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 | Apoyo Nacional a la Producción y Empleo - ANPE | | | | | | | | |  | Código Interno que la Entidad utiliza para identificar el proceso | | | | | | | | | | ENDE-ANPE-2023-036 | | | |  |
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| Objeto de la contratación | SERVICIO DE ATENCION DE CAFETERIA | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación | x | Precio Evaluado más Bajo | | | | | | | |  | Calidad Propuesta Técnica y Costo | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | Presupuesto Fijo | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Forma de Adjudicación | x | Por el Total | | | | |  | Por Ítems | | | | |  | Por Lotes | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Precio Referencial | |  |  |  | | --- | --- | --- | | **ITEM** | **DETALLE** | **PRECIOS UNITARIOS REFERENCIALES (Bs)** | | 1 | Taza de café | 4.00 | | 2 | Taza de café con leche | 4.00 | | 3 | Taza de té | 4.00 | | 4 | Taza de leche | 4.00 | | 5 | Taza de mate | 3.00 | | 6 | Taza de cocoa/chocolate con agua | 3.50 | | 7 | Taza de cocoa/chocolate con leche | 4.50 | | 8 | Jugos de frutas con leche | 6.00 | | 9 | Jugos de frutas con agua | 5.00 | | 10 | Limonada | 4.00 | | 11 | Ensaladas de frutas con yogurt | 7.00 | | 12 | Sándwich mortadela | 4.00 | | 13 | Sándwich de pavita | 6.00 | | 14 | Sándwich de chola | 6.00 | | 15 | Sándwich integral de atún | 6.00 | | 16 | Sándwich de huevo | 4.00 | | 17 | Hamburguesa | 6.00 | | 18 | Choripán | 7.00 | | 19 | Sándwich de pollo | 6.00 | | 20 | Sándwich de carne de res | 6.00 | | 21 | Sándwich de jamón y queso | 6.00 | | 22 | Sándwich de carne y huevo | 6.00 | | 23 | Empanadas de carne de res | 6.00 | | 24 | Empanadas de carne de pollo | 6.00 | | 25 | Empanadas de queso | 4.00 | | 26 | Empanadas de jamón con queso | 6.00 | | 27 | Croissant | 5.00 | | 28 | Salteñas | 7.00 | | 29 | Tucumanas | 6.00 | | 30 | Brownie | 5.00 | | 31 | Tres leches | 6.00 | | 32 | Gaseosa personal de 190 ml. | 2.00 | | 33 | Gaseosa botella de 500 ml. | 6.00 | | 34 | Gaseosa botella de 2 litros | 10.00 | | **PRECIO TOTAL REFERENCIAL (Bs)** | | **181,00** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| La contratación se formalizará mediante | x | Contrato | | | |  | Orden de Servicio ***(únicamente para prestación de servicios generales no mayor a quince 15 días calendario)*** | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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| Plazo de Prestación del Servicio (días calendario) | El plazo del servicio será a partir de la firma de contrato hasta el 29 de diciembre de 2023 o hasta agotar el límite presupuestario. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | El servicio de atención de refrigerios se llevará a cabo en instalaciones de la Entidad y/o en lugares definidos por los solicitantes del servicio.  El servicio de atención de cafetería (snack) al personal se realizará en instalaciones de la Entidad. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato  ***(Suprimir en caso de formalizar con Orden de Servicio)*** | El proponente adjudicado deberá constituir la garantía del cumplimiento de contrato o solicitar la retención del 7% o del 3.5% (según corresponda) del monto 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 BASE DE CONTRATACIÓN (DBC)**   **Los interesados podrán recabar el Documento Base de Contratación (DBC) en el sitio Web del SICOES y obtener información de la entidad de acuerdo con los siguientes datos:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Domicilio de la Entidad Convocante | | | | | | |  | | Ciudad de Cochabamba, calle Colombia esquina Falsuri N° 655  Ventanilla de Informaciones ENDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | | | 08:30 a.m. a 12:30 p.m.  14:30 p.m. a 18:30 p.m. | | | | | | | | | | | | |  |
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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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| Cuenta Corriente Fiscal para depósito por concepto de Garantía de Seriedad de Propuesta (Fondos en Custodia) | | | | | | | | | | | NO SE REQUIERE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
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1. CRONOGRAMA DE PLAZOS

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| De acuerdo con lo establecido en el Artículo 47 de las NB-SABS, los siguientes plazos son de cumplimiento obligatorio:   * + 1. Presentación de propuestas:  1. Para contrataciones hasta Bs.200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS), plazo mínimo cuatro (4) días hábiles; 2. Para contrataciones mayores a Bs.200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS) hasta Bs1.000.000.- (UN MILLÓN 00/100 BOLIVIANOS), plazo mínimo ocho (8) días hábiles.   Ambos computables a partir del día siguiente hábil de la publicación de la convocatoria en el SICOES;   * + 1. Presentación de documentos para la formalización de la contratación, plazo de entrega de documentos no menor a cuatro (4) días hábiles;     2. Plazo para la presentación del Recurso Administrativo de Impugnación a la Resolución de Adjudicación o de Declaratoria Desierta, en contrataciones mayores a Bs200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS) hasta Bs1.000.000.- (UN MILLÓN 00/100 BOLIVIANOS), en cuyo caso el cronograma deberá considerar tres (3) días hábiles computables a partir del día siguiente hábil de la notificación de la Resolución Impugnable.   **El incumplimiento a los plazos señalados será considerado como inobservancia a la normativa.** |

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 DBC en el SICOES (\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 26 |  | 07 |  | 2023 |  |  |  |  |  |  |  | Calle Colombia esquina Falsuri N° 655 |
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| 2 | Inspección previa (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
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| 3 | Consultas Escritas (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
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| 4 | Reunión Informativa de aclaración (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
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| 5 | Presentación de Propuestas (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 01 |  | 08 |  | 2023 |  |  | 16 |  | 00 |  |  | Plataforma RUPE |
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| 6 | Inicio de Subasta Electrónica | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 01 |  | 08 |  | 2023 |  |  | 16 |  | 05 |  |  |  |
| 7 | Cierre preliminar de Subasta Electrónica | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 01 |  | 08 |  | 2023 |  |  | 16 |  | 50 |  |  |  |
| 8 | Apertura de Propuestas (fecha límite) (\*\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 01 |  | 08 |  | 2023 |  |  | 17 |  | 01 |  |  | 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 límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 10 |  | 08 |  | 2023 |  |  |  |  |  |  |  |  |
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| 10 | Adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 15 |  | 08 |  | 2023 |  |  |  |  |  |  |  |  |  |
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| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 17 |  | 08 |  | 2023 |  |  |  |  |  |  |  |  |
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| 12 | Presentación de documentos para la formalización de la contratación | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 24 |  | 08 |  | 2023 |  |  |  |  |  |  |  |  |
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| 13 | Suscripción de Contrato o emisión de la Orden de Servicio | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 01 |  | 09 |  | 2023 |  |  |  |  |  |  |  |  |
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*(\*) Los plazos del proceso de contratación se computarán a partir del día siguiente hábil de la publicación en el SICOES.*

*(\*\*) La determinación del plazo para la apertura de propuestas deberá considerar los diez (10) minutos que corresponden al periodo de gracia aleatorio. En el marco del Artículo 27 del Reglamento de Contrataciones con Apoyo de Medios Electrónicos.*