

**NATIONAL PRINTING OFFICE****SALES AND MARKETING DIVISION****REQUIREMENTS ON THE PROCUREMENT OF GENERIC FORMS****THROUGH EMAIL / ON-LINE**

Email your approved Purchase Order / Purchase Request to sales.division@npo.gov.ph. **An approved P.O., is strictly required for the procurement of Accountable Forms.** For query of prices, please prepare a Request for Quotation.

All payment/s shall be made to National Printing Office [payee] and deposit the same at any Land Bank Branches. Kindly refer to our bank details below:

Bank : Land Bank of the Philippines
Branch : EDSA NIA Branch, DPWH Region IV-B Compound, Quezon City
Account Name : National Printing Office
Account No. : 1872-1004-46

After making your deposit, send us proof of payment [deposit slip/LDDAP-ADA] to above mentioned email address for verification purposes.

The National Printing Office [NPO] will process your order within three [3] working days upon verification of payment from the Land Bank of the Philippines.

You will be informed thru email when your items are ready for pick-up with corresponding details of your package.

A letter of authorization to pick-up by your chosen courier/forwarder shall be required prior to release of the goods as part of our **PICK-UP SYSTEM.**

To expedite orders, you may email us the complete required documents (Approved P.O./P.R., proof of payment and authorization letter of your chosen courier) so we can immediately proceed to the processing and issuance / release of your items.

THROUGH WALK-IN

Bring/Submit your Approved Purchase Order/Purchase Request to Sales and Marketing Division/One-Stop-Shop together with the payment either in cash, check or LDDAP-ADA.

Items may only be released/issued to authorized personnel or representative of the requisitioning agency as part of our **PICK-UP SYSTEM.**

For Specialized/Personalized Printing Requirements, please call our Production Planning & Control Division Personnel at 0917-8055616 / (8)925-2183/86 or email at ppcd.division@npo.gov.ph for assistance.

NOTE:

WE WILL HIGHLY APPRECIATE YOUR COOPERATION BY PROCURING YOUR PRINTING REQUIREMENT / FORMS THROUGH E-MAIL / ON-LINE IN OBSERVANCE OF SOCIAL DISTANCING DUE TO COVID-19.