CONVOCATORIA

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entidad Convocante | Empresa Nacional de Electricidad – ENDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  | | |
| Modalidad de contratación | Contratación Directa Regular | | | | | | | | | | | | | | | | | |  | | Código Interno que la Entidad utiliza para identificar el proceso | | | | | | | | | | | | | | | | | | | | ENDE-CDGE-R-2025-015 | | | | | | | | | | | |  | | |
|  | |  | | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  | | |
| Objeto de la contratación | | SERVICIO DE PROVISION DE PASAJES AEREOS PARA LA EMPRESA NACIONAL DE ELECTRICIDAD 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  |
| Método de Selección y Adjudicación | | x | | Presupuesto Fijo | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | |  | |  | |  |  |  | |  |  |  | |  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  | |  |  |  | |  |
|  | |  | | | | | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  | |  |  |  | |  |
| Forma de Adjudicación | | x | | Por ítem | | | | | | | | | |  | |  | | | | | | | | | |  | |  | | | | | | | | | | | |  | |  | |  | |  |  |  | |  |  |  | |  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  |
| Precio Referencial | | La Agencia prestará el servicio de acuerdo a las tarifas vigentes a la fecha de emisión de pasajes aéreos; en moneda nacional para viajes al interior y exterior del país, para lo cual se cuenta con un presupuesto referencial de acuerdo a lo siguiente:  Ítem 1: Bs. 475.000,00 (Cuatrocientos setenta y cinco mil 00/100 bolivianos).  Ítem 2: Bs. 475.000,00 (Cuatrocientos setenta y cinco mil 00/100 bolivianos).  El presupuesto referencial total es estimado, lo cual no compromete a la Entidad a realizar el pago del total, siendo este un dato meramente estimativo; asimismo, dicho monto estimado se constituye en un límite en relación al gasto de la Entidad. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  |
| La contratación se formalizará mediante | | x | | Contrato | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  | |  |  |  | |  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  |
| Plazo de Prestación del Servicio (días calendario) | | El Plazo del servicio es desde la firma de contrato hasta el 31 de diciembre de 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |  | | | |  |
| Lugar de Prestación del Servicio | | Oficinas de La Agencia, deberán estar ubicadas en la ciudad de Cochabamba. Asimismo, podrá contar con sucursales en la ciudad de La Paz y Santa Cruz. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |
|  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  | |  |  |  | |  |
| Garantía de Cumplimiento  de Contrato | | **NO SE REQUIERE**: De acuerdo a lo establecido en la Disposición Adicional Cuarta, Parágrafo I del Decreto Supremo N° 3766 del 02 de enero de 2019, el cual incorpora la Disposición Adicional Cuarta al Decreto Supremo N° 3548 de 02 de mayo de 2018, con el siguiente texto:  “DISPOSICIÓN ADICIONAL CUARTA.  I. Para la contratación de Servicios Generales Discontinuos de Provisión de Pasajes Aéreos, no se requerirá la Garantía de Cumplimiento de Contrato, ni se realizará la retención del siete por ciento (7%) de cada pago”. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |
|  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  | |  |  |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Señalar con que presupuesto se inicia el proceso de contratación | x | Presupuesto de la gestión en curso | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
| Organismos Financiadores | | | | | | | # | | | |  | | Nombre del Organismo Financiador  (de acuerdo al clasificador vigente) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | % de Financiamiento | | | | | | | | | | | | | | |  | | |
|  | |  | | |
| 1 | | | |  | | Recursos Propios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | 100 | | | | | | | | | | | | | | |  | | |
|  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
| 2 | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | |  | | |
|  | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
|  | | 1. **INFORMACIÓN DEL DOCUMENTO DE REQUERIMIENTO 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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
| 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 | | | | | | | |  | | |
|  | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
|  | | | | | | |  | | | |  | |  | |  | |  | | *Nombre Completo* | | | | | | | | | | | | | | | | | | | | | |  | | *Cargo* | | | | | | | | | | |  | | *Dependencia* | | | | | | | | | | | | |  | | |
| Encargado de atender consultas | | | | | | | | | | | | | | | | |  | | Leonarda Mairana Perez | | | | | | | | | | | | | | | | | | | | | |  | | Técnico Administrativo I | | | | | | | | | | |  | | Unidad Administrativa | | | | | | | | | | | | |  | | |
|  | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
| Teléfono | | | | | 4520317  Int. 1272 | | | | | |  | | Fax | | | |  | |  | | | | | | | |  | | Correo Electrónico | | | | | | | | | | | | leonarda.mairana@ende.bo | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | |
|  | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |
|  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  |  |

CRONOGRAMA DE PLAZOS

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **CRONOGRAMA DE PLAZOS** | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | | **FECHA** | | | | | | | **HORA** | | | | | **LUGAR** | | |
| 1 | Publicación en página Web | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 02 |  | 10 |  | 2025 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Inspección previa (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | No se requiere |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Fecha límite de Presentación de Propuestas | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 14 |  | 10 |  | 2025 |  |  | 15 |  | 00 |  |  | Of. ENDE, Calle Colombia N° 0655, ventanilla de informaciones |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Apertura de Propuestas (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 14 |  | 10 |  | 2025 |  |  | 15 |  | 30 |  |  | 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 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Presentación del Informe de Evaluación y Recomendación al RCD | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 20 |  | 10 |  | 2025 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Adjudicación o Declaratoria Desierta | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 24 |  | 10 |  | 2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Presentación de documentos para la formalización de la contratación | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 04 |  | 11 |  | 2025 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Suscripción de Contrato | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 07 |  | 11 |  | 2025 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

El cronograma de plazos es de cumplimiento obligatorio, la modificación de este deberá ser aprobado por el RCD y publicado en el sitio web de ENDE: <http://www.ende.bo/nacional-internacional/vigentes/>

Después de la apertura de propuestas, si un acto administrativo se realiza antes de la fecha establecida en el cronograma, el proceso deberá continuar.