



# Citizen's CHARTER

## PROVINCIAL ENGINEERING OFFICE

### 1 ) HEAVY EQUIPMENT RENTAL

**Schedule of Availability of Service:**

(8:00 AM – 12:00NN, 12:30 PM to 4:30) PM Monday- Friday

Saturday & Sunday

Weekdays (Upon availability of equipment)

**Who may avail the Services:** Private and public individuals

**What are the requirements:** 1. Duly accomplished rental form

2. Official Receipt from the Treasurer's Office as to the amount of rental

**Duration:** 1 Day

**How to avail the service:**

STEP	CLIENTS/GUEST	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1) The client inquires for the rental of the equipment	Anybody can inquire about the rental of equipment	Provide information regarding requirements for rental agreement	5 min.	Administrative Division Personnel		Checklist of equipment with corresponding rental rates
2) Check the availability of the equipment		Check the whereabouts and the condition of the equipment	5 min.	PEO Admin. Div. personnel		
3) Inspect and check the site to measure the work and soil condition if the equipment is capable to operate		Conduct inspection	At least 2 days	Heavy equipment Operator		Travel Slip
4) If the site condition allows the equipment to operate and the work is within the capacity of the equipment, both parties agree to schedule the operation		Prepare Equipment Rental Contract Form	10 min.	Admin. Div. Personnel		Equipment Rental Contract Form
5) The contract must be signed by both parties with the witness to the agreement		Fill up form  Both parties sign form	5 min.	Admin. Personnel  Client & Prov'l Engineer		Equipment Rental Contract Form
6) Contract will then be forwarded to the Office of the Governor for approval		Governor approves the contract	15 min.	Governor		Equipment Rental Contract Form
7) Approved contract will then be forwarded to the Office of the Prov'l Treasurer for payment of rental		Treasurer's Office issue Official Receipt	5 min.	Revenue Collection Clerk	Depending upon the equipment	Government Official Receipts
8) Official Receipts as to the payment must be submitted to PEO	Official Receipts forwarded to PEO	Furnish copy of approved schedule of equipment operation	5 min	Admin. Div. Personnel		Rental Form and Trip Ticket
	Client receives equipment	PEO staff releases the equipment with operator scheduled date	15 min.	Motor Pool Watchman		
<b>***END OF TRANSACTION***</b>						

#### EQUIPMENT RENTAL RATES

NAME OF EQUIPMENT	CONTRACTOR'S RATE (PER DAY)		PRIVATE RATE	(PER DAY)
Road Grader	6,300.00/day	787.50/hr	5,460.00/day	682.50/hr
Payloader	6,300.00/day	787.50/hr	5,460.00/day	682.50/hr
Bulldozer	10,080.00/day	1,260.00/hr	8,820./day	1,050.00/hr
Isuzu Dumptruck	4,620.00/day	577.50/hr	4200.00/day	525.00/hr
Vibratory Soil Compactor	11,760.00/day	1,470.00/hr	9,240.00/day	1,155.00/hr
Backhoe Loader	11,760.00/day	1,470.00/hr	9,240.00/day	1,155.00/hr
Low Bed Trailer	2100.00 for the 1 <sup>st</sup> 5 kms and 178.00/km in excess of 5 kms	same	same	same
Recycler	82,656.00.00/day	10,332.00/hr	same	same
Pneumatic Roller	8,400.00/day	1,050.00/hr	same	same
Asphalt Kettle	1,050.00/day	131.25/hr	same	same
Concrete Mixer	840.00/day	same	same	same
Chainsaw	840.00/day	same	same	same
Welding Machine	577.00/day	same	same	same
Water truck	498.00 for the 1 <sup>st</sup> 5 kms and 52.00./container/km in excess of 5 kms	same	same	same
<b>***END OF TRANSACTION***</b>				