



## CAAB'S CHARGING SCHEME

Request for Expression of Interest (EOI) – Billing management service  
22<sup>nd</sup> December, 2020



# CIVIL AVIATION AUTHORITY OF THE BAHAMAS (CAAB)

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

### Provision of billing management services for the CAAB

The vendor will be selected through the standard procurement processes of the Civil Aviation Authority of The Bahamas.

#### Summary of background information

The Civil Aviation Authority of The Bahamas (CAAB) is implementing a charging scheme for air navigation services (ANS) and regulatory oversight services, which will become effective on the 1<sup>st</sup> of March 2021. The charging scheme includes the following fees:

1. A flat fee to the passengers arriving to or departing from Bahamian airports.
2. A flat fee (based on the aircraft's maximum take-off weight) applicable to all flights arriving to or departing from Bahamian airports.
3. A distance-based fee (based on the aircraft's maximum take-off weight) applicable to flights overflying the airspace of The Bahamas ("Bahamian Airspace") and not charged with the fee in item 2. above.

The CAAB's charging scheme will apply to the entire Bahamian Airspace, where three (3) air navigation service providers (ANSPs) will provide the ANS: The Bahamas ANS Division (BANSD), (ii) the Federal Aviation Administration (FAA), and (iii) the Cuban Air Navigation Company (ECNA).

#### Objectives of the engagement

The CAAB is seeking to outsource the billing management services to ensure the timely and effective collection of the fees. The specific tasks of the billing management services include:

1. Collecting the flight data required to bill the airspace users,
2. Invoicing the airspace users, and
3. Collecting the charges from the airspace users.

#### Description of the engagement

The CAAB is seeking the Expression of Interest of one or more vendors to:

1. Collect and generate the required flight data to bill the airspace users. The CAAB does not have the needed surveillance infrastructure to extensively track flights in the entire Bahamian Airspace. If required, access to the flight data recorded by the FAA and ECNA



may be granted. The flight data used to bill the airspace users shall be registered and transferred to the CAAB for traceability and economic oversight purposes.

2. Invoice regularly and accurately the airspace users, based on the applicable CAAB charging scheme according to their operation within the Bahamian Airspace. Airspace users should be invoiced on a monthly basis. The CAAB may invoice airspace users more frequently if there is proper justification for doing so.
3. Collect the CAAB's charges from the airspace users and regularly transfer them to the bank account that the CAAB may facilitate to the selected vendor. The CAAB will remain accountable for any enforcement measure required. Nevertheless, the vendors must keep full traceability of the payments, must identify those users who do not meet their obligations, and must promptly communicate this information to the CAAB.

The vendors shall clearly state in the EOI the data required to provide the above-defined services, their respective providers (distinguishing external from internal ones), the expected format, their quality, and any other performance requirement applicable. The CAAB has the right to appoint a different vendor for each of the above-listed tasks or any resulting combination of services.

### Economic proposal

The vendors must indicate the scope of the service they are interested in providing. The cost for each specific service must be included in the EOI by completing the following table.

#	Service provided	Service selling price (or pricing scheme)
1	Collecting the flight data	<i>To be completed by the vendor</i>
2	Invoicing the airspace users	<i>To be completed by the vendor</i>
3	Collecting the charges	<i>To be completed by the vendor</i>
1+2	Collecting the flight data & Invoicing the airspace users	<i>To be completed by the vendor</i>
1+3	Collecting the flight data & Collecting the charges	<i>To be completed by the vendor</i>
2+3	Invoicing the airspace users & Collecting the charges	<i>To be completed by the vendor</i>
1+2+3	Collecting the flight data, Invoicing the airspace users & Collecting the charges	<i>To be completed by the vendor</i>

The price of the service must be inclusive of all applicable taxes. Prices must be stated in Bahamian dollars (BSD).



## Vendor qualifications

The vendors shall comply with the following qualifications:

1. Eligible vendors should demonstrate experience in the billing management services for civil aviation authorities (CAAs), air navigation services providers (ANSPs), and/or airport operators worldwide. At least two equivalent references should be included in the EOI.
2. The joint experiences of the personnel assigned to the billing management services should not be less than eight (8) years in the aviation sector. Experience in specific tasks related to the billing management services will be highly valued.
3. Individuals to be assigned to the engagement must:
  - a. Provide their Country of Citizenship.
  - b. List their academic and professional designations.
  - c. Identify their role(s) on this initiative.

Please note that the CAAB has the authority to reject any submission without an explanation.

## Contract duration

The expected start date for the contract is 1<sup>st</sup> of March 2021. The contract duration will be 12 months in the first instance and renewable for an additional 12 months based on the performance review.

## Contact details

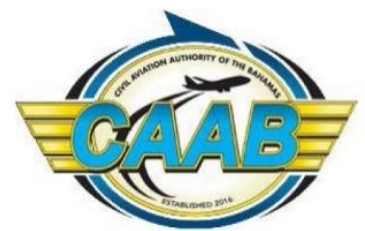
Interested Companies should submit Expressions of Interest demonstrating their ability to meet the objectives and characteristics of this engagement inclusive of a cover letter by 17:00 hours (EST) on 29<sup>th</sup> of January 2021, via courier or E-Mail as follows:

Director General  
Civil Aviation Authority of The Bahamas  
Blake Road, P.O. Box N-975  
Nassau, The Bahamas

Or

Email [directorgeneral@bcaabahamas.com](mailto:directorgeneral@bcaabahamas.com)

Telephone No. 1 (242) 397-1400



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