1. 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 | | | | | | | | | | | | | | | | | | | | | | | |  |
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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-2023-001 | | | |  |
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| Objeto de la contratación | SERVICIOS MANUALES DE DIGITALIZACIÓN Y ARCHIVOS - 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación |  | Precio Evaluado más Bajo | | | | | | | | |  | Calidad Propuesta Técnica y Costo | | | | | | | | | | | | |  |  |  |  |  |  |
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| X | Presupuesto Fijo | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Forma de Adjudicación |  | Por el Total | | | | | | X | Por Ítems | | | | |  | Por Lotes | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Precio Referencial | **NUMERO DE ITEM** | | | **DESCRIPCIÓN DEL ITEM** | | | | | | | | | | | | | | **BS./ DIA (JORNAL)** | | | | | | **PRECIO REFERENCIAL TOTAL (Bs)** | | | | | |  |
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|  | 1 | | | | SERVICIOS MANUALES DE DIGITALIZACIÓN Y ARCHIVO I | | | | | | | | | | | | | BS 243,00 | | | | | | BS 56.619,00 | | | | | |  |
|  | 2 | | | | SERVICIOS MANUALES DE DIGITALIZACIÓN Y ARCHIVO II | | | | | | | | | | | | | BS 243,00 | | | | | | BS 56.619,00 | | | | | |  |
|  | 3 | | | | SERVICIOS MANUALES DE DIGITALIZACIÓN Y ARCHIVO III | | | | | | | | | | | | | BS 243,00 | | | | | | BS 56.619,00 | | | | | |  |
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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) | A partir de la suscripción del contrato, hasta el 31 de Diciembre de 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | El servicio se prestará en instalaciones del Almacén Central, Carretera a Sacaba Km. 5 ½, o en el lugar que requiera ENDE, para los tres puestos | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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.***  ***Para servicios generales discontinuos deberá expresar que se procederá a realizar la retención del 7% de cada pago.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | | | | |  | | Calle Colombia esquina Falsuri N° 655  Recepción de Correspondencia ENDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | | | | | | | | 08:00 a.m. a 16:00 p.m. | | | | | | |  | | | |
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|  | | | | | | |  | | | |  | |  | |  | |  | | *Nombre Completo* | | | | | | | | | | | | | | | | | | | | | |  | | *Cargo* | | | | | | | | | | |  | | *Dependencia* | | | | | | | | | | | |  | | | |
| Encargado de atender consultas | | | | | | | | | | | | | | | | |  | | Angelica Maria Albarracin Pendola | | | | | | | | | | | | | | | | | | | | | |  | | PROFESIONAL NIVEL IV – DEPG PMIG 2 | | | | | | | | | | |  | | Unidad Administrativa | | | | | | | | | | | |  | | | |
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| Teléfono | | | | | 4520317- inter. 1122 | | | | | |  | | Fax | | | |  | |  | | | | | | | |  | | Correo Electrónico | | | | | | | | | | | | angelica.albarracin@ende.bo | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
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| Cuenta Corriente Fiscal para depósito por concepto de Garantía de Seriedad de Propuesta (Fondos en Custodia) | | | | | | | | | | | NO CORRESPONDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
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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 Y DIRECCIÓN** | | |
|  | Publicación del DBC en el SICOES (\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 24 |  | 01 |  | 2023 |  |  | 11 |  | 00 |  | Calle Colombia esquina Falsuri N° 655 |
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|  | Inspección previa (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
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|  | Consultas Escritas (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
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|  | Reunión Informativa de aclaración (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
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|  | Fecha límite de Presentación  Electrónica y Apertura de Propuestas | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
|  | 31 |  | 01 |  | 2023 |  |  | 14  14 |  | 00  30 |  | **Presentación**  **de Propuestas:**  De manera virtual presentación electrónica mediante el RUPE *(***Apertura de Propuestas:**  **DE MANERA VIRTUAL** mediante el enlace:  <https://ende.webex.com/meet/ende.sala5> |
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|  | Presentación del Informe de Evaluación y Recomendación al RPA | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 09 |  | 02 |  | 2023 |  |  |  |  |  |  |  |
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|  | Adjudicación o Declaratoria Desierta | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 15 |  | 02 |  | 2023 |  |  |  |  |  |  |  |
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|  | Notificación de la adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 23 |  | 02 |  | 2023 |  |  |  |  |  |  |  |
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|  | Presentación de documentos para la formalización de la contratación. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 03 |  | 03 |  | 2023 |  |  |  |  |  |  |  |
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|  | Suscripción de Contrato o emisión de la Orden de Servicio. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 13 |  | 03 |  | 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.*