



1

2

<p style="text-align: center;"><b>3</b></p>	<p style="text-align: center;"><b>4</b></p>
<p>5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000</p>	<p>1.1</p>
<p>8.1</p>	<p>8.1</p>
<p>9.1</p>	<p>9.1</p>
<p>9.2</p>	<p>9.2</p>
<p>13.1</p>	<p>13.1</p>
<p>17.1</p>	<p>17.1</p>
<p>19.1</p>	<p>19.1</p>
<p>22.1</p>	<p>22.1</p>
<p>30.1</p>	<p>30.1</p>
<p>32.1</p>	<p>32.1</p>

سُورَةُ 2 - سُورَةُ الرَّحْمٰنِ وَمَقَامَاتُهَا فِي الْقُرْآنِ الْمَجِيدِ

(أ) آيَاتُ الرَّحْمٰنِ

1. سُورَةُ الرَّحْمٰنِ
  - 1.1. فِيهَا نَادِيَةُ الرَّحْمٰنِ بِسَمِيٍّ لِرَبِّهِمْ وَهُوَ يُعَلِّمُهُ الْاِلْفَ وَالْاِحْمٰدِ بِحَمْدِ رَبِّهِمْ وَمَا يَدْرُسُوْنَ اِلَّا بِحَمْدِ رَبِّهِمْ وَهُمْ لَا يَسْتَكْبِرُوْنَ
  2. سُورَةُ الرَّحْمٰنِ تَمَّتْ فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (تَمَّتْ فِي الْاَيَاتِ الْاَتَمَّةِ):
    - 2.1. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
    - 2.1.1. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
    - 2.1.2. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
    - 2.1.3. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
    - 2.1.4. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
  - 2.2. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
  3. سُورَةُ الرَّحْمٰنِ تَمَّتْ فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ
    - 3.1. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ
    - 3.2. فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ (18/2014) فِي الْبَقَرَةِ فِي الْاَيَاتِ الْاَتَمَّةِ وَهُوَ الَّذِي يَخْلُقُ مَا يَشَاءُ وَيَخْتَارُ



**(8) 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8 8.9 8.10 8.11 8.12**

7.1 7.1.1 7.1.2 7.1.3 7.1.4 7.1.5 7.1.6 8.1 8.2 9.1 9.2 9.3 10.1 10.2

7.1.1 7.1.2 7.1.3 7.1.4 7.1.5 7.1.6

7.1.2 7.1.3 7.1.4 7.1.5 7.1.6

7.1.3 7.1.4 7.1.5 7.1.6

7.1.4 7.1.5 7.1.6

7.1.5 7.1.6

7.1.6

8.1 8.2 9.1 9.2 9.3 10.1 10.2

8.2 9.1 9.2 9.3

9.1 9.2 9.3 10.1 10.2

9.2 9.3 10.1 10.2

9.3 10.1 10.2

10.1 10.2

10.2



- 17.3 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 18.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 19.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 19.2 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 19.3 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 20.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 20.2 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 21.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
  - 21.1.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
  - 21.1.2 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 22.1.3 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 22.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 23.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።
- 24.1 ለገንዘብ ለውጥ ለመደገፍ ለሚያስፈልጉት ሰነድ ለማረጋገጥ ይጠቀሳል።







- (ሠ) ሀገር ውስጥ (ሀ) ሰነድ ላይ ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።
- 1. ማህተም ለማድረግ ለሚያስፈልጉት ሰነድ ላይ ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።
- 2. ማህተም ለማድረግ ለሚያስፈልጉት ሰነድ ላይ ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።
- 3. ማህተም ለማድረግ ለሚያስፈልጉት ሰነድ ላይ ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

26.1 ሀገር ውስጥ ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

26. ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

(ሀ) ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

(ሀ) ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

(ሀ) ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

(ሀ) ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

27.1 ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።

27. ማህተም ለማድረግ የሚያስፈልጉትን ሰነድ ይጠቅሙ።



- 31.2 31. නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී 250,000/- (දෙවසරක) (වැටුප්) සහතික (වැටුප්) ප්‍රතිපත්ති සහතිකයක් සලකා බැලීමේදී.
- 31.3 නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී 45 (සැප්ටම්බර් මාසය) පුරා වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.
- 31.4 නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.
- 31.5 නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී 15% (වැටුප්) ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.
- 32.1 32. නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී 500,000/- (දෙවසරක) සහතිකයක් සලකා බැලීමේදී.
- 32.2 නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.
- 32.3 නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.
- 32.4 නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.
- 33.1 33. නිලධාරීන්ගේ වැටුප් ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී 17.09 (වැටුප්) ප්‍රතිපත්ති පිළිබඳව සලකා බැලීමේදී.

33.2  
 33.3  
 33.4

33.2  
 33.3  
 33.4

33.4

34.1

34.1









- 42. ገንዘብ ማግኘት 42.1 ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል።
- 43. ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል። 43.1 ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል።
- 44. ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል። 44.1 ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል።
- 45. ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል። 45.1 ገንዘብ ማግኘት ለማድረግ ለገንዘብ ማግኘት ማስፈጸም ይገባል።

4 - නිලධාරීන්

උප ක්‍රමෝපාය

1 - ක්‍රමෝපාය

කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය

ක්‍ර. අංකය	නිලධාරීන්	නිලධාරීන්ගේ කාර්ය මණ්ඩලය	#
<b>කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය</b>			
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (2 ක්‍රමෝපාය)	.1
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (වාර්ෂිකව පිලිබදාගත කිරීමේ ක්‍රමෝපාය)	.2
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (3 ක්‍රමෝපාය)	.3
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (වාර්ෂිකව පිලිබදාගත කිරීමේ ක්‍රමෝපාය)	.4
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය)	.5
	✓	6.1 වන කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය	.6
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය   නිලධාරීන්	.7
<b>කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය</b>			
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (වාර්ෂිකව පිලිබදාගත කිරීමේ ක්‍රමෝපාය)	.8
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය	.9
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය)	.10
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (5 ක්‍රමෝපාය)	.11
<b>කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය</b>			
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය	.12
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (වාර්ෂිකව පිලිබදාගත කිරීමේ ක්‍රමෝපාය)	.13
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය	.14
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය   කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය	.15
<b>කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය</b>			
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (වාර්ෂිකව පිලිබදාගත කිරීමේ ක්‍රමෝපාය)	.16
	✓	කාර්ය මණ්ඩලයේ සේවයේ යෙදවීමේ ක්‍රමෝපාය (වාර්ෂිකව පිලිබදාගත කිරීමේ ක්‍රමෝපාය)	.17

2 - 2023

2023

<b>1. 2023</b>	
	1.1
	1.2
<b>2. 2023</b>	
	2.1
	2.2
<b>3. 2023</b>	
	3.1
	3.2
<b>4. 2023</b>	
	4.1
	4.2
	4.3
<b>5. 2023</b>	
	5.1
	5.2
	5.3
	5.4

### ﺑﯩﺮﻟﯩﻚ ﻣﯘﻧﺎﺳﯩﺒﻪﺗﻠﯩﻚ - 3

#### ﺑﯩﺮﻟﯩﻚ ﻣﯘﻧﺎﺳﯩﺒﻪﺗﻠﯩﻚ ﻧﯘﺳﺨﻪﺳﻰ ﺑﯘﻟﻤﺎﻳﺪﯗ

1. ﺑﯩﺮﻟﯩﻚ ﻣﯘﻧﺎﺳﯩﺒﻪﺗﻠﯩﻚ ﻧﯘﺳﺨﻪﺳﻰ ﺑﯘﻟﻤﺎﻳﺪﯗ		
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ	-1.1
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ ﺋﯚﺳﺘﯜﺭﯞﻩﺗﻤﯩﺸﻰ	-1.2
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ	-1.3
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ	-1.4
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ	-1.5
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ	-1.6
	ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ	-1.7
2. ﺑﯩﺮﻟﯩﻚ ﻣﯘﻧﺎﺳﯩﺒﻪﺗﻠﯩﻚ ﻧﯘﺳﺨﻪﺳﻰ ﺑﯘﻟﻤﺎﻳﺪﯗ (ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ، ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ ﺑﯘﻧﯩﻐﺎ ﻧﯩﺴﺒﻪﺗﻠﯩﻚ ﺑﯘﻟﻤﺎﻳﺪﯗ)		
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## 6. 6

6.6

	Details	Final Percentage
Technical Evaluation	Applicants need to achieve a minimum 80 out of 100 to pass the Technical Evaluation	35%
Financial Evaluation	Lowest Proposed Price / Proposed Price x 60	65%
Proposed Duration	Shortest Proposed Duration / Proposed Duration x 5 Note: Duration should be not more than 90 days	5%
<b>Total</b>		<b>100%</b>

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**Form of Bid Security (Bank Guarantee)**

WHEREAS, .....[*name of Bidder*] (hereinafter called “the Bidder”) [*company registration number*] has submitted his Bid for the Project no.....issued by the Secretariat of Kulhudhuffushi City Council on .....for construction of .....[*name of Contract*] (hereinafter called “the Bid”) under Invitation of bidders No. .... [Announcement Number]

KNOW ALL PEOPLE by these presents that We ..... [*name of Bank*] of ..... [*name of country*] having our registered office at ..... (hereinafter called “the Bank”) are bound unto .....[*name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of \*..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this .....day of .....20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
- or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
  - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

\* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 30.1 of the Instructions to Bidders.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser’s having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date ..... days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS ..... SEAL

[signature, name, and address]



## 6 - سَوِيَّةُ مَقْصُودَاتِنَا

### وَسَوِيَّةُ مَقْصُودَاتِنَا

# Design and Development of Kulhudhuffushi City Council's Official Website

## 1. Background

Kulhudhuffushi City Council provides various services to citizens and is focused on improving customer relations by digitizing its services. To improve customer service relations and increasing efficiency through digitalization, it is important to redesign our website with a more user-friendly and modern design.

Our current website is outdated and not user-friendly, resulting in low engagement and poor user satisfaction. With this redesign, we aim to improve the overall user experience, increase engagement, and ultimately reduce the number of citizens that physically approach us.

## 2. Objective

- 2.1. Design and develop a new modern website for the Council.
- 2.2. Identify areas for improvement in the existing website.
- 2.3. Optimized search engine.
- 2.4. Incorporate responsive forms.
- 2.5. Redefine and organize content.
- 2.6. Develop a user-friendly Content Management System.

## 3. Scope

- 3.1. To develop a Unique website with a user-friendly front-end design that provides an engaging user experience. It should also include a strong Content Management System (CMS) that enables the council to easily update and manage the website content.
- 3.2. The vendor must conduct an in-depth needs assessment of the council and existing website before developing the new redefined website. Training must be provided for the selected staff at the council. 1-year technical support and maintenance must be provided by the vendor. Website hosting must be established as required by the council and website.

## 4. Deliverables:

The following deliverables are expected to be produced by the project:

Deliverable	Date
<b>4.1. Needs Assessment report</b>	Week 1 and 2
<b>4.2. Preliminary design concept</b>	Week 3 and 4
<b>4.3. Revised design (if needed)</b>	Week 3 and 4
<b>4.4. First completed website</b>	Week 7 and 8
<b>4.5. Revised website based on feedback</b>	Week 9 and 10
<b>4.6. User manual for the CMS</b>	Week 11
<b>4.7. Technical documentation of the website</b>	Week 11
<b>4.8. Staff training on how to use the CMS</b>	Week 11
<b>4.9. Deploy website to hosting</b>	Week 12

### 5.1. Needs Assessment Report

- 5.1.1. Review services provided by the council
- 5.1.2. Review existing website of the council
- 5.1.3. Meet with the sections and identify issues
- 5.1.4. Suggestions on improving efficiency through website
- 5.1.5. Suggestions to integrate new functions on the website
- 5.1.6. Identify the main tabs and contents of the website
- 5.1.7. Identify frequently requested forms and information by the users

### 5.2. Preliminary design concept

- 5.2.1. Design concept must reflect on the needs assessment
- 5.2.2. Proposed navigation layout to organize the content and tabs
- 5.2.3. Graphics/theme of the website including icons and animations
- 5.2.4. UI/UX concept of the overall website

## 6. Timeline:

### 6.1. Week 1-2:

Initial meeting with Kulhudhuffushi City Council to discuss project requirements and goals. Web development firm conducts a needs assessment of the Council and the existing website.

### 6.2. Week 3-4:

Web development firm submits a preliminary design concept for the website. Kulhudhuffushi City Council provides feedback on the design concept. Web development firm revises the design based on feedback.

### 6.3. Week 5-6:

Web development firm begins website development, integrating the CMS and other necessary components. Kulhudhuffushi City Council provides necessary content and images for the website. Web development firm develops the required pages for the website based on the approved design concept.

### 6.4. Week 7-8:

Web development firm completes development of the website and conducts thorough testing to ensure proper functionality. Kulhudhuffushi City Council reviews and provides feedback on the website. At this stage, the pages and content must be updated on the website.

### 6.5. Week 9-10:

Web development firm implements changes and revisions based on feedback provided by Kulhudhuffushi City Council. Web development firm conducts a final quality assurance check on the website

### 6.6. Week 11:

Web development firm provides training to Kulhudhuffushi City Council staff on how to use the CMS. Kulhudhuffushi City Council conducts a final review of the website and approves it for launch

### 6.7. Week 12:

Web development firm launches the website. Web development firm provides technical support for the first year after launch, ensuring proper functionality and addressing any issues that may arise.

## 7. Website contents

Below is the list of contents which is a minimum requirement for the website. Website should have both Dhivehi and English pages for the following web pages proposed. Each element of the website should be managed by the council using Content Management System. The content and navigation layout must be developed in collaboration with the council and it should reflect on the needs assessment.

### 7.1. Council Members Page

- 7.1.1. About current council
- 7.1.2. Council Members
- 7.1.3. Previous Councilors
- 7.1.4. Mayor's Page
- 7.1.5. Council should be able to manage the members easily through a content management system. Developers should allow the council to update photos of the councilors, positions of the councilors, contact details and representing the party. Developer is encouraged to suggest council on any additional information and visual representation for this section in the proposal.

### 7.2. Women Development Committee Members

- 7.2.1. President & Members
- 7.2.2. Council should be able to manage WDC Members through content management system

### 7.3. Council Staff

- 7.3.1. Council should be able to manage Council Staff through a content management system. Council should easily update staff photo, designation and department

### 7.4. Council Meetings

- 7.4.1. Council should be able to create meetings, meeting type, Meeting location, date, Summary of the meeting in Rich Text Editor format, Meeting downloadable. Developer may be required to add additional fields requested by the council in future.

### 7.5. Public Meetings with embedded live content

- 7.5.1. As per Local Council Mandate, Council is required to conduct public meeting sessions. Council should be able to create these meetings, add meeting location, date amongst other general information. Council should have the ability to embed live meeting links for such meetings held.

## 7.6. Council's General Information

- 7.6.1. About the Council
- 7.6.2. Vision and Mission
- 7.6.3. Mandate
- 7.6.4. Staff Structure

## 7.7. Contact Us

- 7.7.1. Department contacts
- 7.7.2. Google Map Location
- 7.7.3. Contact Us fillable form with reCAPTCHA

## 7.8. Reports

- 7.8.1. Monthly Council Reports
- 7.8.2. Key Economic Indicators of the City
- 7.8.3. Statistical Releases
- 7.8.4. Council should be able to manage categories for the indicators and should have ability to update statistical fields through content management systems.

## 7.9. City Development Plan

- 7.9.1. Work Schedule
- 7.9.2. Development Plan
- 7.9.3. Government PSIP
- 7.9.4. Council should have the ability to add categories for work schedule, General Tasks for each category and Sub-Tasks. Developers shall provide visual contents in the form of clickable bar charts, graphs, pie-charts to visually represent these data.

## 7.10. About the City

- 7.10.1. City Introduction
- 7.10.2. Cultural and Historical aspect of the city
- 7.10.3. Council should have access to change this information on the content management system through Rich Text Editor.

## 7.11. Island Directory

- 7.11.1. Landmarks and key places of the city
- 7.11.2. Council should have access to add categories, Locations, Photos and Icons. Developer shall propose a visually appealing format to represent these data on the website.

## 7.12. News

- 7.12.1. Council should be able to add Tags, Manage News before it is uploaded to the website. Developer shall provide the Council with Rich Text Editor with functions to add Multiple Photos, Quotes, Tags within a news.

## 7.13. Announcements

- 7.13.1. Council should be able to manage announcements through a content management system. Time stamp shall be provided with Published date, Deadline if required and general instructions along with the additional attachments.

## 7.14. Photo Gallery

- 7.14.1. Council should be able to create multiple photo galleries and should have functions within the content management system to add multiple photos to a single gallery. Such photos uploaded to the website should be optimized.

## 7.15. Video Gallery

- 7.15.1. Council should have a feature to add embedded Link of the Video and a thumbnail photo for each video.

## 7.16. Press Releases and Circulars

- 7.16.1. Council should be able to manage Press Releases and Circulars through a content management system. Time stamp shall be provided with Published date, Deadline if required and general instructions along with the additional attachments.

## 7.17. Land Use Plan

- 7.17.1. Council should have a feature to add updates to the land use plan through a content management system.

## 7.18. Projects update Page

- 7.18.1. Projects updates page must be manageable using the CMS to provide the up-to-date information about the on-going and finished projects of the council.

## 7.19. Lodge a complaint

- 7.19.1. Developers shall provide Council with complaint management within the content management system. General user should have functions to select the type of complaint, Description, Email as basic requirements.

## 7.20. Services page

7.20.1. Council should have a function to add services based on categories. Such Categories should have managed functions whereby councils can manage categories.

## 7.21. Job Listing

7.21.1. Council should have a function to manage Jobs with access to create a separate page for each Job listing with information such as published date, deadline for application, description of the job listing with Rich Text editor format, attachments.

## 8. Technical Requirements

- 8.1. The backend development should be done using Node, and the database should be MySQL or MangoDb with proper security. The development team should ensure that the code is well-documented, maintainable, and scalable.
- 8.2. The frontend development should be done using Next.js latest version. The website should be responsive and optimized for various screen sizes, and the development team should ensure that the website is compatible with different browsers.
- 8.3. The website should have a CMS, which will allow for easy content management and updates by non-technical staff. The CMS should be user-friendly, reliable, and secure.
- 8.4. The development team should ensure that the CMS is customized to meet the specific needs of the website, and that it is compatible with the chosen backend and frontend frameworks.
- 8.5. The CMS should allow for easy integration of various media types such as text, images, videos, audio and document files. Additionally, the CMS should allow for easy creation and management of user accounts and permissions, and should have a robust backup and restore system in place to prevent data loss.
- 8.6. CMS should allow users to organize content into categories, tags, and other groupings to make it easier to find and manage.
- 8.7. CMS should have a search function that allows users to find specific content quickly and easily.
- 8.8. Multiple user roles should be used to perform tasks from the CMS (Such as Admin, Editor).
- 8.9. CMS should have full access control features, allowing administrators to manage user permissions and roles to ensure that only authorized users can access and modify content.
- 8.10. Variety of tools that allow Users to create and edit content, including rich text editors, image and video editing tools, templates and Forms should be implemented in CMS.
- 8.11. CMS should be able to integrate with third-party tools and services, such as social media platforms.
- 8.12. User actions should be logged and accessible to staff from CMS.

- 8.13.** Integration of BML / MIB Gateway is required for the website.
- 8.14.** Website should have strong security features to protect against data breaches and other security threats. This includes features such as secure login and data encryption
- 8.15.** The website should follow SEO standards.
- 8.16.** Perform application testing/debugging, in particular, unit testing and integration tests whenever required.
- 8.17.** Perform bug fixes and new features required by the Council team during the agreed duration.
- 8.18.** Database and Server should have a method to back up automatically.
- 8.19.** Uploaded images and videos should be optimized for page load speed.
- 8.20.** Social Media integration (Facebook, Instagram, Twitter).
- 8.21.** Website Should not be replicate of previous website/ projects undertaken.
- 8.22.** Kulhudhuffushi City Council will provide Web Hosting credentials upon request to host website. Web development firm should pay for web hosting plan (1 Year). Web hosting Packages should be chosen as shown below;
- 8.22.1. Web hosting Package: Digital Ocean - Droplet
- 8.22.2. Region: Singapore
- 8.22.3. OS image: Unbuntu 22.10 64bit
- 8.22.4. Size Droplet Type: Basic
- 8.22.5. CPU options: Premium Intel, 8GB/4 intel CPUs, 160GB/NVMe SSD, 5TB Transfer
- 8.22.6. Additional Storage: 250GB
- 8.22.7. Configuration: Automatic Format & Mount
- 8.22.8. Authentication method: Password
- 8.22.9. Other Options: Worry free Managed Database



## 9. Technical Proposal Evaluation (35 marks)

**9.1.** Applicants need to achieve a minimum 70 out of 100 to pass the Technical Evaluation. Proposals achieving a mark below this threshold will be rejected. 70% weightage will be provided for the final score from technical evaluation.

Description	Allocation
<b>9.2. Qualification and experience of team</b>	
9.2.1. <b>Lead Developer</b> – Diploma or Above Qualification in Computer Science, Software Engineering, or a related field	05
9.2.2. <b>UI/UX Designer</b> – Diploma or Above Qualification in Graphics Designing and Multimedia or related field	03
9.2.3. <b>Content Writer</b> – Diploma or Above Qualification in Communication, Business Administration, Marketing or a related field	02
<b>Total Marks allocation for this section</b>	<b>10</b>
<b>9.3. Quality and functionality of previous websites developed</b>	
9.3.1. Design aspects of previous websites developed	05
9.3.1.1. Layout and Structure	0.5
9.3.1.2. Color Scheme	0.5
9.3.1.3. Typography	0.5
9.3.1.4. Images and Graphics	0.5
9.3.1.5. Navigation	0.5
9.3.1.6. Responsive Design	0.5
9.3.1.7. User Interface (UI) Elements	0.5
9.3.1.8. White Space	0.5
9.3.1.9. Branding	0.5
9.3.1.10. Video Backgrounds	0.5
<b>9.3.2. Functionality aspects of previous websites developed</b>	<b>05</b>
9.3.2.1. Blog/news	0.5
9.3.2.2. Video library	0.5
9.3.2.3. Photo gallery	1
9.3.2.4. Search (In-site search)	0.5
9.3.2.5. User-Friendly Forms	1
9.3.2.6. Event calendar	0.5
9.3.2.7. Social Media Integration	0.5
9.3.2.8. Analytics and Tracking	0.5

<b>Total Marks allocation for this section</b>	<b>10</b>
<b>9.4. Proposed design outline/sketch for Council website (Evaluated based on the submission made with the proposal)</b>	
Overall design and proposed functions as per the current website and Council mandate for the website and its alignment with the objectives of Council and its duties. Bidder shall <b>at least</b> provide a wireframe of the Landing Page. Bidders are encouraged to submit an outline/sketch for the evaluation. Marks will be given based on the clarity of the proposition.	15
<b>Total Marks allocation for this section</b>	<b>15</b>

### Financial Proposal Evaluation (60 marks)

**9.5.** Evaluation of the Financial Proposal will be based on the proposed fee (in MVR, inclusive of GST). The proposed fee should be inclusive of stock photos for the design of the website. The lowest proposed fee will achieve the highest score.

### 10. Duration of the Assignment proposed (05 marks)

**10.1.** Duration of the Assignment shall be submitted by the bidders along with the technical and financial proposal. The earliest proposed submission date will achieve the highest score in this section.

### 11. Final Score

<b>11.1.</b> Technical Evaluation - Applicants need to achieve a minimum 70 out of 100 to pass the Technical Evaluation.	35%
<b>11.2.</b> Financial Evaluation	60%
<b>11.3.</b> Proposed Duration (not more than 90 days)	5%
<b>TOTAL</b>	<b>100%</b>

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