

## POLICY AND PROCEDURE NO.17

### DISCLOSURE POLICY

#### POLICY

The Group shall promote transparency on processes and procurement decisions through:

- a) Comprehensive documentation of key processes.
- b) Clear guidelines on type of information and appropriate level of disclosure of such information.

#### PROCEDURE

- 17.1 These principles are stipulated in TNB Procurement Disclosure Policy. All employees are required to comply with the policy.
- 17.2 Refer to TNB Procurement Disclosure Policy – APPENDIX I.

## APPENDIX I

### TNB PROCUREMENT DISCLOSURE POLICY

BIL	TYPE OF INFORMATION	CONTENT	APPLICATION
1.	TNB Procurement Code of Conduct	Procurement Code of Conduct	Circulation to public via internet
2.	Procurement Methods and Processes	Procurement Process and estimated process time	Circulation to public via internet
		Procurement methods, committees involved, approving committees etc.	TNB Internal circulation via Circular
3.	Quantity and other needs	Quantity, quality and estimated budget allocation	Limited to the relevant TNB employee only
		Tendered quantity	Incorporated in the Tender document
4.	Specification	Technical specification	Incorporated in Tender document
5.	Tender evaluation criteria	Detailed evaluation criteria including its weightages	Limited to the relevant TNB employee only
6.	Addendum to Tender and Tender clarification	Every addendum or Tender clarification	To inform relevant tenderers simultaneously, together with complete information
7.	Acceptance of offer	Confirmation of Award	Successful tenderer to be informed via letter
		Detailed quantity and accepted offer price	Limited to the relevant TNB employee only
8.	Tender price after closing	List of participated tenderers	Published at notice board
9.	Decision of important meeting	Minutes of meeting and decision of evaluation committee, tender committee, management etc.	Limited to the relevant TNB employee only
10.	Result of Tender Evaluation	Information on Technical and Commercial evaluation decision	Limited to the relevant TNB employee only
11.	Suppliers Performance	Suppliers Performance records	Limited to the relevant TNB employee only
12.	Shortlisted / Qualified Tenderer	List of Shortlisted/Qualified Tenderer	Limited to the relevant TNB employee only
13.	Tender Decision	Successful tenderer	To inform via letter/fax (Letter of Intent/ Letter of Acceptance)
		Non-succesful tenderer	To inform via letter stating the reasons of failure