



PURCHASE ORDER

Republic of the Philippines
Office of the President
PHILIPPINE SPORTS COMMISSION
Rizal Memorial Sports Complex
Pablo Ocampo Sr. Street, Malate, Manila



Supplier : KLEA'S ADSIGN PRINTING SERVICES	P.O. No.: 2025-06-16-003 (SE)
Address : 4185 Sampaloc Sulok, Brgy. Ugong Valenzuela	Date : June 16, 2025
TIN : 435-675-225-000	Mode of Procurement : Negotiated: SVP
Tel. No. : 0906-4722201/ 0963-2929492	
villamor_greg@yahoo.com	

Gentlemen:

Please furnish this office the following article subject to the terms and conditions contained herein:

Place of Delivery : RMSC, Manila	Delivery Term : 7 days
Date of Delivery : _____	Payment Term : 30 days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount in Peso
		TARPAULIN			
		>with eyelet every ft all around			
		>13oz thickness			
		>Full color printing (as per design)			
		Breakdown per sizes:			
1	pcs	12ft x 8ft (backdrop/landscape)	6	1,636.00	9,816.00
2	pcs	4ft x 8ft	12	612.00	7,344.00
		nothing follows			
		FOR: Three (3) Legs of Indigenous Peoples Games 2025			

(Total Amount in Words) **Seventeen Thousand One Hundred Sixty Pesos only** **17,160.00**

The supplier must sign the original purchase order by **48 hours**. Requests for extension must be made in writing before the deadline. A non-extendable period of 3 days may be granted at the discretion of the PSC.

In case full delivery is not made on time, a **penalty of one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted.**

The PSC has the right and full discretion to cancel this purchase order in case of delays in signing the same, delivery &/or compliance with other terms.

Conforme:

Greg B Villamor Jr

Signature over Printed Name of Supplier
June 18, 2025

Date

Approved by

[Signature]

ATTY. GUILLERMO S. IROY, JR.
OIC - Executive Director

Funds Available:

[Signature] **6/16**

ATTY. ERIK JEAN A. MAYORES
Chief, Accounting Division

BUR No. : **02-101101-2025-06-000040**
Amount : **₱ 17,160.00**
Date : **JUNE 16, 2025**



Republic of the Philippines
Office of the President
Philippine Sports Commission



NOTICE OF AWARD

June 16, 2025

MR. GREG B. VILLAMOR

Account Executive

Klea's Adsign Printing Services

4185 Sampalok Sulok, Brgy. Ugong

Valenzuela City

Dear **Mr. Villamor**:

We are pleased to notify you that your quotation dated June 2, 2025 for the project: **"Printing, Supply and Delivery of Tarpaulin for the Three (3) legs of Indigenous People's Games 2025"** for the Contract Price of **Seventeen Thousand One Hundred Sixty Pesos only (PhP17,160.00)** in Philippine Currency, as evaluated in accordance with the provision of R.A. 9184 is hereby accepted.

Thank you.

Very truly yours,

COMM. OLIVIA "BONG" G. COO

Officer-In-Charge, Office of the Chairman

Conforme:

MR. GREG B. VILLAMOR

Account Executive

Klea's Adsign Printing Services

4185 Sampalok Sulok, Brgy. Ugong

Valenzuela City

June 18, 2025

Date



Republic of the Philippines
Office of the President
Philippine Sports Commission



NOTICE TO PROCEED

June 17, 2025

MR. GREG B. VILLAMOR

Account Executive

Klea's Adsign Printing Services

4185 Sampalok Sulok, Brgy. Ugong

Valenzuela City

Dear Mr. Villamor:

Notice is hereby given to **Klea's Adsign Printing Services** that performance for the project "**Printing, Supply and Delivery of Tarpaulin for the Three (3) legs of Indigenous People's Games 2025**" shall commence effective on the date after receipt of this notice.

As such, the **Klea's Adsign Printing Services** is responsible for performing the required services as stipulated under the terms and conditions of the attached Purchase Order and in accordance with the Implementation Schedule as noted.

Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following upon delivery and acceptance of the: "**Printing, Supply and Delivery of Tarpaulin for the Three (3) legs of Indigenous People's Games 2025**" :

1. Letter of Request for Payment and
2. Posting / submission of Warranty Security in the form of cash or bank guarantee which is one percent (1%) of the total contract price and with a minimum holding period of three (3) months for expendable supplies and one (1) year for semi / non-expendable supplies like in the case of this project.

Very truly yours,


COMM. OLIVIA "BONG" G. COO

Officer-In-Charge, Office of the Chairman

Conforme:


MR. GREG B. VILLAMOR

Account Executive

Klea's Adsign Printing Services

4185 Sampalok Sulok, Brgy. Ugong

Valenzuela City

June 23, 2025
Date