



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



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DEPARTMENT ORDER)

NO. 49)
Series of 2024 4/11/2024)

**SUBJECT: Guidelines and Procedures for the
Establishment of the Construction
Materials Price Database**

In order to enhance the guidelines and procedures in the establishment of the construction materials price database per region, and to provide a comprehensive understanding of the duties and responsibilities of the concerned personnel, the Guidelines and Procedures is attached herein, which shall be adopted by the Central Office, Regional Offices, and District Engineering Offices.

To monitor, oversee, and ensure continuous and proper implementation of the said Guidelines and Procedures, the following restructured committees are hereby officially designated:

CENTRAL OFFICE (CO)

The Bureau of Construction (BOC) shall review, evaluate, and validate the submitted Regional Office Construction Materials Price Data (ROCMPPD) Reports. Subsequently, the BOC shall finalize, deliberate, approve, and publish the Construction Materials Price Data (CMPD). The compositions of the Central Office Price Monitoring Committee (COPMC) and Central Office Technical Working Group (COTWG) shall adhere to the functions and duties specified in the guidelines.

APPROVING AUTHORITY : Director (BOC)

COPMC

HEAD : Assistant Director (BOC)
MEMBERS : Chief, Pre-Construction Division
Chief, Price Monitoring Section
Technical Personnel from the Pre-Construction
Division, Price Monitoring Section

COTWG

LEADER : Chief, Pre-Construction Division
MEMBERS : Chief, Price Monitoring Section
Chief, Cost Estimation Section
Chief, Construction Schedule Management
Section
Technical Personnel from the Pre-Construction
Division



REGIONAL OFFICE (RO)

The ROs shall review, evaluate, and validate the submitted DEOCMPD Reports. Subsequently, the ROs shall prepare the ROCMPD Report, deliberate, and finalize the ROCMPD. After finalization, the RO shall forward the documents to the Central Office (i.e., BOC) for review, finalization, approval, and publication of the CMPD. The compositions of the ROPMC and ROTWG shall adhere to the functions and duties specified in the guidelines

APPROVING AUTHORITY : Regional Director (RD)

ROPMC

HEAD : Assistant Regional Director
MEMBERS : Chief, Construction Division
Chief, Planning and Design Division
Chief, Quality Assurance and Hydrology Division
Chief, Maintenance Division
Chief, Equipment Management Division

ROTWG

LEADER : Chief, Construction Division
MEMBERS : Technical Personnel from the Construction,
Planning and Design, Quality Assurance and
Hydrology, Maintenance, and Equipment
Management Division
*(Selected and recommended by the ROPMC; Minimum of
one (1) member per Division)*

DISTRICT ENGINEERING OFFICE (DEO)

The DEOs shall prepare, review, deliberate, and submit their DEOCMPD Report to the RO. The following compositions of the DEOPMC and DEOTWG shall adhere to the functions and duties specified in the aforementioned guidelines.

APPROVING AUTHORITY : District Engineer (DE)

DEOPMC

HEAD : Assistant District Engineer
MEMBERS : Chief, Construction Section
Chief, Planning and Design Section
Chief, Quality Assurance and Hydrology Section
Chief, Maintenance Section

DEOTWG

LEADER : Chief, Construction Section
MEMBERS : Technical Personnel from the Construction,
Planning and Design, Maintenance, and Quality
Assurance and Hydrology Section
*(Selected and recommended by the DEOPMC; Minimum of one
(1) member per section)*



**DEO Price Surveyor
(DEOPS)**

: Technical Personnel from the Construction,
Planning and Design, Maintenance, and Quality
Assurance and Hydrology Section
(Selected and recommended by the DEOPMC)

The RD, DE, ROPMC, ROTWG, DEOPMC, DEOTWG, and DEOPS shall be held responsible and accountable for the correctness and reasonableness of the material unit price that they submitted, generated, validated, and submitted to the Central Office.

Any of the aforementioned DPWH officials/personnel not complying with the guidelines and designated duties and responsibilities shall be sanctioned pursuant to *Rule X: Administrative Offenses and Penalties of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)*, the corresponding penalties for violation of reasonable office rules and regulations are as follows:

1 st Offense	Reprimand
2 nd Offense	Suspension from one (1) to thirty (30) days
3 rd Offense	Dismissal

This order shall take effect immediately and supersedes D.O. No. 74, s. 2023.


MANUEL M. BONOAN
Secretary

6.1. JTS|MIP|ASB|MGM|AGC

Department of Public Works and Highways
Office of the Secretary



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Department of Public Works and Highways
Central Office
Bureau of Construction

**GUIDELINES AND PROCEDURES FOR THE
ESTABLISHMENT OF THE CONSTRUCTION MATERIALS
PRICE DATA (CMPD)**



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GUIDELINES AND PROCEDURES FOR THE ESTABLISHMENT OF THE CONSTRUCTION MATERIALS PRICE DATA (CMPD)

GENERAL OBJECTIVE

This Guidelines and Procedures aims to establish/provide a construction materials price database per region that will serve as a reference in determining the unit cost of pay items in the preparation of the Program of Works (POW), Approved Budget for the Contract (ABC), and Detailed Unit Price Analysis (DUPA) of the Department of Public Works and Highways (DPWH) implemented projects, including new items of work involved in Variation Order (VO), etc.

CONSTRUCTION MATERIALS PRICE DATA (CMPD)

In order to establish the Guidelines and Procedures in the establishment of the Construction Materials Price Data (CMPD), prescribed hereunder is the outline of activities (Figure No. 1) needed to be undertaken by the District Engineering Offices (DEOs), Regional Offices (ROs), and Central Office (CO, i.e., BOC).

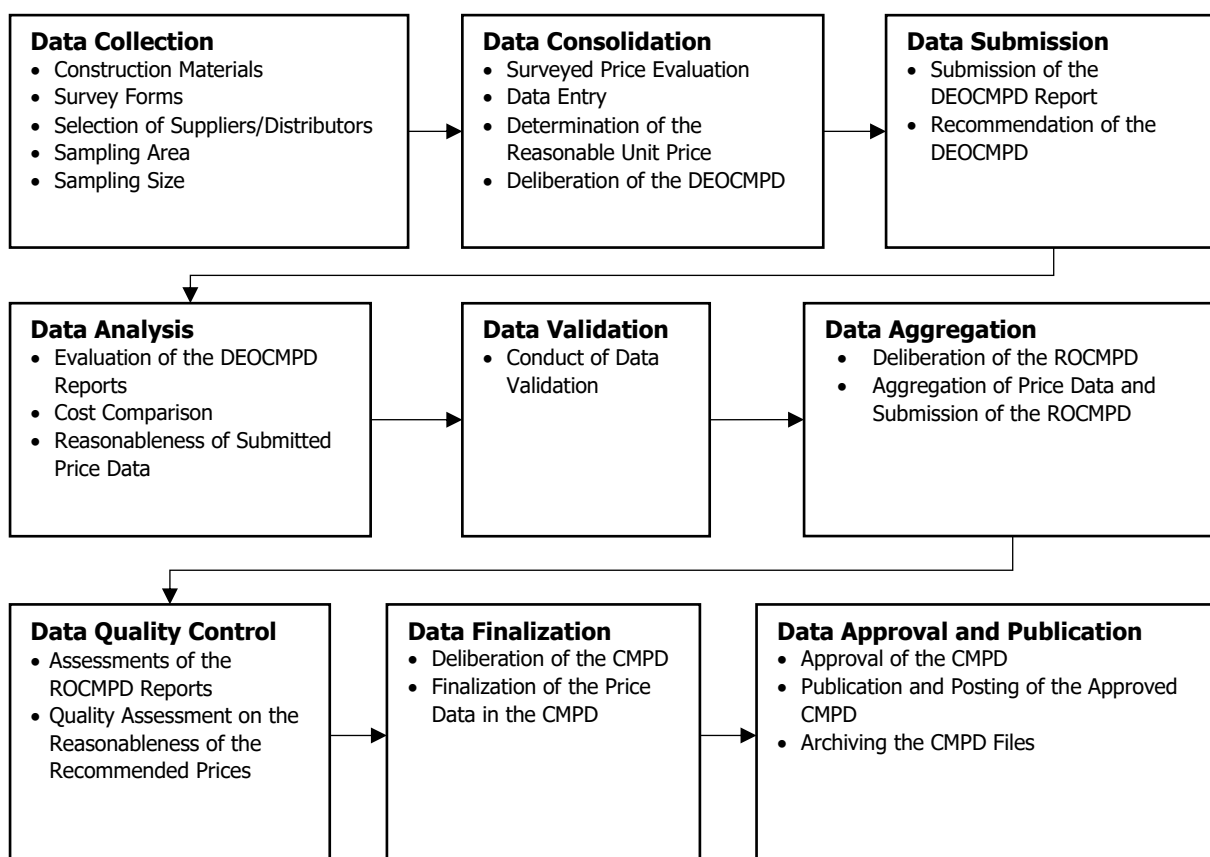


Figure No. 1. Outline of Activities in the Establishment of the CMPD

1. GENERAL INFORMATION

1.1. Objectives

- 1.1.1. To establish a method of control, regulation, and monitoring for the unit prices of common construction materials nationwide.
- 1.1.2. To establish a reasonable representative estimated unit cost of common construction materials for each DEO jurisdiction.
- 1.1.3. To provide comprehensive and up-to-date information on the unit prices of construction materials that are locally supplied, in accordance with a given specification considering their variability from one region to another.
- 1.1.4. To update the processing of the quarterly publication of construction material prices and other pertinent cost data relevant to the construction industry — with emphasis on this Department's development, implementation, and maintenance programs for infrastructure/s (roads, bridges, buildings, flood control structures, etc.).
- 1.1.5. To serve as a take-off point for future construction material database requirements/applications, such as, but not limited to, project financial/cost control, contract claims evaluation, and detailed engineering design.
- 1.1.6. To provide the DPWH top management with relevant and updated information on the cost of construction materials, which will also serve as a reference database in the preparation of DUPA for all pay items and basis for policy decision-making in the areas of cost optimization and alternative design selection.

1.2. Frequency

- 1.2.1. The survey, evaluation, and validation of construction materials prices and the subsequent recommendation, approval, and publication of the CMPD shall be conducted quarterly.
- 1.2.2. The procedural flow for establishing the CMPD is outlined in Appendix A.
- 1.2.3. The data collection, data consolidation, and data submission process shall be done by the DEOs in the first month of every quarter (i.e., January, April, July, and October).
- 1.2.4. The data analysis, data validation, and data aggregation process shall be done by the ROs in the second month of every quarter (i.e., February, May, August, and November).

- 1.2.5. The data quality control, data finalization, report approval, and publication shall be done by the BOC on the third month of every quarter (i.e., March, June, September, and December).

1.3. Duties and Responsibilities

Central Office (BOC)

1.3.1. Director (BOC)

- a. Shall discharge the tasks related to the establishment of the CMPD.
- b. Shall approve the validation report prepared and submitted by the COTWG/COPMC in the event that the COTWG conducted data validation.
- c. Shall attend the deliberation of the CMPD together with the COPMC head and members.
- d. Shall approve the CMPD, including pertinent documents, and sign the memorandum for dissemination of the approved CMPD to all ROs.
- e. Shall sign the documents, and correspondences related to the CMPD.

1.3.2. CO Price Monitoring Committee (COPMC) Head

- a. Shall approve the Notice of Meeting for the deliberation of the CMPD.
- b. Shall recommend the CMPD to the BOC Director.

1.3.3. CO Price Monitoring Committee (COPMC) Members

- a. Shall conduct deliberation of the CMPD in terms of price correctness and reasonableness of the evaluated prices.
- b. Shall establish the list of construction materials needed for clarification/verification.
- c. Shall finalize the unit prices of materials in the CMPD based on the data provided by the DEOs and ROs and recommendations from the COTWG.

1.3.4. CO Technical Working Group (COTWG) Leader

- a. Shall check and ensure the completeness and correctness of the documents for the CMPD prior to submission to the COPMC.

- b. Shall instruct the COTWG members to prepare the Notice of Meeting for the deliberation of the CMPD.
- c. Shall lead the presentation of the CMPD during deliberation with the COPMC.
- d. Shall remind the ROs of late submissions and/or lacking documents through a memorandum signed by the BOC Director.

1.3.5. CO Technical Working Group (COTWG) Members

- a. Shall evaluate, update, and consolidate the qualified suppliers¹ submitted by the ROs.
- b. Shall check and review the completeness and correctness of the ROCMPD Reports.
- c. Shall monitor the timeline of submissions of the ROs.
- d. Shall conduct the review/evaluation, utilizing various cost analysis methods (e.g., cost comparison of nearby DEOs and ROs CMPD, etc.), to assess the quality of the data and determine the most reasonable price in the CMPD.
- e. Shall conduct data validation, whenever necessary.
- f. Shall establish the unit prices of materials based on the data collected during the conduct of validation, and data from ROCMPD and DEOCMPD Reports.
- g. Shall prepare the Notice of Meeting for the deliberation of the CMPD and subsequently prepare the Minutes of Meeting.
- h. Shall be responsible for the safekeeping copies (i.e., PDF Files and MS Excel files) of the CMPD, including pertinent documents.
- i. Shall prepare and submit the CMPD to the COTWG Leader.

Regional Office(RO)

1.3.6. Regional Director (RD)

- a. Shall discharge the tasks related to the establishment of the proposed CMPD/ROCMPD.
- b. Shall approve the validation report prepared and submitted by the ROTWG/ROPWC in the event that the ROTWG conducted data validation.

¹ 2.3. Selection of Suppliers/Distributors

- c. Shall approve the ROCMPD for recommendation, including pertinent documents, and forward the said documents to the BOC Director.

1.3.7. RO Price Monitoring Committee (ROPMC) Head

- a. Shall approve the Notice of Meeting for the deliberation of the ROCMPD and attend the deliberation together with the RD, ROPMC, ROTWG, and representatives from the DEO.
- b. Shall approve the selected and recommended members of the ROTWG, and also sign the documents required for the proposed CMPD/ROCMPD.
- c. Shall recommend the proposed CMPD/ROCMPD, including the required documents, to the RD.

1.3.8. RO Price Monitoring Committee (ROPMC) Members

- a. Shall select and recommend members of the ROTWG.
- b. Shall conduct deliberation of the ROCMPD in terms of price correctness and reasonableness of the evaluated prices.
- c. Shall establish the list of construction materials needed for clarification/verification.

1.3.9. RO Technical Working Group (ROTWG) Leader

- a. Shall check and ensure the completeness and correctness of the documents for the ROCMPD including the supporting documents as per checklist², prior to submission to the ROPMC.
- b. Shall instruct the ROTWG members to prepare the Notice of Meeting for the deliberation of the proposed CMPD/ROCMPD.
- c. Shall lead the presentation of the ROCMPD during deliberation with the ROPMC.

1.3.10. RO Technical Working Group (ROTWG) Members

- a. Shall evaluate, update, and consolidate the qualified suppliers submitted by the DEO, and utilized during the conduct of validation, if any.

²Appendix C: ROCMPD Document Checklist

- b. Shall check and review the completeness and correctness of the DEOCMPD Reports.
- c. Shall monitor the timeline of submissions of the DEOs.
- d. Shall conduct the review/evaluation, utilizing various cost analysis methods (e.g., cost comparison of nearby DEOs and ROs CMPD, etc.), to determine the most reasonable price applicable for the Region.
- e. Shall conduct data validation, whenever necessary.
- f. Shall assist the DEOs in establishing the unit prices of materials that are not available within the jurisdiction of the concerned DEO.
- g. Shall review, finalize, and generate the ROCMPD Report, and be responsible for the safekeeping copies (i.e., PDF Files and MS Excel files) of the ROCMPD, including pertinent documents.
- h. Shall submit the ROCMPD to the ROTWG Leader.
- i. Shall prepare the Notice of Meeting for the deliberation of the ROCMPD and subsequently prepare the Minutes of Meeting.
- j. Shall assist the ROTWG Leader in the presentation of the ROCMPD during deliberation with the RD, ROPMC, and representatives from the DEO.
- k. Shall assist the CO (BOC) in the conduct of data validation.

District Engineering Office (DEO)

1.3.11. District Engineer (DE)

- a. Shall discharge the tasks related to the establishment of the DEOCMPD.
- b. Shall approve the DEOCMPD for recommendation, including pertinent documents, and sign the forwarding memorandum and the said documents to the RD for review and evaluation.

1.3.12. DEO Price Monitoring Committee (DEOPMC) Head

- a. Shall approve the Notice of Meeting for the deliberation of the DEOCMPD and attend the deliberation together with the DE, DEOPMC, and DEOTWG.
- b. Shall sign the documents required for the DEOCMPD.
- c. Shall recommend the DEOCMPD, including the required documents, to the DE.

1.3.13. DEO Price Monitoring Committee (DEOPMC) Members

- a. Shall select and recommend members of the DEOTWG.
- b. Shall conduct deliberation of the DEOCMPD in terms of the correctness and reasonableness of the recommended prices.
- c. Shall determine the list of construction materials needed for clarification/ verification.

1.3.14. DEO Technical Working Group (DEOTWG) Leader

- a. Shall check and ensure the completeness and correctness of the documents for the DEOCMPD including the supporting documents as per the checklist³, prior to submission to the DEOPMC.
- b. Shall instruct the DEOTWG to prepare the Notice of Meeting for the deliberation of the DEOCMPD.
- c. Shall lead the presentation of the DEOCMPD during deliberation, together with the DE, DEOPMC, and DEOTWG members.

1.3.15. DEO Technical Working Group (DEOTWG) Members

- a. Shall be responsible for the identification of the qualified suppliers of the DEO, including their sufficiency and capacity, within and/or outside the DEO's jurisdiction.
- b. Shall schedule the outset of quarterly canvassing of material prices and monitor the submission of the DEOCMPD Report to the Regional Office.
- c. Shall partake in price canvassing to guide and assist the DEOPS whenever necessary.
- d. Shall ensure the survey forms are correctly filled with the necessary data and information, ensuring legibility throughout, and consolidate the material prices canvassed by the DEOPS.
- e. Shall include documentation/attachments that the selected qualified suppliers/ distributors are registered and legally operating businesses.
- f. Shall check and review the correctness of the material prices canvassed by the surveyors in terms of unit used (e.g., RSB should be per kilogram instead

³ Appendix B: DEOCMPD Document Checklist

of per piece), materials description (e.g., RSB should be G40 and/or G60 instead of G33), etc.

- g. Shall derive the appropriate material unit price in the event that there is an inconsistency between the unit of measure specified in the CMPD and that of the supplier.
- h. Shall review/evaluate the canvassed material prices, utilizing various cost analysis methods (e.g., comparison of material prices from its adjacent ROs/DEOs and/or utilizing appropriate statistical analysis tools/methods), to determine the most reasonable price among the surveyed prices of construction materials.
- i. Shall finalize the generation of the DEOCMPD and be responsible for the safekeeping copies (i.e., PDF Files and MS Excel files) of the DEOCMPD, including pertinent documents.
- j. Shall submit the DEOCMPD Report to the DEOTWG Leader.
- k. Shall prepare the Notice of Meeting for the deliberation of the DEOCMPD and subsequently prepare the Minutes of Meeting.
- l. Shall assist the DEOTWG Leader in the presentation of the DEOCMPD during deliberation with the DE, DEOPMC, and DEOTWG Leader.
- m. Shall assist the RO and/or CO (BOC) in the conduct of data validation.

1.3.16. DEO Price Surveyor (DEOPS)

- a. Shall be responsible for canvassing, collection, and encoding of price data provided by the identified qualified suppliers.⁴
- b. Shall ensure the survey forms⁵ are correctly filled with the necessary data and information, ensuring legibility throughout.
- c. Shall conduct price canvassing online if, and only if, (a) the prices of the materials are more accessible online than through on-site price canvassing, and/or (b) the concerned materials are not available within the DEO's jurisdiction.

⁴ 2.3. *Selection of Suppliers*

⁵ 2.2. *Survey Forms*

2. DATA COLLECTION

The DEOTWG shall conduct price canvassing within the first month of every quarter (i.e., January, April, July, and October) through the distribution of survey forms, direct interviews with the authorized suppliers or distributors, online inquiry,⁶ and/or other means, provided that the information in the survey forms are correct and complete and that the aforementioned suppliers/distributors are legitimate and verified with proper documentation.

2.1. Construction Materials

- 2.1.1. For locally produced/supplied materials, the prevailing market price shall be the price of construction materials within the concerned DEO's jurisdiction provided by the suppliers/distributors currently (the quarter being reported) having business dealings/transactions with customers.
- 2.1.2. For locally produced/supplied materials, the unit price shall be the prevailing market pick-up price per unit of measure of construction materials provided by the suppliers/distributors within the concerned DEO's jurisdiction.
- 2.1.3. For materials of foreign origin (i.e., materials only available outside the jurisdiction of the DEO), the unit price shall be the prevailing market price per unit measure of construction materials provided by the manufacturers/suppliers, recommended by the authorized officials of the DPWH, currently (the quarter being reported) having business dealings/transactions with customers, provided that no such materials were supplied/available within the jurisdiction of the concerned DEO. The utilization of the unit price of the concerned construction materials that are only available outside the jurisdiction of the concerned DEO shall be categorized based on the following cases:
 - a. For materials required to be transported by sea, the said unit prices shall be the landed cost of the materials at the appropriate port of entry (i.e., cost at the port of entry), which shall include sea freight charges, customs duties, hauling cost, and other relevant charges.
 - b. For materials that can be transported by land, the said unit prices shall be the market pick-up price from the point of origin where the concerned materials were supplied.
- 2.1.4. Additional charges (e.g., hauling cost, etc.) shall be added to the actual programming of infrastructure projects. In case the said prices will be reflected in the CMPD, it shall be duly noted that those prices correspond to materials that are of foreign origin.
- 2.1.5. For new materials that are not included in the current list of materials in the CMPD, the RO may recommend the inclusion of new materials to the CO (BOC)

⁶ 1.3.16.c. *Online Canvassing of Construction Materials*

through a memorandum signed by the RD. Upon receipt of the request for inclusion, the BOC shall review and evaluate whether the proposed material is appropriate for inclusion. The proposed material shall be included in the CMPD, provided that the concerned material is widely used in most of the IOs' infrastructure projects (i.e., 60% of IOs in Luzon, Visayas, and Mindanao utilize the concerned material) and there are at least three (3) qualified suppliers.

- 2.1.6. For new materials that qualify to be added to the list of construction materials for the CMPD, the inclusion of these materials shall be automatically updated in the BOC database, including downloadable forms, upon approval by the BOC Director. This is also subject to dissemination to all IOs through a memorandum signed by the BOC Director.
- 2.1.7. Construction materials that are not included in the current list of materials in the CMPD are applicable to be utilized in the programming of project cost estimates, given that the concerned office shall certify by the head of IO and attach at least three (3) price quotations/canvassed prices of the concerned materials, and comply with the requirements from the issuances relative thereto.

2.2. Survey Forms⁷

- 2.2.1. The generated construction materials price survey forms shall include all of, but not limited to, the following information:
 - a. Date of Canvas
 - b. DPWH Office
 - c. Name of DEO Price Surveyor
 - d. Signature of DEO Price Surveyor
 - e. Name of Distributor/Supplier
 - f. Name of Distributor's/Supplier's Authorized Personnel
 - g. Signature of Distributor's/Supplier's Authorized Personnel
 - h. Contact Number and/or e-mail address
- 2.2.2. Survey forms with incomplete details⁸ shall be considered void and shall not be utilized in the analysis and recommendation of the concerned material prices.
- 2.2.3. Material codes utilized in the construction materials price survey forms should be consistent with the material codes prescribed in the CMPD.
- 2.2.4. The canvassing of prices through online inquiries should adhere to the guidelines and procedures presented during the data collection stage. Additionally, the following procedures must be followed:
 - a. The price data provided by the suppliers (i.e., price quotations) shall be transferred into the survey forms.

⁷ Survey Form Format

⁸ 2.2.1. Required information in the Survey Forms

- b. Provide necessary remarks to comply with the completeness of the requirements stated in *Section 2.2.1. Required Information in the Survey Forms*. (e.g., signature provided in the price quotation, etc.)
 - c. The price quotations provided by the supplier shall be attached to the filled-out survey forms.
- 2.2.5. In case the accomplished survey forms of the concerned IO (i.e., RO/DEO) shall be utilized by other IOs, the concerned IOs must follow the procedures presented hereunder:
 - a. The concerned IO shall transfer the data indicated in the accomplished survey form to their own generated survey form and provide necessary remarks to comply with the completeness of the requirements stated in *Section 2.2.1*. (e.g., Price data originated from concerned RO/DEO, etc.).
 - b. The acquired survey forms from the concerned IO shall be photocopied and attached with their separate survey form.
- 2.2.6. In case the units prescribed in the CMPD are different from the units utilized by the suppliers/distributors in pricing their products, the concerned surveyor shall reference the price of the material provided in the survey forms and then convert the estimated price of the concerned material (back-up computations shall be attached with the survey forms) following the unit prescribed in the CMPD.

2.3. Selection of Suppliers/Distributors⁹

- 2.3.1. Suppliers/distributors shall refer to the wholesalers/retailers engaged in the sale of all or specific construction materials that conform to the DPWH Standard Specifications (Blue Book) and who have complied with the criteria for selection¹⁰.
- 2.3.2. The selection of suppliers/distributors for locally produced construction materials shall be based on the following criteria:
 - a. Any hardware, crushing plants, batching plants, traders, and suppliers (located within or outside the DEO's jurisdiction) who have the authority to produce/supply materials (passing the minimum DPWH project requirements), provided that the establishments have proper documents to operate as businesses (e.g., business permit, DTI registration certificate, etc.).
 - b. Qualified suppliers may also be selected outside the jurisdiction of the concerned DEO, provided that the establishment is capable of supplying materials within the jurisdiction of the concerned DEO.
 - c. Suppliers/Distributors who are willing to cooperate and provide the prevailing market unit price of the construction materials.

⁹ Appendix C: Prescribed Format Official List of Qualified Suppliers/Distributors

¹⁰ 2.3.2. Criteria for Selection of Suppliers/Distributors

- d. Approved source (i.e., quarry and batching plant) by the Bureau of Research and Standards (BRS) consistent with the Naturally Occurring Source Map submitted by the RO/DEO.
 - e. Selected Suppliers/Distributors should only provide prices applicable to the type of establishment they pose to represent. If inconsistencies were noted, the said establishment would be subject to verification of the ROTWG, e.g., concrete batching plants providing road sign material prices.
- 2.3.3. In the event that the local source is insufficient for the quantity requirements of the projects of DEO or RO, collecting price data from other DEOs' nearest source, with sufficient supply quantity is allowed, provided that the DEO or RO shall issue certification for the insufficiency/scarcity of supply, which shall be consistent with the latest approved source maps of the concerned office, and if necessary, properly validated by the COTWG/ROTWG.
- 2.3.4. Selected qualified suppliers/distributors shall be listed in the Official List of Qualified Suppliers/Distributors duly signed by the authorized DPWH Official with an attached copy of evidence that they are legally registered and operating businesses (e.g., DTI registration certificate, business permits, etc.).
- 2.3.5. In cases where the price data of the concerned suppliers/distributors included in the Summary of Surveyed Prices were not listed in the Official List of Qualified Suppliers/Distributors, the said price data shall be considered void and shall not be utilized in the analysis and recommendation of concerned material price.
- 2.3.6. The list of suppliers/distributors shall be quarterly updated by the DEOs, consolidated, and verified by the ROs/CO (BOC).

2.4. Sampling Area

- 2.4.1. The sampling area shall be well represented within the DEO's jurisdiction to ensure a balanced price data/information gathering.
- 2.4.2. For locally produced/supplied materials, the suppliers/distributors who have complied with the criteria stipulated in section 2.3.2 shall be the sampling area of the construction materials price survey.
- 2.4.3. In cases where the materials are of foreign origin (i.e., outside the jurisdiction of the DEO), only those manufacturers/suppliers recommended and/or approved by the authorized officials of the DPWH will be considered as sampling areas, i.e., listed in the Official List of Qualified Suppliers/Distributors¹¹.
- 2.4.4. Price canvassing in the nearby/adjacent DEOs shall be conducted including the provision of the certificate of non-availability of the said materials. The non-

¹¹ 2.3. Selection of Suppliers/Distributors

availability of materials declared by the DEO shall be verified and validated by the ROTWG.

2.5. Sampling Size

- 2.5.1. There shall be at least three (3) canvassed prices per construction material.
- 2.5.2. In case the materials are not available within the jurisdiction of the DEO or with only less than three suppliers in the DEO's jurisdiction, a certification shall be required from the concerned DEO.
- 2.5.3. In case the materials are unavailable in the adjacent/nearby DEOs, the concerned DEO shall inform the RO to support them in establishing the price of the concerned materials.

3. DATA CONSOLIDATION

3.1. Surveyed Price Evaluation

- 3.1.1. The designated members of the DEOTWG shall ensure that the necessary data and information provided in the survey forms are properly filled out and legible.
- 3.1.2. In case the unit utilized by the suppliers is not the same as the unit prescribed in the CMPD, derivation of the appropriate unit price of the concerned material is required.
- 3.1.3. All canvassed prices obtained from the selected qualified suppliers/distributors shall include documentation that they are registered and legally operating as businesses (e.g., DTI registration certificate, business permits, etc.).

3.2. Data Entry

- 3.2.1. Prior to encoding the construction materials price surveyed, the DEOTWG members shall ensure consistency between the official unit of measure of materials (i.e., based on CMPD) and its reference unit for pricing.
- 3.2.2. Pricing of the construction materials with varying dimensions, sizes, etc., shall be proportional to each other (e.g., the price of a 910 mm dia. RCPC is invariably more expensive than the 610 mm dia. RCPC).

3.3. Determination of the Reasonable Unit Price

- 3.3.1. The determination of most reasonable unit price among the price data considered shall be determined by following the criteria:
- a. The median of the canvassed price data gathered from at least three (3) suppliers shall be the default recommended price of the DEO.
 - b. In the case of a limited or lone authorized supplier/distributor, the data gathered must be compared/considered with the prevailing or surveyed unit price data in the adjacent DEOs and determine the reasonable price; if no available supplier within the adjacent DEOs, consider the prevailing or surveyed unit price data in the other most adjacent DEO following the cases stipulated in *section 2.1*. When the prevailing or surveyed unit price data of the said adjacent DEO is considered, the suppliers/distributors in which the said prevailing or surveyed unit price data originated shall also be adopted by the concerned office.
 - c. If there are no prices within the adjacent DEOs of the concerned DEO, the price of the said materials shall be determined by the RO.
 - d. In case the materials are being supplied by the sole authorized distributor in the country, the RO shall determine and validate the authenticity and reasonableness of the price and inform the CO for finalization of the recommended price for the concerned material.
- 3.3.2. The determination of the most reasonable price in cases stipulated from *b to d* shall be supported with proper documentation and justification (e.g., computation, cost analysis, etc.).

3.4. Deliberation of the DEOCMPD

- 3.4.1. Before the deliberation is conducted, the Assistant District Engineer (ADE) shall sign the Notice of Meeting addressed to the DEOPMC and DEOTWG. The designated personnel shall generate the attendance sheet for the conduct of deliberation of DEOCMPD and subsequently prepare the minutes of the meeting, noted by the Head of Office (i.e., DE).
- 3.4.2. Headed by the Assistant DE, together with the DE, the DEOPMC and DEOTWG shall conduct deliberation on the DEOCMPD prepared by the DEOTWG to ensure that the DEOCMPD is complete, updated, and reasonable. Likewise, the said deliberation shall be the means to properly address the issues concerning the prices of materials critical in the preparation of POW, ABC, DUPA, etc.

4. DATA SUBMISSION

4.1. Submission of the DEOCMPD Report

4.1.1. After the conduct of the deliberation of the DEOCMPD, the DEOTWG shall ensure that the following documents listed in the DEOCMPD Report Checklist are complete and shall be forwarded to the RO not later than the last working day of the 1st month of every quarter (i.e., January, April, July, October).

4.1.2. DEOCMPD Report Requirements:

The following documents outlined herein must strictly adhere to the prescribed format and file type mandated for submission to the RO. The DEO shall retain all original copies of the aforementioned documents, excluding the forwarding memorandum and signed DEOCMPD. Hence, all other signed documents shall be submitted in a PDF File Format and their editable files (e.g., MS Word, Excel, etc.).

Moreover, both electronic files (e-files) and hard copies must adhere to the designated order and naming conventions delineated herein during the submission process, as follows:

- a. DEOCMPD duly signed by the District Engineer, Asst. District Engineer, and Chief of the Construction Section
- b. Official List of Appointed DEOPS, DEOTWG, and DEOPMC duly signed by the District Engineer
- c. Official List of Qualified Suppliers/Distributors duly signed by the District Engineer with attached geotagged photos, and proof signifying that they are legally operating businesses (e.g., DTI, Business Permit, etc.).
- d. Survey Forms (duly signed and properly filled out)
- e. Summary of Surveyed Prices
- f. Certification of completeness and reasonableness for recommendation on price adjustment duly signed by the DEOPMC and the DE
- g. Forwarding Memorandum from the DEO recommending the DEOCMPD for adoption.
- h. Other Certifications, and/or pertinent documents, if any.

4.1.3. The prescribed formats of the abovementioned documents can be downloaded from the DPWH Intranet (<http://dpwhnet>) under Construction Forms. Any additional related forms and revisions on the issued standard forms deemed necessary for utilization of the Department shall be issued through a memorandum signed by the Undersecretary for Technical Services.

4.1.4. A checklist of the required documents for the DEOCMPD Report is provided in Appendix B.

4.2. Recommendation of the DEOCMPD

- 4.2.1. After the deliberation of the DEOCMPD and completion of the required documents, the DEOCMPD Report shall be signed by the DE, including a forwarding memorandum for the RD, recommending the prices of construction materials in the DEOCMPD.

5. DATA ANALYSIS

5.1. Evaluation of the DEOCMPD Reports

- 5.1.1. Upon the receipt of the DEOCMPD, the ROTWG shall start the review and evaluation of the DEOCMPD, including its supporting documents.
- 5.1.2. The ROTWG shall determine the correctness and completeness of the submitted DEOCMPD Reports and consolidate all findings and remarks presented in a tabulated form.
- 5.1.3. The ROTWG shall determine the correctness and reasonableness of the material prices submitted by the DEOs based on the guidelines specified in section 5.3.

5.2. Cost Comparison

- 5.2.1. The ROTWG shall compare the previously approved CMPD from the submitted prices of the DEOs utilizing the tabulated format and computation of the Cost Comparison of materials¹² (previously approved CMPD versus the proposed CMPD) per DEO, which shall also include the justified recommendation for price adjustment.
- 5.2.2. The data presented in the cost comparison shall be based on the data submitted by the DEO. This shall serve as the first step of evaluation to determine which material prices have changed in comparison to their previously approved price data.
- 5.2.3. Further comparison and analysis of prices shall be presented in the validation reports and the final recommendation on the prices of construction materials for the proposed CMPD/ROCMPPD.

5.3. Reasonableness of Submitted Price Data

- 5.3.1. The ROTWG shall determine the reasonableness of the submitted prices based on the information gathered during the conduct of Data Validation, relevant

¹² Cost Comparison Format

department issuances, and/or by performing statistical analysis on the datasets published by the appropriate agencies (e.g., PSA Price Indices, DTI Price, etc.).

- 5.3.2. If the recommended price of the DEO is determined to be lower than the validated price of the RO, the default unit price shall be the lower of the two. However, the RO retains the option to recommend the validated price, provided that detailed justifications for the material price in question were presented during the validation process. Additionally, the RO must include necessary evidence within the validation report to substantiate the validated price.

6. DATA VALIDATION

6.1. Conduct of Data Validation

- 6.1.1. Validation of the concerned Construction Materials shall be conducted by the members of the ROTWG upon instruction of the ROPMC. The Validation Team shall be designated by the ROPMC and should be composed of at least one (1) permanent engineer.
- 6.1.2. Validation of price data for the relevant materials shall be automatically conducted under the following circumstances:
 - a. Any price changes are observed in comparison with the previously approved price in the CMPD.
 - b. Inconsistencies and/or lack of updates are identified in the prices in comparison with the adjacent ROs/DEOs.
 - c. The involved DEO requires assistance from the RO to establish a unit price for the concerned material.¹³
 - d. Instructions to conduct data validation are issued by the ROPMC and/or RD.
- 6.1.3. During the conduct of deliberation, the Validation Team should be able to collect enough price data and/or pertinent evidence (e.g., certifications, documents from the suppliers, etc.) to corroborate the recommended price of the materials in question and as well other pertinent information and/or documents relative thereto.
- 6.1.4. During the conduct of validation, the ROTWG shall conduct a separate survey for construction material prices from the list of qualified suppliers of the concerned DEOs and other qualified suppliers not necessarily selected by the DEO within the area of jurisdiction of the concerned DEO or from the nearest DEO. The canvassed prices shall be compared with the recommended unit prices from the DEOCMPD and subsequently adopted, whichever cost is lower.

¹³ 2.5.3. Material Price is not available within the adjacent DEO

- 6.1.5. For common construction materials, if canvassed prices are suspected to exceed the normal perceived cost, they shall be compared against the computed production cost of the material and/or the recommended unit prices from the DEOCMPD. Subsequently, the lower of the two costs shall be adopted.
- 6.1.6. The ROTWG shall coordinate/discuss with the DEOPMC/DEOTWG of the concerned DEO and the DE the results of their validation. Any discrepancies between the recommended prices from the DEOCMPD and the validated prices shall be adjusted within the limitations agreed upon by the ROPMC/ROTWG and DEOPMC/DEOTWG, given that the said prices shall be consistent and reasonable in comparison with the adjacent DEOs/ROs CMPD.
- 6.1.7. After the conduct of the validation proper, the Validation Team shall prepare and submit the Validation Report to the ROPMC, which shall be duly approved by the RD.
- 6.1.8. The Validation Report of the ROTWG shall contain, but not limited to, the following contents:
 - a. Narrative Report including justifications
 - b. Official List of Qualified Suppliers/Distributors duly signed by the District Engineer with attached geotagged photos, copy of DTI Registration Certificates/business Permit, and other pertinent documents
 - c. Summary of Canvassed Prices with the accomplished survey forms
 - d. Cost Analysis of Validated Price Data
 - e. Proposed CMPD/ROCMPPD reflecting the reasonable prices identified based on the conduct of price validation
 - f. Other pertinent documents (e.g., local government issuances for quarry sites, etc.)

7. DATA AGGREGATION

7.1. Deliberation of the ROCMPD

- 7.1.1. Before the deliberation is conducted, the Assistant Regional Director (ARD) shall sign the Notice of Meeting addressed to the ROPMC and ROTWG. The designated personnel shall generate the attendance sheet for the conduct of deliberation of ROCMPD and subsequently prepare the minutes of the meeting, noted by the Head of Office (i.e., RD).
- 7.1.2. Headed by the ARD, together with the RD, ROPMC, and ROTWG shall conduct deliberation on the ROCMPD prepared by the ROTWG to ensure that the ROCMPD is complete, validated, and reasonable. Likewise, the said deliberation shall be the means to properly address the issues concerning the prices of materials critical in the preparation of POW, ABC, DUPA, etc.

7.2. Aggregation of Price Data and Submission of the ROCMPD

- 7.2.1. After the conduct of the deliberation of the ROCMPD, the ROTWG shall ensure that the following documents listed in the ROCMPD Report Checklist are complete and shall be forwarded to the CO not later than the last working day of the 2nd month of every quarter (i.e., February, May, August, and November).
- 7.2.2. The evaluated price data after the conduct of data analysis, validation, and deliberation shall be aggregated into the regionwide price data, which shall be the proposed CMPD/ROCMPD.
- 7.2.3. For the proposed CMPD, the ROPMC and ROTWG shall ensure that all price data reflected in the ROCMPD are correct, consistent, complete (i.e., no vacant prices), and reasonable.
- 7.2.4. The following documents outlined herein must strictly adhere to the prescribed format and file type mandated for submission to the CO. The RO shall retain all original copies of the aforementioned documents, excluding the forwarding memorandum and proposed CMPD/ROCMPD. Hence, all other signed documents shall be submitted in a PDF File Format and their editable files (e.g., MS Word, Excel, etc.).

Moreover, both electronic files (e-files) and hard copies must adhere to the designated order and naming conventions delineated herein during the submission process, as follows:

- a. Proposed CMPD/ROCMPD
 - b. Official List of Appointed ROTWG, and ROPMC duly signed by the Regional Director
 - c. Official List of the Regionwide Qualified Suppliers/Distributors
 - d. Cost Comparison of materials with justified recommendation for price adjustment (previously approved CMPD versus the proposed CMPD) per DEO
 - e. Validation Report with complete documentation (*See section 6.1.8*)
 - f. DEOCMPD Reports
 - g. Certification of completeness and reasonableness for recommendation on price adjustment duly signed by the ROPMC and RD
 - h. Forwarding Memorandum from the RO recommending the ROCMPD for adoption
 - i. Other certifications, and/or pertinent documents, if any
- 7.2.5. The prescribed formats of the abovementioned documents can be downloaded from the DPWH Intranet (<http://dpwhnet>) under Construction Forms. Any additional related forms and revisions on the issued standard forms deemed necessary for utilization of the Department shall be issued through a memorandum signed by the Undersecretary for Technical Services.

- 7.2.6. A checklist of the required documents for the ROCMPD Report is provided in Appendix C.
- 7.2.7. After the deliberation of the ROCMPD and completion of the required documents, the ROCMPD Report shall be signed by the RD, including a forwarding memorandum for the BOC Director, recommending the prices of construction materials in the proposed CMPD/ROCMPD

8. DATA QUALITY CONTROL

8.1. Assessments of the ROCMPD Reports

- 8.1.1. Upon receipt of the ROCMPD, the designated COTWG shall start assessing the ROCMPD, including its supporting documents.
- 8.1.2. Prior to the assessment of the ROCMPD Reports, the designated COTWG shall determine the correctness and completeness of the submitted ROCMPD Reports and consolidate all findings and remarks presented in a tabulated form.

8.2. Quality Assessment on the Reasonableness of the Recommended Prices

- 8.2.1. To assess the quality of the data pertaining to the consistency, correctness, and reasonableness of the recommended prices in the ROCMPD, the following variables shall be considered:
 - a. The variances of the recommended prices shall be compared with the previously approved prices of materials to determine if they are consistent with the trend of fluctuation of the Philippine Statistics Authority (PSA) Wholesale Construction Materials Price Indices based on the quarter in which the prices were recommended.
 - b. The variances of the approved prices shall be compared with the previously approved prices of materials based on the computed variances of the concerned materials from the nationwide approved prices of the quarter in which the prices were recommended.
 - c. The variances of the approved prices shall be compared with the previously approved prices of materials based on the computed variances of the concerned materials within adjacent, comparable locations with similar suppliers/distributors as the concerned IO.
- 8.2.2. The reasonableness of the approved material prices shall be assessed based on the evaluation of the COTWG for each material price (e.g., with at least three (3) canvassed prices, consistency of pricing of the material group, e.g., RSB G40 and

G60 price consistency, cement and aggregate to Ready-Mix Concrete consistency, consistency of pricing in comparison with the adjacent IOs, comparison with the submitted price of the winning contractors, etc.), considering the variables mentioned in section 8.2.1.

- 8.2.3. To ensure the quality of data in the establishment of the CMPD, the COTWG may conduct data validation, which includes the determination of the validity and appropriateness of the submitted qualified suppliers of the ROs/DEOs, revalidation and gathering of additional surveyed prices, and/or any validation of information relative to the submitted documents in the ROCMPD and DEOCMPD Reports.
- 8.2.4. For Joint Validation between the COTWG and ROTWG, the concerned RO may request for the conduct of joint validation during the data analysis, validation, and aggregation stage (second month of every quarter) to the BOC, in order for the COTWG to conduct validation and evaluation on the submitted prices of the DEOs and determine the reasonableness of the prices of construction materials reflected in the ROCMPD during the said stage, in which the validation report shall be approved by the BOC Director, and subject for deliberation of the CO.

9. DATA FINALIZATION

9.1. Deliberation of the CMPD

- 9.1.1. After the conduct of the data quality assessment, the COTWG shall recommend the finalized price data in the CMPD for deliberation with the COPMC and BOC Director.
- 9.1.2. Before the deliberation is conducted, the BOC Assistant Director shall sign the Notice of Meeting addressed to the BOC Director and COPMC members. The designated personnel shall generate the attendance sheet for the conduct of deliberation of CMPD and subsequently prepare the minutes of the meeting, noted by the Head of Office (i.e., BOC Director).
- 9.1.3. Headed by the BOC Assistant Director, together with the BOC Director and members of the COPMC, the BOC shall conduct deliberation on the finalized CMPD, which was prepared by the COTWG, to ensure that the said CMPD is complete, correct, and reasonable. Likewise, the said deliberation shall be the means to properly address the issues concerning the prices of materials critical in the preparation of POW, ABC, DUPA, etc.

9.2. Finalization of the Price Data in the CMPD

- 9.2.1. For the prices of the materials that have numerical errors, determined to be unreasonable/inconsistent with the prices recommended by the ROs/DEOs,

and/or no available data from the ROs and DEOs, the COTWG shall recommend prices within the threshold computed through the data from the price indices, or the submitted price data by all the ROs and DEOs, including the price data gathered by the COTWG.

- 9.2.2. The finalized price data reflected in the CMPD shall be the reasonable estimated pick-up price or unit cost applicable for all sources included in the Official List of Qualified Suppliers of the ROs and DEOs. For construction materials with unit cost determined to be the landed cost on the port of entry of the concerned DEO, the only source appropriate is the location of the identified port of entry.
- 9.2.3. The finalized CMPD for all sixteen (16) regions (i.e., CAR, NCR, Region I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII) shall be complete and reasonable, in accordance with the guidelines and procedures stipulated herein.

10. DATA APPROVAL AND PUBLICATION

10.1. Approval of the CMPD

- 10.1.1. After the deliberation of the CMPD and completion of all required documents, the proposed CMPD shall be approved by the BOC Director.

10.2. Publication and Posting of the Approved CMPD

- 10.2.1. The BOC is responsible for dissemination to the RO through a memorandum signed by the BOC Director and uploading the approved CMPD for posting by the assigned COPMC member no later than one (1) week after the end of the reported quarter.
- 10.2.2. The BOC shall also furnish a copy of the scanned copy of the approved CMPD in the uploading facility provided by the Information Management Service (IMS).

10.3. Archiving the CMPD Files

- 10.3.1. The CO, ROs, and DEOs shall meticulously keep original copies, photocopies, electronic files (e.g., PDF Files, MS Word, MS Excel, etc.), and scanned signed copies of all related documents in establishing the CMPD. The said offices shall keep all records of the said documents within the years bounded by applicable laws, rules and regulations, department orders, and/or other pertinent issuances of the DPWH.

APPENDIX

**GUIDELINES AND PROCEDURES FOR THE ESTABLISHMENT OF THE
CONSTRUCTION MATERIALS PRICE DATA**

APPENDIX A:

Procedural Flow for Establishing the CMPD

APPENDIX B:

DEOCMPD Document Checklist

CHECKLIST FOR THE REQUIRED DOCUMENTS AND ATTACHMENTS FOR THE QUARTERLY SUBMISSION OF THE DEO CONSTRUCTION MATERIALS PRICE DATA (DEOCMPD)

	a. DEOCMPD duly signed by the District Engineer, Asst. District Engineer, and Chief of the Construction Section
	b. Official List of Appointed DEOPS, DEOTWG, and DEOPMC duly signed by the District Engineer
	c. Official List of Qualified Suppliers/Distributors duly signed by the District Engineer with attached geotagged photos, and proof signifying that they are legally operating businesses (e.g., DTI, Business Permit, etc.)
	d. Summary of Surveyed Prices
	e. Survey Forms (duly signed and properly filled out)
	f. Certification of completeness and reasonableness for recommendation on price adjustment duly signed by the DEOPMC and the DE
	g. Forwarding Memorandum from the DEO recommending the proposed DEO CMPD for adoption
	h. Other Certifications, and/or pertinent documents, if any (Certificate of Lone Supplier, Certificate of Limited Supplier, etc.)

Note:

*The prescribed formats of the abovementioned documents can be **downloaded** from the **DPWH Intranet (<http://dpwhnet>)** under **Construction Forms**. Any additional related forms and revisions on the issued standard forms deemed necessary for utilization of the Department shall be issued through a memorandum signed by the Undersecretary for Technical Services.*

Moreover, the Survey Form format presented herein can be utilized by the DEOs, ROs, and CO.

(Office Code: XX)

[illegible]

Prepared by:

Submitted by:

(NAME)

District Engineer



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGION)
(DISTRICT ENGINEERING OFFICE)
(Address)

**OFFICIAL LIST OF APPOINTED PERSONNEL FOR THE SUBMISSION OF THE
DISTRICT ENGINEERING OFFICE CONSTRUCTION MATERIALS PRICE DATA
(DEOCMPD) FOR THE __ QUARTER OF C.Y. __**

In compliance with Department Order No. __, Series of __, Guidelines and Procedures for the Establishment of the Construction Materials Price Database, listed below are the appointed personnel for the preparation and submission of the DEOCMPD for the __ Quarter of C.Y. __.

NAME	DESIGNATION	POSITION	OFFICE	CONTACT NO.	SIGNATURE
I. District Engineering Office Price Surveyor (DEOPS)					
1.					
2.					
3.					
4.					
II. District Engineering Office Technical Working Group (DEOTWG)					
1.					
2.					
3.					
4.					
III. District Engineering Office Price Monitoring Committee (DEOPMC)					
1.					
2.					
3.					
4.					

Approved by:

(NAME)
District Engineer
(District Engineering Office)

Provide Remarks if Signature of
the concerned TWG/PMC
member is not available
(e.g., O.B., O.L., etc.)

b. Official List of Appointed DEOPS, DEOTWG, and DEOPMC



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGION)
(DISTRICT ENGINEERING OFFICE)
 (Address)

**OFFICIAL LIST OF QUALIFIED SUPPLIERS/DISTRIBUTORS OF
 CONSTRUCTION MATERIALS FOR THE __ QUARTER OF C.Y. __**

In compliance with Department Order No. __, Series of __, Guidelines and Procedures for the Establishment of the Construction Materials Price Database, listed below are the qualified suppliers/distributors from which the recommended prices were sourced/originated for the __ Quarter of C.Y. __.

NAME	ADDRESS (Municipality/City)	COORDINATES (Latitude, Longitude)	REMARKS
I. QUARRY SOURCES			
1.			
2.			
3.			
4.			
II. BATCHING PLANTS			
1.			
2.			
3.			
4.			
III. CRUSHING PLANTS			
1.			
2.			
3.			
4.			
IV. OTHER SUPPLIERS/DISTRIBUTORS			
1.			
2.			
3.			
4.			

The coordinates shall be in decimal degree format
 (i.e., 14.587980372934677,
 120.97224739574027)

Approved by:

(NAME)
 District Engineer
 (District Engineering Office)

Provide the port name, address,
 and coordinates for foreign
 construction materials
 transported by sea, reflecting
 their landed cost in the submitted
 price data

c. Official List of Qualified Suppliers/Distributors

**SUMMARY OF SURVEYED CONSTRUCTION MATERIAL PRICES FOR THE
__ QUARTER OF C.Y. __**

Material Code	Material Description	Unit	Name of Supplier/ Distributor	Surveyed Price	Median Surveyed Price	Previously Approved Price	Variance* (%)	Remarks

Certified by:

d. Summary of Surveyed Prices



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGION)
(DISTRICT ENGINEERING OFFICE)
(Address)

DATE

CERTIFICATION

This is to certify that the supporting documents and attachments submitted by this Office are complete, and the prices of construction materials reflected on the DEO Construction Materials Price Data (CMPD) for the __ Quarter of CY ____ prepared and submitted by this Office are correct and reasonable. Thus, it is hereby recommended for approval.

(NAME)

Assistant District Engineer
Head, District Engineering Office Price Monitoring Committee

(NAME)

District Engineer

f. Certification of completeness and reasonableness



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGION)
(DISTRICT ENGINEERING OFFICE)
(Address)



DATE

MEMORANDUM

FOR : **(Regional Director NAME)**
Regional Office, Region <No.>

THRU : **(Assistant Regional Director NAME)**
Head, Regional Office Price Monitoring Committee
Regional Office, Region <No.>
Address

SUBJECT : **Submission of District Engineering Office Construction Materials Price Data (DEOCMPD) for the ___ Quarter of CY ____**

In compliance with Department Order No. ___ Series of ___: Guidelines and Procedures for the Establishment of the Construction Materials Price Database, submitted herewith, for your evaluation, is the DEOCMPD for the ___ Quarter of CY ___ of ___ District Engineering Office, including other pertinent documents specified in the said Guidelines and Procedures.

(NAME)
District Engineer

Website: <https://www.dpwh.gov.ph>
Tel. No(s).: 5304-3000 / (02) 165-02



g. Forwarding Memorandum from the DEO



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGION)
(DISTRICT ENGINEERING OFFICE)
(Address)

DATE

CERTIFICATION OF <TYPE>

< Provide a Narrative relative to the Certification being generated. This certification format is applicable for various certifications required in the establishment of the DEOCMPD and ROCMPD, e.g., Certification of Lone Supplier, Certification of Limited Supplier, etc. >

(NAME)

Assistant District Engineer
Head, District Engineering Office Price Monitoring Committee

(NAME)

District Engineer

h. Other Certifications (e.g., Certificate of Lone Supplier, etc.), if any

APPENDIX C:

ROCMPD Document Checklist

CHECKLIST FOR THE REQUIRED DOCUMENTS AND ATTACHMENTS FOR THE QUARTERLY APPROVAL OF THE RO CONSTRUCTION MATERIALS PRICE DATA (ROCMPTD)

	a. Proposed CMPD/ROCMPTD (excel file, approved scanned copy, and hard copy in an 8.5 x 13-inch size paper).
	b. Official List of Appointed ROTWG, and ROPMC duly signed by the Regional Director.
	c. Official List of the Regionwide Qualified Suppliers and Distributors duly signed by the Regional Director.
	d. Cost Comparison of materials with justified remarks for price adjustment (previously approved CMPD versus the proposed CMPD) per DEO
	e. Validation Report with complete documentation (See section 6.1.8)
	f. DEOCMPD Reports and including other documents listed in the checklist of the DEO
	g. Certification of completeness and reasonableness for recommendation on price adjustment duly signed by the ROPMC and RD
	h. Forwarding Memorandum from the RO forwarding the proposed CMPD for posting in the DPWH Intranet addressed to the concerned IOs.
	i. Other Certifications, and/or pertinent documents, if any (Certificate of Lone Supplier, Certificate of Limited Supplier, etc.)

Note:

All documents must be printed on an A4 size paper except for the cover page and the proposed CMPD/ROCMPTD, which must be printed on an 8.5 x 13-inch size paper.

*The prescribed formats of the aforementioned documents listed above can be **downloaded** from the **DPWH Intranet (<http://dpwhnet>)** under **Construction Forms**. Any additional related forms and revisions on the issued standard forms deemed necessary for utilization of the Department shall be issued through a memorandum signed by the Undersecretary for Technical Services.*



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGIONAL OFFICE)
 (Address)

**OFFICIAL LIST OF APPOINTED PERSONNEL FOR THE SUBMISSION OF THE
 REGIONAL OFFICE CONSTRUCTION MATERIALS PRICE DATA (ROCPD)
 FOR THE __ QUARTER OF C.Y. __**

In compliance with Department Order No. __, Series of __, Guidelines and Procedures for the Establishment of the Construction Materials Price Database, listed below are the appointed personnel for the preparation, review, evaluation, and validation of the ROCPD for the __ Quarter of C.Y. __.

NAME	DESIGNATION	POSITION	OFFICE	CONTACT NO.	SIGNATURE
I. Regional Office Technical Working Group (ROTWG)					
1.	Head				
2.	Member				
3.	Member				
4.	Member				
5.	Member				
II. Regional Office Price Monitoring Committee (ROPMC)					
1.	Head				
2.	Member				
3.	Member				
4.	Member				
5.	Member				

Approved by:

(NAME)

Regional Director
 (Regional Office)

b. Official List of Appointed ROTWG, and ROPMC



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGIONAL OFFICE)
(Address)

**OFFICIAL LIST OF THE REGIONWIDE QUALIFIED SUPPLIERS/DISTRIBUTORS
OF CONSTRUCTION MATERIALS FOR THE ___ QUARTER OF C.Y. ___**

In compliance with Department Order No. __, Series of __, Guidelines and Procedures for the Establishment of the Construction Materials Price Database, listed below are the qualified suppliers/distributors from which the recommended prices were sourced/originated for the ___ Quarter of C.Y. __.

NAME	ADDRESS (Municipality/City)	COORDINATES (Latitude, Longitude)	REMARKS
(DEO)			
I. QUARRY SOURCES			
1.			
2.			
3.			
II. BATCHING PLANTS			
1.			
2.			
3.			
III. CRUSHING PLANTS			
1.			
2.			
3.			
IV. OTHER SUPPLIERS/DISTRIBUTORS			
1.			
2.			
3.			

Approved by:

(NAME)
Regional Director
(Regional Office)

c. Official List of the Regionwide Qualified Suppliers and Distributors

**COST COMPARISON OF MATERIALS WITH JUSTIFIED REMARKS FOR
PRICE ADJUSTMENT FOR THE __ QUARTER OF C.Y. __**

[illegible]

Submitted by:

d. Cost Comparison of materials with justified remarks for price adjustment



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGIONAL OFFICE)
(Address)

DATE

CERTIFICATION

This is to certify that the prices of construction materials as reflected in the Regional Office Materials Price Data (ROCMPD) for the ____ Quarter of CY ____, prepared, evaluated and validated by this Office were properly reviewed, evaluated and validated (if conducted) by the Regional Office Price Monitoring Committee (ROPMC) and Technical Working Group (ROTWG).

Likewise, this further certifies that the supporting documents and attachments prepared by this Office are complete, and the ROCMPD was found to be correct and reasonable by this Office and hereby recommend for approval.

(NAME)

Assistant Regional Director
Head, Regional Office Price Monitoring Committee

(NAME)

Regional Director

g. Certification of completeness and reasonableness



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGIONAL OFFICE)
(Address)



DATE

MEMORANDUM

FOR/TO : **(Director NAME)**
Bureau of Construction
Address

SUBJECT : Submission of Regional Office Construction Materials Price Data (ROCMPS) for the __ Quarter of CY ____

In compliance with Department Order No. __ Series of __: Guidelines and Procedures for the Establishment of the Construction Materials Price Database, submitted herewith, for your evaluation and approval, is the ROCMPD for the __ Quarter of CY __ of __ District Engineering Office, including other pertinent documents specified in the said Guidelines and Procedures.

(NAME)
Regional Director

Website: <https://www.dpwh.gov.ph>
Tel. No(s): 5304-3000 / (02) 165-02



h. Forwarding memorandum from the RO



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
(REGIONAL OFFICE)
(Address)

DATE

CERTIFICATION OF <TYPE>

< Provide a Narrative relative to the Certification being generated. This certification format is applicable for various certifications required in the establishment of the DEOCMPD and ROCMPD, e.g., Certification of Lone Supplier, Certification of Limited Supplier, etc. >

(NAME)

Assistant Regional Director
Head, Regional Office Price Monitoring Committee

(NAME)

Regional Director

i. Other Certifications (e.g., Certificate of Lone Supplier, etc.), if any