used to provide the public and customers with the information needed to provide feedback on CAAM's new proposed pricing. The document shall set out CAAM's proposed prices, which includes the arguments, assumptions and rationale behind the pricing.

**1.5.6.2 Deliverable No. 2: Stakeholders Consultation Management**

A report which documents all the feedback received from the related stakeholders (Government, Public, Airlines, General Aviation and etc.). The consultant is also expected to come up with the necessary response to all the feedback which will need to be include in this report.

**1.5.6.3 Deliverable No. 3: Reporting to CAAM**

The consultant is required to report progress of the project which includes:

- Preliminary Study Report;
- 1<sup>st</sup> Draft Final Study Report; and
- Final Study Report.



## **1.6 Information to Be Provided to Successful Consultant**

CAAM will provide all the necessary information as required. The consultant shall be reminded to comply with the Official Secret Act 1972 (Act 88).