

MANDATORY PRELIMINARY CAPABILITY ASSESSMENT LETTER

We sincerely appreciate your interest in joining our vendor community. Selecting the right partner is crucial for us, and we are confident that your outstanding products and profound services will contribute to our continued success.

As we progress toward a mutually beneficial partnership, a mandatory visit to our facility is essential. This initial step allows us to engage meaningfully with each prospective partner.

During this visit, we will have the opportunity to initiate discussions that will help us understand how best to collaborate, including details on functionality, production capacity, delivery terms, and payment conditions.

This visit will enable us to better comprehend the expected scope of work and interactions between P&O Cruises and your esteemed company.

This initiative is part of our strategy to engage actively with prospective and current vendors in our procurement processes, including Invitations to Tender (ITT) for new vendors and Requests for Quotation (RFQ).

Important Notice before returning all required documentations and forms respectfully:

Before returning the signed and stamped last page of this Agreement Letter, confirming your interest in engaging with the procurement and project management team at P&O Cruises, it is very vital that you understand what is required of your company prior to becoming an official vendor and supplier for P&O Cruises.

Please be aware that you are not obligated to accept these requirements or steps. Should you decide to decline, we will promptly remove any sensitive files or information shared during our communication, in accordance with our data policy.

To save each other's time and avoid any uncertain application, do not sign and stamp a copy of this agreement if you do not wish to honour its requirement as clearly stated.

OFFICIAL ACKNOWLEDGEMENT (MANDATORY)

To officially ascertain your full understanding to our procurement policy as shared via email, kindly confirm that your team have fully read and hereby declare your financial capability to submit the required EOI Surety Deposit and all supporting forms and documentations on or before the deadline date of your application.

Yes: We understand and accept your registration terms and procurement policy

No: We choose to decline and withdraw from the registration process

VENDOR AGREEMENT CONFIRMATION FORM:

With reference to the Vendor Policy Guideline Letter and Expression of Interest (EOI) invitation, we would like to confirm that we want to participate in the EOI process. We agree to treat the contents of this agreement and its purpose as confidential within our organization.

We hereby agree to submit our EOI documents and as well the proof of payment receipt for the refundable mandatory application surety deposit of GBP £14,450 (For Local UK vendors) or GBP £17,150 (For International Intending Vendors) or the cost equivalent in USD, EUR, AED or your specified local currency on or before the specified submission date.

Note: All EOI deposit is fully refundable to your company account within seven (7) days once we have concluded our internal application and document evaluation. Whether approved or not approved, EOI deposit are irrevocably refundable.

- We are registering as a Local UK Vendor
- We are registering as an International Vendor

APPLICATION SUBMISSION CHECKLIST (MANDATORY):
(Tick the List of Documents you are submitting to support your application)

- Vendor Questionnaire Form
- Vendor Agreement Confirmation Form
- Copy of Certificate of Incorporation or Business License
- The EOI Mandatory Deposit Payment Receipt Copy
Supporting Service Invoice for the EOI deposit will be processed and issued upon your request to assist your application submission.
- Valid Tax Registration Certificate (If Available)
- Health and Safety Certifications or Quality Certification

We.....
By signing and stamping this document, confirms our willingness to progress with our application and officially request the issuance of the EOI Service Invoice for the mandatory registration deposit to be deposited in the P&O Ship Procurements nominated account only:

Signature and Company Stamp: _____ Date: _____

Important Notice:

All Payment deposit will be deposited to “P&O PROCUREMENTS” accounts. This Acknowledgment must be signed and returned to our company by electronic mail transmittal to the above attention no later than stated deadline date for all EOI Application Submission.

