



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

099.13.0.PWH  
05.04.2018

02 MAY 2018

DEPARTMENT ORDER )  
NO. 72 )

**SUBJECT: REVISED GUIDELINES FOR THE ESTABLISHMENT OF CONSTRUCTION MATERIALS PRICE, STANDARD LABOR AND EQUIPMENT RENTAL RATES DATABASE**

Series of 2018 *or. of. 18*

In line with the establishment of a standard database for the prices of construction materials and labor as well as equipment rental rates for use in the pay items in the preparation of Program of Work (POW), Approved Budget for the Contract (ABC) and Detailed Unit Price Analysis for infrastructure projects, the Bureau of Construction and all Regional/District Offices nationwide shall adopt the attached guidelines.

To ensure its continuous and proper implementation and to institutionalize functions versus use of committees, the functions of the Central Office Price Monitoring Committee as stipulated in Department Order No. 71, Series of 2012 are hereby transferred to the Bureau of Construction.

The Pre-Construction Division of the Bureau of Construction (PCD-BOC) headed by a Division Chief shall serve as the Central Office Technical Working Group (COTWG) to assist the Bureau of Construction Director in discharging the tasks stipulated in Annex A. For the Regional/District Engineering Offices Price Monitoring Committee and Technical Working Group, hereunder are their compositions.

**REGIONAL OFFICE PRICE MONITORING COMMITTEE (ROPMC)**

- Head - Assistant Regional Director  
Members - Chief, Construction Division  
Chief, Planning and Design Division  
Chief, Maintenance Division  
Chief, Materials Quality Control and Hydrology Division  
Chief, Equipment Maintenance Division

The Construction Division headed by the Division Chief shall serve as the Regional Office Technical Working Group (ROTWG) to assist the ROPMC.

**DISTRICT ENGINEERING OFFICE PRICE MONITORING COMMITTEE (DEOPMC)**

- Head - Assistant District Engineer  
Members - Chief, Construction Section  
Chief, Planning and Design Section  
Chief, Maintenance Section  
Chief, Materials Quality Control Section  
Representative, Area Equipment Section

The Construction Section headed by the Section Chief shall serve as the District Engineering Office Technical Working Group (DEOTWG) to assist the DEOPMC.

The Guidelines for the Establishment of Construction Materials Price Data, Standard Labor and Equipment Rental Rates is attached as Annex A, Procedural Flow for Generating Construction Materials Price Data as Annex B of this issuance and Annex C Checklist of Supporting Documents and Attachments for Quarterly Submission of Construction Materials Price Data including Standard Forms.

The District Engineer, DEOPMC, concerned DEOTWG member and Construction Materials Price Surveyor (CMPS) in the district level, the ROPMC and concerned ROTWG member in the regional level, and concerned COTWG member shall be held responsible and accountable to the correctness and reasonableness of the materials unit price data that they generated, validated and submitted.

Any designated ROPMC/DEOPMC and all TWG members not complying with the guidelines and deadlines shall be sanctioned pursuant to the expressed provisions of Section 22 c, Rule XIV, Book V of Executive Order No. 292, Series of 1987, the corresponding penalties for violation of reasonable office rules and regulations are as follows:

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

This Order takes effect immediately and supersedes D.O. No. 71, Series of 2012, Guidelines for the Establishment of Construction Materials Price, Standard Labor and Equipment Rental Rates Database.

  
**MARK A. VILLAR**  
Secretary

6.1 WROJEKS

Department of Public Works and Highways  
Office of the Secretary



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**ANNEX 'A'**  
**GUIDELINES FOR THE ESTABLISHMENT OF CONSTRUCTION MATERIALS PRICE,  
STANDARD LABOR AND EQUIPMENT RENTAL RATES DATABASE**

**OVERALL OBJECTIVE**

To establish/provide a standard database for Materials Price, Labor, and Equipment Rental Rates for use in the pay items in the preparation of the Program of Works (POW), Approved Budget for the Contract (ABC) and Detailed Unit Price Analysis (DUPA), including new items of work involved in Variation Order (V.O).

**Part I – Standard Pricing of Construction Materials****1.1 Objectives**

- 1.1.1 To provide comprehensive and up-to-date information on the unit prices of materials that are locally supplied construction items of work/project activities, in accordance with a given specification considering their variability from one region to another.
- 1.1.2 To establish a method of control/regulation and monitoring for the unit prices of construction materials nationwide for all items of construction works.
- 1.1.3 To provide an updated quarterly publication of construction material prices and other pertinent cost data relevant to the construction industry with greater emphasis on the Department of Public Works and Highways' (DPWH's) development, implementation and maintenance programs for infrastructure/s (roads, bridges, buildings, water supply, etc.).
- 1.1.4 To serve as take-off point for future construction database requirements/application, such as project networking, scheduling and control, evaluation of a project's program of works and other contract documents, cost estimating and engineering design.
- 1.1.5 To provide DPWH top management with relevant and up-to-date information on cost of construction materials to serve as database reference in the use of the proposed standard cost sheets for all pay items, and basis for policy decision-making in the areas of cost optimization and alternative design selection.

**1.2 Definition**

- 1.2.1 For locally produced/supplied materials, the prevailing market price shall be the price of construction materials within the concerned District Engineering Office's (DEO's) area of responsibility, provided by the suppliers/distributors in current (the quarter being reported) dealing/business transaction with customers.
- 1.2.2 For locally produced/supplied materials, the unit price shall be the prevailing market pick-up price within the concerned DEO's area of responsibility, per unit of measure of construction materials, as provided by the suppliers/distributors.

- 1.2.3 For materials of foreign origin, unit price shall be the prevailing market price, per unit measure of construction materials, actually provided by the manufacturers/suppliers recommended and/or approved by the authorized officials of the DPWH or those that have supplied DPWH projects with the same materials, within the last three years, in current (the quarter being reported) dealing/business transaction with customers. The said unit price/s shall be the landed cost of the materials on site, which shall include sea freight charges, custom duties, hauling cost and other relevant charges.
- 1.2.4 The Construction Materials Price Surveyor/s (CMPS) of the DEO shall refer to the designated/authorized personnel coming from any section of the DEO and duly appointed by the concerned District Engineer, who shall conduct actual field survey, collect all the accomplished survey form within their jurisdiction.
- 1.2.5 The TWG of the concerned DEO shall be the designated/authorized personnel of the Construction Section and shall be headed by the Chief of the Section.
- 1.2.6 The TWG of the concerned Regional Office shall be the designated/authorized personnel of the Construction Division and shall be headed by the Division Chief.
- 1.2.7 The TWG of the Central Office shall be the designated/authorized personnel of the Pre-Construction Division of Bureau of Construction (PCD-BOC) and shall be headed by the Division Chief.
- 1.2.8 Suppliers/distributors shall refer to the wholesalers/retailers engaged in the sale of all or specific construction material/s that conform to the DPWH Standard Specifications (Blue Book) who have complied with the criteria for their selection (refer to item no. 1.5.3).

### **1.3 Area of Sampling**

- 1.3.1 The suppliers/distributors, for locally produced/supplied materials, who have complied with the criteria stipulated in item no. 1.5.3, shall be the sampling source of the construction materials unit price survey.
- 1.3.2 For the above-stated materials, the area of sampling shall be well represented within the DEO's area of responsibility to ensure a balanced price data/information gathering.
- 1.3.3 In cases where in the required materials will be of foreign origin, only those manufacturers/suppliers recommended and/or approved by the authorized officials of the DPWH or those who have previously supplied DPWH projects with the same materials, within the last three (3) years, will be considered as sampling source for the said materials.
- 1.3.4 In cases wherein materials are not available at the concerned DEO, the sampling source shall be the suppliers/distributors in the nearest District/Regional Office.

## **1.4 Sample Size**

For each DEO, the prevailing unit price/s of the materials shall as much as possible be obtained from at least three suppliers/distributors who shall sign the canvass form and duly countersigned by the CMPS.

## **1.5 Methodology**

### **1.5.1 Survey Forms**

The construction materials unit price survey form/s of the Regional Office and District Engineering Offices shall be printed from the Construction Cost Information System (CCIS). It shall be accomplished and duly signed by the suppliers/distributors and shall be countersigned by the CMPS. The said forms shall be the basis of the recommended unit prices of the construction materials pre-numbered consistent with the Blue Book for control purposes.

### **1.5.2 Responsibilities**

1.5.2.1 The District Engineer Shall:

- a. Organize and designate CMPS.
- b. Determine and validate not less than three (3) qualified suppliers/distributors of the construction materials based on the criteria stipulated in item 1.5.3. In cases wherein the required materials are of foreign origin, only those manufacturers/distributors recommended and/or approved by the authorized officials of the DPWH or those that have supplied DPWH projects with the same materials, within the last three (3) years, will be considered as sampling source for said materials.
- c. Approve the generated report from CCIS and submit it to the RO not later than the 30<sup>th</sup> day of the first month of every quarter.

1.5.2.2 The DEO-CMPS shall:

- a. Conduct the survey from at least three qualified suppliers per item.
- b. Submit the duly signed survey form to the TWG.
- c. Provide a copy of supplier's registration with the Department of Trade and Industry (DTI) and price list/quotation for the quarter being reported to the TWG.

1.5.2.3 The DEOTWG shall:

- a. Collect accomplished Construction Material Price Survey Form (CMPSF), review for reasonableness and completeness of submitted data and submit to DEO Price Monitoring Committee (DEOPMC).

- b. Encode data in CCIS.
- c. Generate District Report that represents the most reasonable price/s of the construction materials within the District.
- d. Submit approved report and e-copy to Regional Office on or before the 30<sup>th</sup> day of the first month of the quarter being reported. If a validation from the submitted CMPSF has been performed, include a detailed report including all the necessary documentation/s.

1.5.2.4 The DEO Price Monitoring Committee shall:

- a. Check as to completeness and reasonableness of Materials Unit Price Data (MUPD).
- b. Obtain information from other Suppliers within the District or adjacent DEO or within the Region if necessary.
- c. Recommend to the District Engineer the approval of the generated CCIS and its submission to the RO.

1.5.2.5 The Regional Director shall:

- a. Approve the generated Regional CCIS Report and submit it to BOC not later than the 15<sup>th</sup> day of the second month of every quarter.

1.5.2.6 The ROTWG shall:

- a. Load the Construction Material Price Data (CMPD) to the CCIS.
- b. Generate the Regional CCIS Report that represents the most reasonable price/s of the construction materials within the Region.
- c. Submit report to Regional Office Price Monitoring Committee (ROPMC).
- d. Upon the directive of the ROPMC, validate questionable data in the field.
  - Conduct inspection of the supplier's store/s and/or warehouse/s if necessary
  - Conduct a separate survey for construction materials prices from the suppliers where the CMPS conducted the survey, 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 surveyed data shall be compared with the recommended unit prices for construction materials by the concerned DEOTWG. Whichever cost is lower shall be adopted in the Regional CCIS.

- Prepare a separate unit price calculation for major construction materials of which costs are suspected to be higher than the ordinary perceived cost of such material based on the manufacturer's production cost (example-plant) plus the additional handling/hauling cost to the concerned DEO (reference location), the result of which shall be compared with the submitted unit prices for construction materials by the CMPS. Whichever cost is lower shall be adopted in the Regional CCIS.
- Compare the recommended unit price calculation for construction materials with the prevailing market prices set by the Department of Trade and Industry (DTI) within the area, if any.
- Coordinate/discuss with the DEOPMC of the concerned DEO, and the District Engineer, the results of their validation. Any discrepancies between the recommended unit prices for construction materials and the validated unit price/s shall be adjusted within the limitations agreed upon by the concerned DEOTWG, representative of the ROPMC and the District Engineer, however, subject to the concurrence of the ROPMC and approval of the RD.

e. Generate Regionwide CMPD from CCIS and submit it to RD.

1.5.2.7 The Regional Office PMC shall:

- a. Check completeness and reasonableness of CMPD Report from the DEO and the validated report from ROTWG.
- b. Instruct ROTWG to validate the material prices suspected to be high and/or with an increase of 10% or more as compared to the previously approved material prices in CMPD.
- c. Recommend to the Regional Director the approval of the generated Regionwide CCIS report and its submission to the Bureau of Construction (BOC).

1.5.2.8 The COTWG shall:

- a. Load CMPD Reports in the CCIS from the ROs.
- b. Check for completeness of submission in accordance with "Annex C" and reasonableness (if there are no abrupt change in unit price of materials in the submitted CCIS of more than 5% from the previously approved CMPD). Submitted prices with more than 10% increase in unit

price from previously approved CMPD shall be prioritized in the validation to be undertaken by the COTWG.

- c. Prepare memorandum for signature by the Director of BOC calling the attention of concerned RO with incomplete/incorrect data and late or non-submission of Regionwide CMPD Report. Non-submission of the quarterly report and unacceptable price data shall render the material prices of the particular RO/DEO for the quarter to be vacant in the CMPD. The prices that will be used in cost estimates in lieu of the vacant material prices shall be established by the concerned implementing offices, however, they shall be held solely liable for the reasonableness of the material prices used. Concerned officials of these non-complying implementing offices shall still be required to submit the quarterly Regionwide CMPD Report and required to explain on their non-compliance with the requirements and deadline of submission.
- d. The COTWG shall prepare a list of the material prices having an increase/decrease of more than 5% per DEO. This list shall be used by the COTWG in the determination of reasonableness of the submitted unit prices of materials and will serve as basis as to which unit price are to be validated. This list together with the Nationwide CMPD Report shall be presented to the Director of the BOC.
- e. Conduct validation of material prices based on the generated list which are deemed unreasonable.
- f. Encode validated data from the field and incorporate to the Nationwide CMPD Report.
- g. Generate Nationwide CMPD Report.
- h. Present Nationwide CMPD Report to the Director of the BOC not later than the 15<sup>th</sup> day of the 3<sup>rd</sup> month of every quarter.
- i. Upon the directive of the Director of the BOC, conduct further validation of questionable data in the field.
- j. Provide a copy of the approved Nationwide CMPD Report to IMS for web posting and Secretary for reference.
- k. Disseminate a copy of CMPD to Regional Offices upon approval.

l. Maintain a list of erring implementing offices who fail to observe compliance to the requirements and timeline in the submission of the quarterly Regional CMPD Report. Issue memorandum requiring explanation to the non-complying implementing offices and recommend imposition of the appropriate sanctions as provided in this DO for invalid justification.

m. Maintain a copy (hard copy and e-file) of each previously approved quarterly CMPD Report for reference and records purposes.

1.5.2.9 The Director of the BOC shall:

a. Approve the CMPD Report after the presentation and deliberation together with the COTWG.

1.5.2.10 The IMS shall:

a. Provide technical support for the utilization and updating of the CCIS.

b. Post submitted quarterly report in the DPWH website.

### 1.5.3 **Criteria for the Selection of Distributors/Suppliers**

1.5.3.1 The selection of suppliers/distributors for locally produced construction materials shall be based on the following criteria:

a. Preferably registered with the Government – Electronic Procurement System and/or accredited by the DTI and validated by the concerned District Engineer.

b. Great volume of sales or turnover.

c. Consistency/completeness of stocks that conform to the DPWH Standard Specifications (Blue Book).

d. Types of customers served (refer to private customers as one group and the government as another group of customers).

e. Willingness to cooperate and provide the prevailing construction material unit prices.

f. Approved source (i.e., quarry and batching plant) by the Bureau of Research and Standards (BRS) and consistent with the Naturally Occurring Source Map submitted by the DEO semi-annually.

#### 1.5.4 Frequency of Survey

The survey for construction material prices shall be conducted quarterly. All quarterly surveys shall be conducted during the 1<sup>st</sup> month of the quarter being reported.

#### 1.5.5 Submission of Accomplished Survey Forms

The most reasonable construction materials unit price data shall be submitted by the District Engineer to their respective Regional Director on the 30<sup>th</sup> day of the first month of the quarter being reported. The ROPMC shall consolidate and certify all the reasonable unit price data by the DEOs and submit the same to Pre-Construction Division, Bureau of Construction (PCD-BOC) which acts as the COTWG of the BOC on the 15<sup>th</sup> day of the second month of the quarter being reported, thru the Regional Director, in hard and electronic copies. PCD-BOC shall review the accuracy and completeness of the reasonable construction materials prices and submit findings to the Director, BOC. The Director, BOC shall send COTWG to the field for verification/validation if findings are questionable during the deliberation. The validated report shall be submitted to the Secretary and electronic copy shall be sent to IMS for web posting.

#### 1.5.6 Data Processing using the CCIS

1.5.6.1 The most reasonable construction materials unit price data are done in the District level only.

1.5.6.2 The most reasonable price is determined using the following criteria:

a. The median of the data gathered from at least three (3) suppliers.

b. In case of a lone authorized distributor, the single data gathered must be compared with the prevailing prices in the adjacent DEOs and adopt when reasonable; if not, adopt the prevailing unit price in the most adjacent DEO plus the additional handling/hauling cost.

c. Its validated price in case the materials are being supplied by sole authorized distributor in the country.

#### 1.5.7 Flow Chart for the Establishment of Construction Materials Price Data

Refer to Annex B.

## Part II – Standard Labor Rates

### 1.1 Objectives

- 1.1.1 To establish/provide updated information on standard labor rates to each DEO and RO nationwide based on the existing laws and other pertinent rules and regulations that pertain to the concerns, welfare and benefits of the labor sector.

### 1.2 Definition

- 1.2.1 **Minimum Wage Rate** – the basic wage plus the emergency cost of living allowance (ECOLA) based on a normal eight (8) hour work per day as determined by the Regional Tripartite Wages and Productivity Board (RTWPB), National Wages and Productivity Commission (NWPC) and the Department of Labor and Employment (DOLE). The Minimum Wage rate for each Region, Province or City is based on the latest minimum wage rates approved by the NWPC.
- 1.2.2 **Workers' Statutory Monetary Benefits** – the monetary benefits of workers, regardless of employment status e.g. probationary, regular, contractual, project basis, as mandated by law, are Service Incentive leave, Paternity/Parental leave, Thirteenth Month Pay, Philhealth, Social Security Benefits, Pag-IBIG and other Benefits specified under the Employees Compensation Program.
- 1.2.2.1 **Service Incentive Leave** – a minimum of five (5) days a year for every employee who has rendered at least one (1) year of service. Ref: Art. 95 of the Labor Code of the Philippines.
- 1.2.2.2 **Paternity Leave** – a minimum of seven (7) calendar days a year for every married male employee, regardless of employment status. Ref: RA 8187.
- 1.2.2.3 **Parental Leave for Solo Parents** – a minimum of seven (7) days a year for every solo parent employee who has rendered at least (1) year of service regardless of employment status. Ref: RA 8972.
- 1.2.2.4 **Thirteenth Month Pay** – monetary benefits for employees provided they have worked for at least one (1) month in a calendar year. Ref: PO 851.
- 1.2.2.5 **Philhealth** – formerly known as Medicare, is a health insurance program for SSS/GSIS members including their dependents. Ref: RA 7875 as amended by RA 9241.
- 1.2.2.6 **Social Security Benefits** – a package of benefits in the event of death, disability, sickness, maternity and old age for private sector employees, regardless of employment status. Ref: RA 1661 as amended by RA 8282.
- 1.2.2.7 **Benefits Under the Employees Compensation Program** – a package of benefits for public and private sector employees including their dependents in the event of work related contingencies such as sickness, injury, disability or death. Ref: PD 626.

- 1.2.2.8 **Pag-IBIG (Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno)** – conceptualized to address two (2) of the country's basic concerns: generation of savings and provision of shelter for workers. It is also a mandatory membership for all SSS and GSIS members earning P 4,000.00 and above in monthly compensation. Ref: PD 1530 as amended by PD 1752 and RA 7742.
- 1.2.3 **Labor Cost Factor** – means the percentage increment from the lowest labor rate (unskilled labor) to the highest category level of workers. It is also the comparative percentage ratio of each of the labor force with the lowest labor force category (unskilled worker).
- 1.2.4 **Labor Category** – the designation of any manpower workforce in the construction industry, such as, but not limited to, Foreman, Leadman, Heavy Equipment Operator, Highly Skilled Labor, Light Equipment Operator, Driver, Skilled Labor, Semi-Skilled Labor and Unskilled Labor.

### 1.3 **Composition of Labor rates**

The composition of labor rates shall include the Minimum Wage Rate, Workers Statutory Monetary Benefits and others in accordance with existing laws and government regulations.

### 1.4 **Methodology**

- 1.4.1 **Collection of Information** – The COTWG shall collect data on prevailing labor rates, labor categories and labor costs factor from various government agencies/offices such as the DPWH District/Regional Offices, Construction/Design Consultants, Department of Budget and Management (DBM), and DOLE etc.
- 1.4.2 **Analysis of Information** – The collected data shall be analyzed for applicability, reasonableness, appropriateness and compliance to existing labor laws. A matrix of labor rates, categories and cost factor shall be prepared for comparative analysis and easier reference. The COTWG shall derive/recommend the appropriate and reasonable cost factor based on available information data collected.
- 1.4.3 **Calculation of Total Labor Rates** – Labor rates shall include all component costs such as basic wage plus ECOLA and worker's statutory monetary benefits and others in accordance with, existing laws and government regulations.
- 1.4.3.1 The computation for the standard labor rates shall be based on the sum of the minimum wage rates as approved by the NWPC, DOLE plus the workers' statutory monetary benefits including others in accordance with existing laws and government regulations.
- 1.4.3.2 The computation of the Estimated Equivalent Monthly Rate (EEMR) for daily paid employees shall be based on the computed ordinary three hundred thirteen (313) working days a year.

- 1.4.4 **Updating the Computed Labor Rates** – the COTWG shall monitor and update the computed labor rates based on the latest approved issuance/s for new minimum wages by the NWPC/DOLE and/or any amendments to the monetary benefits of the workers.
- 1.4.5 **Validation** – The minimum labor rate data shall be compared to the prevailing minimum wage rate as approved by the NWPC, the DOLE while the cost data for statutory benefits, etc. shall be validated based on the required monthly contributions. The COTWG shall prepare a comparative report every six (6) months or as the need arises, and submit the same to the Director of the BOC.
- 1.4.6 **Approval** – The COTWG shall submit the recommended labor rates to the Director of the BOC.

### **Part III – Standard Equipment Rental Rates**

#### **1.1 Objectives**

- 1.1.1 To determine the basic and most commonly used construction and maintenance equipment with the corresponding specifications, out from the list of equipment in the latest ACEL Equipment Guidebook.
- 1.1.2 To adopt the most reasonable rental rates of available equipment with same specification out from the several makes, models and capacities of equipment listed in the latest ACEL Equipment Guidebook.

#### **1.2 Definition of Terms**

##### **Mode of Rental**

- 1.2.1 **Bare Rental** – the Lessee shall shoulder all cost of maintenance such as repairs, spare parts, oil, lubricants and shall provide fuel, operator/driver.
- 1.2.2 **Fully-Maintained Rental** – the Lessor shall be fully responsible for the maintenance of the leased equipment including repairs and spare parts, oil, lubricants, and tires excluding fuel and operator/driver.
- 1.2.3 **Fully-Operated Rental** – the Lessor shall shoulder all costs of maintenance, repair, spare parts, oil, lubricants including fuel and operator/driver.
- 1.2.4 **Operated Dry Rental** – The Lessor shall provide the equipment, operator and maintenance crew, while the Lessee supplies the fuel and lubricants at the worksite for the account of the latter.

#### **1.3 Methodology**

- 1.3.1 **Collection of Information** – The COTWG shall collect the data from various DEOs and DPWH contractors/equipment suppliers regarding the list, make, model and capacity of equipment commonly used by their form in the implementation of infrastructure projects. The COTWG shall also collect data from previous DPWH contracts.

**1.3.2 Analysis of Information** – The collected data shall be analyzed for applicability, reasonableness as well as appropriateness to the project requirements. The COTWG shall select a shortlist of construction and maintenance equipment and recommend the appropriate and reasonable rental rates based from the latest ACEL Equipment Guidebook.

**1.3.3 Validation of the Accuracy/Applicability of Equipment Rental Rates**

**1.3.3.1** Upon the directive/s of the Director of the BOC, the COTWG members, in coordination with the concerned Regional/District Office/s shall conduct an inspection of the mobilized equipment at the project site/s.

**1.3.3.2** The Validation Team shall perform the following:

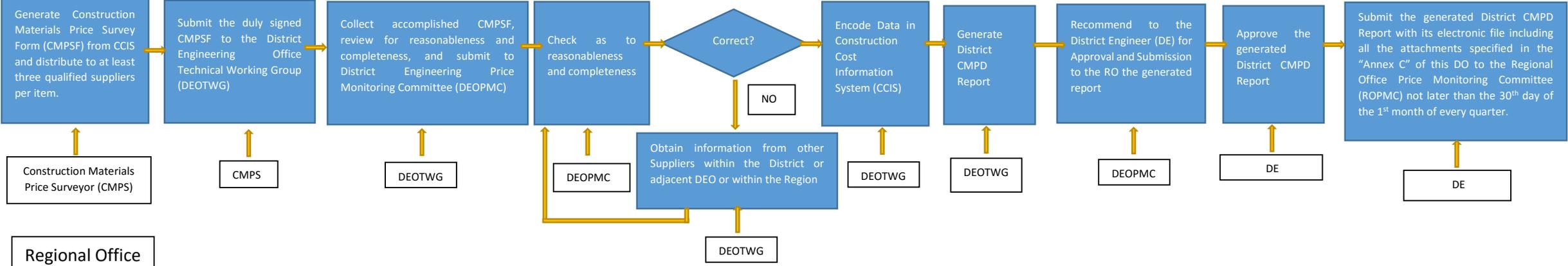
- a. Verify the mobilized equipment on site including its serial number, motor number, and other specifications necessary for establishing the correct identification of the property to ensure appropriate rental rates.
- b. Establish proof of ownership/purchase invoice as well as other relevant documents for computation of rental rates.
- c. Determine the actual performance of the equipment relative to its desired output during operation.
- d. Prepare validation report and submit the same to the Director of the BOC.

**1.3.4 Approval of the Equipment Rental Rates**

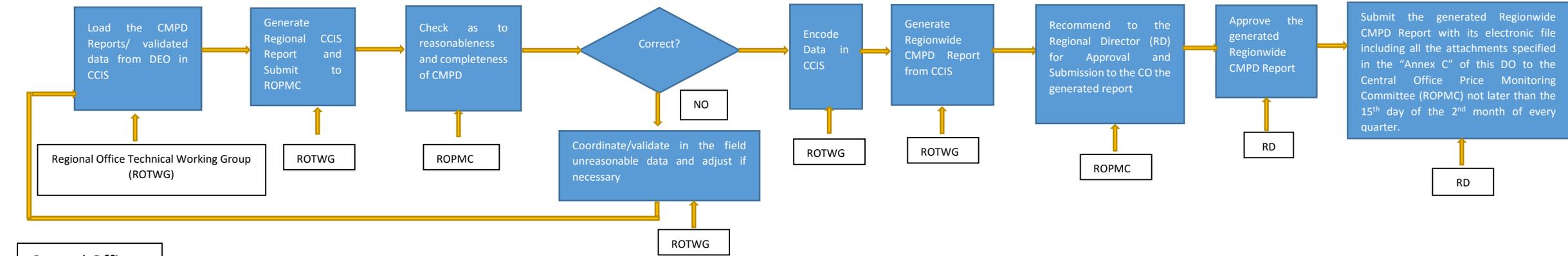
The Director of the BOC shall review and approve the recommended shortlist of Construction and Maintenance Equipment with corresponding rental rates based from the latest ACEL Equipment Guidebook, as submitted by the COTWG.

# Annex B – Procedural Flow for the Establishment of Construction Material Price Data (CMPD)

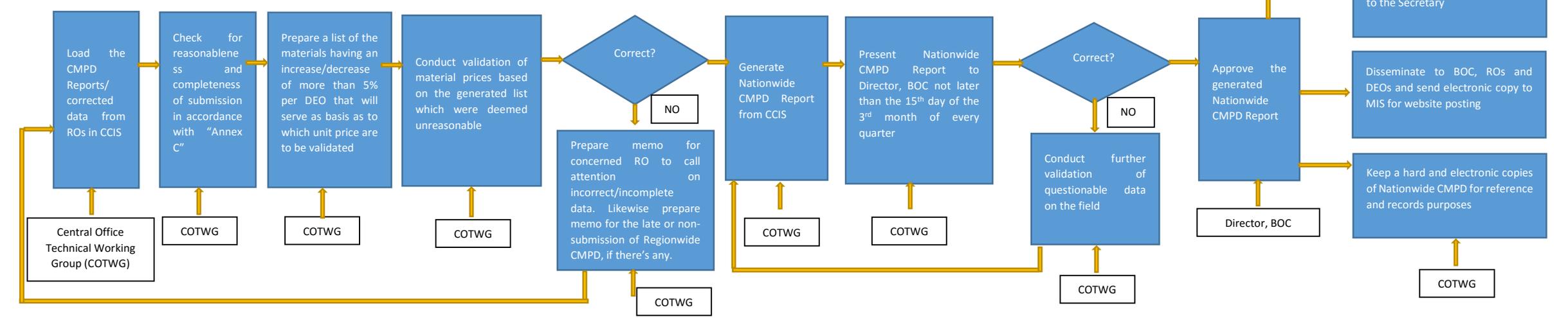
## District Engineering Office



## Regional Office



## Central Office



## **"ANNEX C"**

### **CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR QUARTERLY SUBMISSION OF CONSTRUCTION MATERIALS PRICE DATA (CMPD)**

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#### **I. To be submitted by the District Engineering Office (DEO) to the Regional Office (RO)**

- 1. Official List of Appointed CMPS, DEO-TWG, and DEOPMC duly signed by the District Engineer
- 2. Official List of Qualified Suppliers/Distributors duly signed by the District Engineer with attached copy of DTI Registration
- 3. Duly signed and filled-out survey forms
- 4. Summary of Surveyed Prices (with electronic file)
- 5. Quarterly CMPD Report (.xml file and hardcopy)
- 6. Certification of completeness and reasonableness for recommendation on price adjustment duly signed by the DEOPMC and the District Engineer
- 7. Forwarding Memorandum from the DEO recommending the construction material prices for adoption

#### **II. To be submitted by the Regional Office (RO) to the Central Office (CO)**

- 1. Official List of Appointed RO-TWG and ROPMC duly signed by the Regional Director
- 2. Cost Comparison of materials with justified recommendation for price adjustment (previously approved CMPD versus submitted CMPD) per DEO (with electronic file)
- 3. Validation Report with complete documentation (geo-tagged photographs, survey forms, hauling and/or importation computation/calculations with electronic file), if any
- 4. Official List of Appointed CMPS, DEO-TWG, and DEOPMC duly signed by the District Engineer as forwarded by the DEOs
- 5. Official List of Qualified Suppliers/Distributors duly signed by the District Engineer with attached copy of DTI Registration as forwarded by the DEOs
- 6. Duly signed and filled-out survey forms as forwarded by the DEOs and/or as per validation
- 7. Summary of Surveyed Prices (with electronic file) as forwarded by the DEOs
- 8. Certification of completeness and reasonableness for request on price adjustment duly signed by the DEOPMC and the District Engineer as forwarded by the DEOs
- 9. Quarterly Region-wide CMPD Report (.xml file and hardcopy)
- 10. Certification of completeness and reasonableness for recommendation on price adjustment duly signed by the ROPMC and the Regional Director
- 11. Forwarding Memorandum from the RO recommending the construction materials for adoption



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

DATE

**MEMORANDUM**

**FOR** : **(NAME)**  
Director, Bureau of Construction  
Department of Public Works and Highways  
Bonifacio Drive, Port Area, Manila

**SUBJECT** : **Submission of Construction Materials Price Data (CMPD)  
for the \_\_ Quarter of CY \_\_\_\_\_**

In compliance with Department Order No. \_\_ Series of \_\_: Revised Guidelines for the Establishment of Construction Materials Price, Standard Labor and Equipment Rental Rates Database, submitted herewith is the Construction Materials Price Data for the \_\_ Quarter of CY \_\_ of Region \_\_, including other pertinent documents specified in "**Annex C**" - Checklist of Supporting Documents and Attachments for Quarterly Submission of Construction Materials Price Data (CMPD) of the aforementioned DO.

For your evaluation and approval.

**(NAME)**  
Regional Director



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 Construction Materials Price Data (CMPD) for the \_\_\_ Quarter of CY \_\_\_\_\_, prepared and submitted 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 submitted by this Office are complete, and the submitted CMPD was found to be correct and reasonable by this Office and hereby recommend its approval.

**(NAME)**

Assistant Regional Director  
Head, Regional Office Price Monitoring Committee

**(NAME)**

Regional Director



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

**OFFICIAL LIST OF APPOINTED PERSONNEL FOR THE SUBMISSION OF THE  
CONSTRUCTION MATERIALS PRICE DATA (CMPD)  
FOR THE \_\_\_ QUARTER OF C.Y. \_\_\_**

In compliance with Department Order No. \_\_, series of \_\_: Revised Guidelines for the Establishment of Construction Materials Price, Standard Labor and Equipment Rental Rates Database, listed below are the appointed personnel for the preparation, review, evaluation, validation, and submission of the CMPD for the \_\_ Quarter of C.Y. \_\_.

NAME	DESIGNATION	POSITION	OFFICE	CONTACT NO.	SIGNATURE
<b>I. Regional Office - Technical Working Group (RO-TWG)</b>					
1.	Head, ROTWG				
2.	Member				
3.	Member				
4.	Member				
5.	Member				
6.	Member				
<b>II. Regional Office Price Monitoring Committee (ROPMC)</b>					
1.	Head, ROPMC				
2.	Member				
3.	Member				
4.	Member				
5.	Member				
6.	Member				

Approved by:

(NAME)  
Regional Director  
(Regional Office)





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**(REGIONAL OFFICE)**  
**(DISTRICT ENGINEERING OFFICE)**  
ADDRESS

DATE

**MEMORANDUM**

**FOR** : **(NAME)**  
Assistant Regional Director  
Head, Regional Office Price Monitoring Committee  
Address

**SUBJECT** : **Submission of Construction Materials Price Data (CMPD)**  
**for the \_\_ Quarter of CY \_\_\_\_\_**

In compliance with Department Order No. \_\_ Series of \_\_: Revised Guidelines for the Establishment of Construction Materials Price, Standard Labor and Equipment Rental Rates Database, submitted herewith is the Construction Materials Price Data for the \_\_ Quarter of CY \_\_ of \_\_ District Engineering Office, including other pertinent documents specified in "**Annex C**" - Checklist of Supporting Documents and Attachments for Quarterly Submission of Construction Materials Price Data (CMPD) of the aforementioned DO.

For your evaluation and approval.

**(NAME)**  
District Engineer



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



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**(REGIONAL OFFICE)**  
**(DISTRICT ENGINEERING OFFICE)**  
(ADDRESS)

**OFFICIAL LIST OF APPOINTED PERSONNEL FOR THE SUBMISSION OF THE  
CONSTRUCTION MATERIALS PRICE DATA (CMPD)  
FOR THE \_\_\_ QUARTER OF C.Y. \_\_\_**

In compliance with Department Order No. \_\_, series of \_\_: Guidelines for the Establishment of Construction Materials Price, Standard Labor and Equipment Rental Rates Database, listed below are the appointed personnel for the preparation and submission of the CMPD for the \_ Quarter of C.Y. \_\_\_\_.

NAME	DESIGNATION	POSITION	OFFICE	CONTACT NO.	SIGNATURE
<b>I. Construction Materials Price Surveyor (CMPS)</b>					
1.					
2.					
3.					
<b>II. District Engineering Office - Technical Working Group (DEO-TWG)</b>					
1.	Head, DEO-TWG				
2.	Member				
3.	Member				
4.	Member				
5.	Member				
6.	Member				
<b>III. District Engineering Office Price Monitoring Committee (DEOPMC)</b>					
1.	Head, DEOPMC				
2.	Member				
3.	Member				
4.	Member				
5.	Member				
6.	Member				

Approved by:

\_\_\_\_\_  
**(NAME)**  
District Engineer  
(District Engineering Office)



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**(REGIONAL OFFICE)**  
**(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 \_\_: Revised Guidelines for the Establishment of Construction Materials Price, Standard Labor and Equipment Rental Rates Database, listed below are the qualified\* suppliers/distributors from which the surveys for construction materials prices were conducted for the \_\_\_ Quarter of C.Y. \_\_.

NAME	APPROXIMATE QUANTITY/ PRODUCTION RATE	ADDRESS (MUNICIPALITY/CITY)	COORDINATES (LATITUDE, LONGITUDE)	REMARKS
<b>I. QUARRY SOURCES</b>				
1.				
2.				
3.				
<b>II. BATCHING PLANTS</b>				
1.				
2.				
3.				
<b>III. CRUSHING PLANTS</b>				
1.				
2.				
3.				
<b>IV. HARDWARE</b>				
1.	-			
2.	-			
3.	-			
*Criteria set for qualified suppliers/distributors is stipulated in item 1.5.3 of D.O. __, S. of __.				

Approved by:

**(NAME)**  
District Engineer  
(District Engineering Office)



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 Manila  
**SURVEY FORM**

Implementing Office	Hardware/Supplier/Distributor
Region : _____	Name of Hardware/Supplier/Distributor : _____
District : _____	Authorized Representative : _____
Construction Materials Price : _____	Signature : _____
Surveyor : _____	Contact Number : _____
Date of Survey : _____	

MATERIAL ID	DESCRIPTION OF WORK	Unit of Measure	Unit Price	Price Applicability Radius/KM	Remarks
<b>M104.0000</b>	<b>EMBANKMENT</b>				
M104.0001	COMMON BORROW	CUM	_____	_____	_____
M104.0002	SELECTED BORROW	CUM	_____	_____	_____
M104.0003	MIXED SAND & GRAVEL	CUM	_____	_____	_____
M104.0004	ROCK	CUM	_____	_____	_____
<b>M200.0000</b>	<b>AGGREGATE SUBBASE COURSE</b>				
M200.0001	AGGREGATE SUBBASE COURSE MATERIAL	CUM	_____	_____	_____
<b>M201.0000</b>	<b>AGGREGATE BASE COURSE</b>				
M201.0001	CRUSHED GRADING A	CUM	_____	_____	_____
M201.0002	UNCRUSHED GRADING A	CUM	_____	_____	_____
M201.0003	CRUSHED GRADING B	CUM	_____	_____	_____
M201.0004	UNCRUSHED GRADING B	CUM	_____	_____	_____
M201.0005	BLENDED WEATHERED LIMESTONE AND CRUSH STONE	CUM	_____	_____	_____
M201.0006	FILLER MATERIAL	CUM	_____	_____	_____
<b>M202.0000</b>	<b>CRUSHED AGGREGATE BASE COURSE</b>				
M202.0001	CRUSHED GRADING A	CUM	_____	_____	_____
M202.0002	CRUSHED GRADING B	CUM	_____	_____	_____
<b>M203.0000</b>	<b>LIME STABILIZED ROAD MIX BASE COURSE</b>				
M203.0001	LIME STABILIZED MIX SOIL AGGREGATE BASE COURSE CRUSHED GRADING A	CUM	_____	_____	_____
M203.0002	LIME STABILIZED MIX SOIL AGGREGATE BASE COURSE CRUSHED GRADING B	CUM	_____	_____	_____
M203.0003	LIME STABILIZED MIX SOIL AGGREGATE BASE COURSE UNCRUSHED GRADING A	CUM	_____	_____	_____
M203.0004	LIME STABILIZED MIX SOIL AGGREGATE BASE COURSE UNCRUSHED GRADING B	CUM	_____	_____	_____
<b>M300.0000</b>	<b>AGGREGATE SURFACE COURSE</b>				
M300.0001	CRUSHED GRADING A	CUM	_____	_____	_____
M300.0002	CRUSHED GRADING B	CUM	_____	_____	_____
M300.0003	CRUSHED GRADING C	CUM	_____	_____	_____
M300.0004	CRUSHED GRADING D	CUM	_____	_____	_____
M300.0005	UNCRUSHED GRADING A	CUM	_____	_____	_____
M300.0006	UNCRUSHED GRADING B	CUM	_____	_____	_____
M300.0007	UNCRUSHED GRADING C	CUM	_____	_____	_____
M300.0008	UNCRUSHED GRADING D	CUM	_____	_____	_____