CONVOCATORIA Y DATOS GENERALES DEL PROCESO DE CONTRATACIÓN

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| 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Entidad Convocante | Empresa Nacional de Electricidad – ENDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| Modalidad de contratación | Contratación Directa Regular | | | | | | | | | | | | | | | | | |  | | Código Interno que la Entidad utiliza para identificar el proceso | | | | | | | | | | | | | | | | | | | | ENDE-CDGE-R-2025-002 | | | | | | | | | | | |  | | |
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| Objeto de la contratación | | SERVICIO DE GESTION INTEGRAL DE RECAUDACION PARA ENDE – GESTION 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación | | x | | Precio Evaluado más Bajo | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | |  | |  | |  |  |  | |  |  |  | |  |
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| Forma de Adjudicación | | x | | Por el Total | | | | | | | | | |  | |  | | | | | | | | | |  | |  | | | | | | | | | | | |  | |  | |  | |  |  |  | |  |  |  | |  |
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| Precio Referencial | | * Pago por comisión por transacción es de Bs. 1,50 (Uno 50/100 boliviano): Este monto debe incluir todos los costos fijos y variables de la comisión por operación de cobranza en línea (vía Internet). * Pago por comisiones de cobro en entidades financieras y/o canales comerciales aglutinados es de Bs. 1,90 (Uno 90/100 boliviano): Este monto debe incluir todos los costos fijos y variables de la comisión por operaciones de cobranza directa (cajas, incluye comprobante impreso). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| La contratación se formalizará mediante | | x | | Contrato | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  | |  |  |  | |  |
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| Plazo de Prestación del Servicio (días calendario) | | El Plazo del servicio es desde la firma de contrato hasta el 31 de diciembre del año 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | | EL servicio requerido será presentado en los Sistemas de Distribución Operados por ENDE en todo el territorio nacional (Camargo, Uyuni, Cobija, Riberalta, Gonzalo Moreno y Villa Nueva). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | | El proponente adjudicado deberá constituir la garantía del cumplimiento de contrato del 7% del monto total estimado del contrato. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Señalar con que presupuesto se inicia el proceso de contratación | x | Presupuesto de la gestión en curso | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
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|  | Presupuesto de la próxima gestión para servicios generales recurrentes *(el proceso llegará hasta la adjudicación y la suscripción del Contrato estará sujeta a la aprobación del presupuesto de la siguiente gestión)* | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Organismos Financiadores | | | | | | | # | | | |  | | Nombre del Organismo Financiador  (de acuerdo al clasificador vigente) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | % de Financiamiento | | | | | | | | | | | | | | |  | | |
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| 1 | | | |  | | Recursos Propios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | 100 | | | | | | | | | | | | | | |  | | |
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|  | | 1. **INFORMACIÓN DEL DOCUMENTO DE REQUERIMEINTO DE PROPUESTAS (DRP)**   **Los interesados podrán recabar el Documento de Requerimiento de Propuestas (DRP) en el sitio Web de ENDE y obtener información de la entidad de acuerdo con los siguientes datos:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Domicilio de la Entidad Convocante | | | | | | |  | | Calle Colombia esquina Falsuri N° 655  Oficina de Informaciones ENDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | | | | | | | | 08:30 a 12:30  13:30 a 16:30 | | | | | | | |  | | |
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|  | | | | | | |  | | | |  | |  | |  | |  | | *Nombre Completo* | | | | | | | | | | | | | | | | | | | | | |  | | *Cargo* | | | | | | | | | | |  | | *Dependencia* | | | | | | | | | | | | |  | | |
| Encargado de atender consultas | | | | | | | | | | | | | | | | |  | | Leonarda Mairana Perez | | | | | | | | | | | | | | | | | | | | | |  | | Técnico Administrativo I | | | | | | | | | | |  | | Unidad Administrativa | | | | | | | | | | | | |  | | |
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| Teléfono | | | | | 4520317  Int. 1272 | | | | | |  | | Fax | | | |  | |  | | | | | | | |  | | Correo Electrónico | | | | | | | | | | | | leonarda.mairana@ende.bo | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | |
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CRONOGRAMA DE PLAZOS

El proceso de contratación de servicios generales, se sujetará al siguiente Cronograma de Plazos:

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| **CRONOGRAMA DE PLAZOS** | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | | **FECHA** | | | | | | | **HORA** | | | | | **LUGAR** | | |
| 1 | Publicación del DRP | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 10 |  | 02 |  | 2025 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Inspección previa (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | No corresponde |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Consultas Escritas (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | No corresponde |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Reunión Informativa de aclaración (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | No corresponde |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Presentación de Propuestas (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 14 |  | 02 |  | 2025 |  |  | 15 |  | 00 |  |  | Presentación de Propuestas: Of. ENDE, Calle Colombia N° 0655, Ventanilla de Informaciones |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Apertura de Propuestas (fecha límite) (\*\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 14 |  | 02 |  | 2025 |  |  | 15 |  | 30 |  |  | *Apertura de Propuestas:*  *- Presencial: En oficinas de ENDE en la ciudad de Cochabamba, calle Colombia esquina Falsuri N° 655 (Sala de ENDE)*  *- De Manera Virtual: mediante el enlace: https://ende.webex.com/meet/ende.sala5* |
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| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha estimada) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 20 |  | 02 |  | 2025 |  |  |  |  |  |  |  |  |
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| 10 | Adjudicación o Declaratoria Desierta (fecha estimada) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 28 |  | 02 |  | 2025 |  |  |  |  |  |  |  |  |  |
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| 11 | Notificación de la adjudicación o declaratoria desierta (fecha estimada) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 04 |  | 03 |  | 2025 |  |  |  |  |  |  |  |  |
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| 12 | Presentación de documentos para la formalización de la contratación (fecha estimada) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 11 |  | 03 |  | 2025 |  |  |  |  |  |  |  |  |
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| 13 | Suscripción de Contrato o emisión de la Orden de Servicio (fecha estimada) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 13 |  | 03 |  | 2025 |  |  |  |  |  |  |  |  |
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