

# HEYON INSTITUTE

Empowering Sri Lanka Through Quality IT Education

## 1. Corporate Profile & Institutional Overview

Empowering Sri Lanka through quality IT education since 2019. At Heyon Institute, we're committed to providing world-class education and professional training to students of all ages. Established in 2019, Heyon Institute is a TVEC-registered institution committed to providing world-class IT education and professional training to students of all ages across the nation and beyond.

### Our Mission

To provide high-quality, accessible IT education that empowers individuals with practical skills and knowledge, enabling them to succeed in the digital economy and contribute to Sri Lanka's technological advancement.

### Our Vision

To become Sri Lanka's leading IT education institution, recognized for excellence in producing skilled professionals who drive innovation and growth in the technology sector across the nation and beyond.

## 2. Specialized Institutional Capabilities & Strategy

### Capacity Building Mission & Vision

- **Strategic Mission:** To bridge the digital divide in organizational governance by equipping public and private sector workforces with foundational and advanced technological capabilities, fostering an efficient, digitized administrative ecosystem in Sri Lanka.
- **Strategic Vision:** To be the premier national catalyst for public and corporate sector digital transformation, recognized for upgrading organizational efficiency through continuous, high-impact capacity building.

### Our Core Training Pillars

- **Pillar 1: Capacity Building for Government Officials / Corporate Staff** (Tailored public administration and institutional governance workshops).
- **Pillar 2: Professional Certificates** (Career-readiness courses for school leavers and job seekers).
- **Pillar 3: School Courses** (Integrated ICT foundation programs matching academic paths).

- **Pillar 4: Kids Courses** (Interactive, early-stage computational thinking foundations).

### 3. Why Choose Heyon Institute?

- **Affordable Education:** Quality education at reasonable prices to make IT skills accessible to everyone.
- **Expert Faculty:** Industry professionals with real-world experience and teaching expertise guide every student.
- **Modern Infrastructure:** State-of-the-art computer labs designed for optimal hands-on education.
- **Career-Oriented Training:** Practical, hands-on learning that prepares students for real-world institutional challenges.

### 4. Course Specification: C102: Intensive Workshop on Public Procurement & Bidding Using AI

- **Duration:** 1 Day (09:00 AM – 04:00 PM)
- **Structure:** Morning Session (Core Procurement Fundamentals) & Afternoon/Evening Session (AI Integration & Labs)
- **Methodology:** Interactive Lectures, Group Activities, AI Hands-on Labs & Case Studies
- **Language:** Medium of instruction in Sinhala & English
- **Included:** Summarized templates, AI prompt cheat-sheets, writing materials, and a Certificate of Participation
- **Course Fee:** LKR 10,000

#### Workshop Agenda Breakdown

##### Morning Session (09:00 AM – 12:30 PM): Core Procurement & Bidding Fundamentals

The morning session focuses entirely on building a solid foundation in public sector procurement protocols, standard compliance guidelines, and manual document architecture.

- **Session 01: Procurement Fundamentals**
  - 2024 updated procurement guidelines and national framework updates.
  - Public sector transparency protocols, ethics, and core principles.
- **Session 02: Procurement Methods**
  - National Competitive Bidding (NCB) vs. Shopping Method limits and thresholds.
  - Procurement committee roles, Technical Evaluation Committee (TEC) structures, and responsibilities.
- **Session 03: Bidding Document Design**
  - Drafting professional, unambiguous technical specifications.
  - Formatting mandatory conditions, eligibility criteria, and critical legal clauses.

##### Afternoon & Evening Session (01:30 PM – 04:00 PM): Advanced AI Applications & Hands-on Labs

The afternoon and evening sessions pivot completely to modern technology, demonstrating how to use state-of-the-art AI systems to speed up workflows, cross-reference data, and build secure institutional knowledge bases.

- **Session 04: AI-Driven Document Design & Analysis (Gemini Focus)**
  - **Drafting Specifications:** Using Gemini for rapid natural language generation of clean technical parameters and structured criteria.
  - **Comparative Checklists:** Utilizing Gemini to compare complex supplier conditions against mandatory bid frameworks.
- **Session 05: Secure Knowledge Management & Evaluation (NotebookLM Focus)**
  - **Zero-Hallucination Operations:** Setting up a secure, closed-source workspace in **NotebookLM** by uploading official procurement guidelines, laws, and past standard templates.
  - **Bid Verification & Auditing:** Using NotebookLM to cross-reference incoming supplier proposals against the uploaded mandatory criteria to flag deviations, missing certificates, or non-compliance instantly.
  - **Report Assistance:** Using AI to draft structured summaries for Bid Evaluation Committee (BEC) and Procurement Committee review documents.

## 5. Application and Registration Guidelines

Applicants can obtain and submit their applications through the following methods:

- **Online Application:** Candidates can fill out and submit the application form directly online via the institute's official student portal.
- **Downloadable Application:** The physical application form can be downloaded from our platform, filled out manually, signed, scanned, and emailed directly to **info@heyoinstitute.lk**.

### Submission & Payment Categories

#### Category A: Private Applicants

- Private candidates can independently apply for the course.
- Payments must be made privately and directly to the institute's office, or via a direct bank transfer/deposit to the designated official bank account.

#### Category B: Office / Institutional Applicants (Sponsored & Government Nominations)

- If applying through an official workplace, office, or government department, the applicant must send their completed application form via the Head of the Institute.
- The submitted application must bear the official signature and institutional seal of the Head of the Institute to be considered valid.
- Once signed and stamped, the application should be scanned and sent via email directly to **info@heyoinstitute.lk**.

- After sending the scanned application, the course fee payment must be officially settled by the respective department or working office.
- The institute accepts payments from organizations via cheque (drawn in favor of the institute) or through direct bank transfer.

### **Official Bank Account Details for Payments**

When making a direct bank deposit, online transfer, or issuing a cheque, please use the following official institutional account information:

<b>Bank Name</b>	<b>Branch</b>	<b>Account Name</b>	<b>Account Number</b>
<b>National Savings Bank (NSB)</b>	<b>Pugoda Branch</b>	<b>Heyon Institute</b>	<b>300115191048</b>