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**ESTADO PLURINACIONAL DE BOLIVIA**

**EMPRESA NACIONAL DE ELECTRICIDAD**

FORMULARIOS

**Código ENDE N° CDCPP-ENDE-2018-44**

**“SERVICIOS DE CONSULTORIA INDIVIDUAL DE LINEA**

**PARA LA UNIDAD ADMINISTRATIVA 2018 – 1”**

Cochabamba, Marzo de 2018

**PARTE III**

**ANEXO 1**

**FORMULARIO A-1**

**PRESENTACIÓN DE EXPRESIONES DE INTERES**

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| **1. DATOS DEL OBJETO DE LA CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Señalar el objeto de la Contratación que aparece en la convocatoria y el ITEM al que es esta presentando:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  |
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| **2. PLAZO DE VALIDEZ DE LAS EXPRESIONES DE INTERES(en días calendario):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(El proponente debe registrar la validez de su propuesta.)**   |  | | --- | | **La presente oferta tendrá una validez de ……………. Días calendario** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**I.- De las Condiciones del Proceso**

1. Declaro cumplir estrictamente la normativa de la Ley N° 1178, de Administración y Control Gubernamentales, lo establecido en el Decreto Supremo Nº 0181, NB-SABS y el presente Documento de Expresión de Interés.
2. Declaro no tener conflicto de intereses para el presente proceso de contratación.
3. Declaro que como proponente, no me encuentro en las causales de impedimento, establecidas en el RESABS EPNE de ENDE, para participar en el proceso de contratación.
4. Declaro y garantizo haber examinado el Documento de Expresión de Interés, así como los Formularios para la presentación de la propuesta, aceptando sin reservas todas las estipulaciones en dichos documentos y la adhesión al texto del contrato.
5. Declaro respetar el desempeño de los servidores públicos asignados por la entidad convocante al proceso de contratación y no incurrir en relacionamiento que no sea a través de medio escrito, salvo en los actos de carácter público y exceptuando las consultas efectuadas al encargado de atender consultas, de manera previa a la presentación de propuestas.
6. Declaro la veracidad de toda la información proporcionada y autorizo mediante la presente, para que en caso de ser adjudicado, cualquier persona natural o jurídica, suministre a los representantes autorizados de la entidad convocante, toda la información que requieran para verificar la documentación que presento. En caso de comprobarse falsedad en la misma, la entidad convocante tiene el derecho a descalificar la presente propuesta.
7. Acepto a sola firma de este documento, que todos los formularios presentados se tienen por suscritos.
8. Comprometo mi inscripción en el Registro Único de Proveedores del Estado (RUPE) una vez presentada mi propuesta a la entidad convocante (excepto para aquellos proponentes que ya se encuentren inscritos en el RUPE).
9. Me comprometo a denunciar por escrito ante la MAE de la entidad convocante, cualquier tipo de presión o intento de extorsión de parte de los servidores públicos de la entidad convocante o de otras personas, para que se asuman las acciones legales y administrativas correspondientes.

**II.- De la Presentación de Documentos**

En caso de ser invitado, para la suscripción de contrato, deberá presentar la siguiente documentación, en original o fotocopia legalizada, salvo aquella documentación cuya información se encuentre consignada en el Certificado de RUPE:

1. Certificado de RUPE que respalde la información declarada en su propuesta.
2. Fotocopia simple del Carnet de Identidad.
3. CurrÍculum Vitae en Formato ENDE debidamente respaldo con la documentación declarada en los Formulario C-1 y C-2 con relación a su formación y experiencia.
4. Registro de afiliación vigente ante la Sociedad de Ingenieros de Bolivia (SIB), si corresponde

***(Firma del proponente)***

***(Nombre completo del proponente)***

**FORMULARIO A-2**

**DECLARACIÓN JURADA DE IDENTIFICACIÓN DEL PROPONENTE**

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| **1.     DATOS GENERALES DEL PROPONENTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Nombre del proponente** | | | | | | | | **:** |  | | | | | | | | | | | | | | | | | | |  |
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| **Cédula de Identidad o Número de Identificación Tributaria** | | | | | | | | **:** | *Número CI/NIT* | | | | |  | *Fecha de expedición NIT* | | | | | | | | | | | |  |  |
| *(Valido y Activo)* | | | | | | | | |  |  |  |  |  |  | *Día* | | |  | *Mes* | | | |  | *Año* | | |  |  |
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| **Domicilio:** | | | | | | | | **:** |  | | | | | | | | | | | | | | | | | |  |  |
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| **Teléfonos** | | | | | | | | **:** |  | | | | | | | | | | | | | | | | | |  |  |
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| **3.     INFORMACIÓN SOBRE NOTIFICACIONES /COMUNICACIONES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Solicito que las notificaciones me sean remitidas vía** | | | | | | | | | **Fax**  **(solo si tiene)** | | | | | | | **:** |  | | | | | | | | | | |  |
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| **Correo Electrónico** | | | | | | | **:** |  | | | | | | | | | | |  |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 1: PROFESIONAL NIVEL IV – UADM 3**

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| **FORMULARIO C-1**  **FORMACIÓN Y EXPERIENCIA**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | **:** | *Título Provisión Nacional en Ciencias Administrativas, a nivel Licenciatura, este requisito es un factor de habilitación.* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | **:** | * + - *Certificado de la Ley Nº 1178. (Indispensable).*     - *Dominio ofimático (paquetes computacionales: Word, Excel, Power Point, etc.). (Deseable).* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | **:** | *Experiencia profesional igual o mayor a 6 años en el sector público o privado (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  | |  | |  | | | | | | | | **D. Experiencia Específica** | | **:** | *Experiencia de trabajo igual o mayor a 5 años en áreas administrativas en empresas públicas del sector eléctrico, dentro los cuales deberá contar mínimamente con 3 años realizando procesos de contratación de servicios.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | | | **A. FORMACIÓN** | | | | | | | | | | **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | | | | 1 |  | |  | |  |  | | | | 2 |  | |  | |  |  | | | | **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | | | Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | | | | 1 |  | |  | |  | |  | | | 2 |  | |  | |  | |  | | | **C. EXPERIENCIA GENERAL** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | |  | | | | | | | | | |  | | | | | | | | |   ***(Firma del proponente)***  ***(Nombre completo del proponente)*** |
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**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
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| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos*  - curso sobre contratos FIDIC 2 puntos  - NB- SABS 2 puntos  - Políticas Públicas 2 puntos  - Gestión de Compras 2 puntos | | | | | **Puntaje:** | **a.1 =10** | | |  |
|  | | | (\*\*)   |  |  |  |  | | --- | --- | --- | --- | | **:** | *DESEMPEÑANDO FUNCIONES EN EL AREA ADMINISTRATIVA EN EMPRESAS PUBLICAS DEL SECTOR ELECTRICIO*  *> a 5 años - 6 años: 10 puntos.*  *> a 6 años: 15 puntos.* | **Puntaje:** | **b.1 = *15*** | | | | | | | | | | | |
| **B. Experiencia Específica** | | | **:** | EXPERIENCIA REALIZANDO PROCESOS DE CONTRATACIÓN DE SERVICIOS EN EMPRESAS PÚBLICAS DEL SECTOR ELÉCTRICO   * > a 3 años - 4 años, 7 puntos * > 4 años- 10 puntos | | | | |  | **b.2 = 10** | | |  |
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| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
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***(Firma del proponente)***

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**ITEM 2: PROFESIONAL NIVEL IV – UADM 4**

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| **FORMULARIO C-2**  **FORMACIÓN Y EXPERIENCIA ADICIONAL**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | | |  | |  | |  | |  | | |  | |  |  | | | **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos*  *- Cursos adicionales relacionados*  *al cargo. 2 puntos por curso hasta un máximo de 8 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =10** | | |  | |  | | |  | | | | | | | | | | | | **B. Experiencia Especifica** | | | **:** | *DESEMPEÑANDO FUNCIONES EN EL AREA* DE CONTRATACIONES EN EL SECTOR PÚBLICO  *> a 5 años - 6 años: 10 puntos.*  *> a 6 años: 15 puntos.* | | | | | **Puntaje:** | **b.2 = *15*** | | |  | | |  |  |  | | --- | --- | --- | | EXPERIENCIA EN EL ÁREA DE CONTRATACIONES EN EMPRESAS PÚBLICAS EN EMPRESAS PUBLICAS   * > a 2 años - 3 años ,7 puntos * > 3 años- 10 puntos |  | **b.2 = *10*** | | | | | | | | | | | | | **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | | | **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | | | **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | | | |  |  | | | |  | |  | | |  | | | | |  |  | | | |  | |  | | |  | | | | |  |  | | | |  | |  | | |  | | | | | **B. EXPERIENCIA** | | | | | | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | | | **Años** | **Meses** | | | 1 |  | | | |  | | |  | | |  |  | | | 2 |  | | | |  | | |  | | |  |  | | | N |  | | | |  | | |  | | |  |  | |   ***(Firma del proponente)***  ***(Nombre completo del proponente)*** |

**ITEM 3: PROFESIONAL NIVEL V – UADM 3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | ***:*** | *Título en Provisión Nacional en Ciencias Administrativas, o ramas afines a nivel Licenciatura, este requisito es un factor de habilitación.* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | **:** | * *Certificado de la Ley N° 1178 (Indispensable)* * *Certificado del Decreto Supremo N°0181 de 28 de junio de 2009, " Normas Básicas del Sistema de Administración de Bienes y Servicios"(Indispensable).* * *Certificado de curso sobre contratos FIDIC. (Indispensable).* * *Dominio ofimático (paquetes computacionales: Word, Excel, Power Point). (Deseable).* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | **:** | *Experiencia profesional mayor a 5 años en el ejercicio de su profesión en el sector público o privado (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  | |  | |  | | | | | | | | **D. Experiencia Específica** | | **:** | *3 años de experiencia desempeñando funciones en el área de contrataciones en entidades públicas; dentro los cuales debe tener 2 años de experiencia en el área de contrataciones en empresas públicas del sector eléctrico.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | | | **A. FORMACIÓN** | | | | | | | | | | **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | | | | 1 |  | |  | |  |  | | | | 2 |  | |  | |  |  | | | | **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | | | Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | | | | 1 |  | |  | |  | |  | | | 2 |  | |  | |  | |  | | | **C. EXPERIENCIA GENERAL** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos*  *- Cursos adicionales relacionados*  *al cargo 2 puntos por curso hasta un máximo de 8 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =10** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *DESEMPEÑANDO FUNCIONES EN EL AREA DE CONTRATACIONES EN ENTIDADES O EMPRESAS PUBLICAS.*  *> a 3 año - 4 años: 8 puntos.*  *> a 4 años - 5 años: 12 puntos.*  *> 5 años: 15 puntos.* | | | | | **Puntaje:** | **b.2 = *15*** | | |  |
| |  |  |  | | --- | --- | --- | | EXPERIENCIA EN EL ÁREA DE CONTRATACIONES EN ENTIDADES O EMPRESAS PÚBLICAS DEL SECTOR ELÉCTRICO   * > a 2 años - 2.5 años ,7 puntos * > 2.5 años- 10 puntos |  | **b.2 = *10*** | | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
| N |  | | | |  | | |  | | |  |  | |

***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 4: PROFESIONAL NIVEL V – UADM 4**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORMULARIO C-1**  **FORMACIÓN Y EXPERIENCIA**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | ***:*** | *Título en Provisión Nacional en Ciencias Administrativas, a nivel Licenciatura, este requisito es un factor de habilitación.* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | **:** | * *Certificado de la Ley N° 1178. (Indispensable).* * *Certificado de la Responsabilidad por la función pública. (Indispensable).* * *Certificado de curso sobre contratos FIDIC. (Indispensable).* * *Certificado de Curso sobre Gestión de Contratos estatales. (Indispensable).* * *Dominio ofimático (paquetes computacionales: Word, Excel). (Deseable)* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | **:** | *Experiencia profesional mayor a 5 años en el sector público o privado (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  | |  | |  | | | | | | | | **D. Experiencia Específica** | | **:** | *3 años de experiencia desempeñando funciones en el área administrativa en empresas públicas del sector eléctrico; dentro los cuales deberá tener como mínimo 6 meses de experiencia, realizando actividades de gestión contratos o seguimiento de contratos.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | | | **A. FORMACIÓN** | | | | | | | | | | **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | | | | 1 |  | |  | |  |  | | | | 2 |  | |  | |  |  | | | | **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | | | Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | | | | 1 |  | |  | |  | |  | | | 2 |  | |  | |  | |  | | | **C. EXPERIENCIA GENERAL** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | | |  |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos*  *- Cursos adicionales relacionados*  *al cargo. 2 puntos por curso hasta un máximo de 8 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =10** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *DESEMPEÑANDO FUNCIONES EN EL AREA ADMINISTRATIVA EN EMPRESAS PUBLICAS DEL SECTOR ELECTRICIO*  *> a 3 años - 4 años: 8 puntos.*  *> a 4 años - 5 años: 12 puntos.*  *> 5 años: 15 puntos.* | | | | | **Puntaje:** | **b.2 = *15*** | | |  |
| |  |  |  | | --- | --- | --- | | *DESEMPEÑANDO FUNCIONES DE GESTION CONTRATOS O SEGUIMIENTO DE CONTRATOS*  > a 6 meses - 12 meses: 6 puntos  > a 12 meses – 18 meses: 8 puntos  > a 18 meses: 10 puntos |  | **b.2 = *10*** | | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
| N |  | | | |  | | |  | | |  |  | |

***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 5: PROFESIONAL NIVEL VI – UADM 3**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *Título en Provisión Nacional en Ciencias Administrativas, a nivel Licenciatura, este requisito es un factor de habilitación*. | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | * *Certificado de la Ley Nº 1178 (Indispensable).* * *Certificado por la Responsabilidad por la función Pública (Indispensable).* * *Certificado de cursos en gestión y preparación de Proyectos. (Indispensable).* * *Decreto Supremo 0181(Indispensable).* * *Procesos de Contratación de Bienes y Servicios (Indispensable).* * *Dominio ofimático (paquetes computacionales: Word, Excel, Power Point, etc.) (Deseable).* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | **:** | *Experiencia profesional igual o mayor a 4 años en el sector público en el área de contrataciones, (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo mayor a 3 años desempeñando funciones en el área de contrataciones en el sector público, dentro los cuales deberá contar mínimamente con 6 meses de experiencia en el área de contrataciones de bienes y/o servicios en empresas públicas del sector eléctrico.* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
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| 1 |  | |  | |  |  | | |
| 2 |  | |  | |  |  | | |
| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
|
| 1 |  | |  | |  | |  | |
| 2 |  | |  | |  | |  | |
| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos.*  *- Cursos adicionales relacionados*  *al cargo. 2 puntos por curso hasta un máximo de 8 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =10** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | DESEMPEÑANDO FUNCIONES EN EL ÁREA DE CONTRATACIONES EN EL SECTOR PÚBLICO  *> a 3 año - 4 años: 8 puntos.*  *> a 4 años - 5 años: 12 puntos.*  *> 5 años: 15 puntos.* | | | | | **Puntaje:** | **b.1= 15** | | |  |
| |  |  |  | | --- | --- | --- | | EXPERIENCIA EN EL ÁREA DE CONTRATACIONES DE BIENES Y/O SERVICIOS EN EMPRESAS PÚBLICAS DEL SECTOR ELÉCTRICO  > a 6 meses - 1 año ,5 puntos   * > 1 año, 10 puntos |  | **b.2 = *10*** | | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
| N |  | | | |  | | |  | | |  |  | |

***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 6: PROFESIONAL NIVEL VI – UADM 4**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *Título en Provisión Nacional en Ciencias Administrativas, a nivel Licenciatura, este requisito es un factor de habilitación.* | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | * *Certificado de la Ley Nº 1178. (Indispensable).* * *Certificado de curso relacionado al manejo legal de contratos de obras públicas y control preventivo de conflictos. (Indispensable).* * *Dominio ofimático (paquetes computacionales: Word, Excel, Windows, Access.) (Indispensable).* * *Decreto Supremo N° 0181. (Deseable).* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | **:** | *Experiencia profesional igual o mayor a 3 años en el sector público en el área de contrataciones, (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo mayor a 3 años en el área de contrataciones en empresas públicas del sector eléctrico.* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
|
| 1 |  | |  | |  |  | | |
| 2 |  | |  | |  |  | | |
| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
|
| 1 |  | |  | |  | |  | |
| 2 |  | |  | |  | |  | |
| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | ***-*** *Pos Grados por cada uno 6 puntos hasta un máximo de 12 puntos*  *- Cursos adicionales relacionados*  *al cargo. 2 puntos por curso hasta un máximo de 8 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =20** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 3años - 4 años: 13 puntos.*  *> a 4 años - 5 años: 15 puntos.* | | | | | **Puntaje:** | **b.1= 15** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
| N |  | | | |  | | |  | | |  |  | |

***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 7: PROFESIONAL NIVEL VI – UADM 5**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *-Título en Provisión Nacional en Ciencias Administrativas, a nivel Licenciatura, este requisito es un factor de habilitación.*  *-Diplomado en Riesgos, seguros y reaseguros.* | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | * *Certificado sobre curso seguridad de la información. (Indispensable).* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a 1 año en el sector público o privado (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo de 6 meses como Asistente en Áreas Administrativas, en empresas públicas del sector eléctrico.* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
|
| 1 |  | |  | |  |  | | |
| 2 |  | |  | |  |  | | |
| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
|
| 1 |  | |  | |  | |  | |
| 2 |  | |  | |  | |  | |
| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 3 puntos.*  *- Actualización en Gestión y Preparación de Proyectos 5 puntos.*  *- Cursos adicionales relacionados al cargo: 4 puntos por curso hasta un máximo de 12 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =20** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 6 meses - 1 año: 8 puntos.*  *> a 1 año - 1.5 años: 12 puntos.*  *> 1.5 años: 15 puntos.* | | | | | **Puntaje:** | **b.1= 15** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 8: PROFESIONAL JUNIOR – UADM 4**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *Título en Provisión Nacional en Ciencias Administrativas, Ciencias Jurídicas, Ingeniería Industrial y/o Comercial a nivel Licenciatura, este requisito es un factor de habilitación.* | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | *Certificado de la Ley Nº 1178. (Indispensable).*  *Dominio ofimático (paquetes computacionales: Word, Excel, Power Point, etc.). (Deseable)*  *Decreto Supremo N° 0181.(Deseable)* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a 2 años en el sector público o privado (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo mayor a 1 año en el área de contrataciones, en empresas públicas del sector eléctrico.* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
|
| 1 |  | |  | |  |  | | |
| 2 |  | |  | |  |  | | |
| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
|
| 1 |  | |  | |  | |  | |
| 2 |  | |  | |  | |  | |
| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 4 puntos.*  *- Cursos adicionales relacionados al cargo. 4 puntos por curso hasta un máximo de 12 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =20** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 1 año - 2 años: 12 puntos.*  *> a 2 años - 3 años: 15 puntos.* | | | | | **Puntaje:** | **b.1= 15** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
| N |  | | | |  | | |  | | |  |  | |

***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 9: PROFESIONAL JUNIOR – UADM 5**

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| **FORMULARIO C-1**  **FORMACIÓN Y EXPERIENCIA**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | ***:*** | *-Título en Provisión Nacional de: Contaduría Pública a nivel Licenciatura, este requisito es un factor de habilitación.*  *-Título de especialidad, Diplomado en Gestión Contable, Tributaria y Financiera este requisito es un factor de habilitación.* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | ***:*** | *-Certificado de la Ley Nº 1178 (indispensable)*  *-Certificado de participación en seminario “Ley Marcelo Quiroga Santa Cruz” (indispensable).*  *-Certificado de capacitación y desarrollo empresarial Rol de mantenimiento y operación dentro la gestión de Activos – NORMA ISO 55000 (indispensable)*  *-Certificado de participación en el seminario de Administración y Control de Activos Fijos para el Sector Público y Privado (indispensable)*  *-Dominio Ofimático (paquetes computacionales: Word, Excel, Power Point) (deseable).* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a 3 años en empresas públicas o privadas, plazo computado a partir de la fecha de emisión del Título en Provisión Nacional.* | | | | |  | |  | |  | | | | | | | | **D. Experiencia Específica** | | ***:*** | *Experiencia profesional mayor a 1 año de trabajo en Empresas Públicas del Sector Eléctrico en el área de Almacenes o Activos Fijos.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | | | **A. FORMACIÓN** | | | | | | | | | | **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | | | | 1 |  | |  | |  |  | | | | 2 |  | |  | |  |  | | | | **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | | | Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | | | | 1 |  | |  | |  | |  | | | 2 |  | |  | |  | |  | | | **C. EXPERIENCIA GENERAL** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 3 puntos.*  *- Cursos adicionales relacionados al cargo: 4 puntos por curso hasta un máximo de 12 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =15** | | |  |
|  | | |  | | | | | | | | | | |
| **B.** **Experiencia Especifica** | | | **:** | *> a 1 año - 2 años: 15 puntos.*  *> a 2 años - 3 años: 17 puntos.*  *> 3 años: 20 puntos.* | | | | | **Puntaje:** | **b.1= 20** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 10: TECNICO ADMINISTRATIVO NIVEL III – UADM 4**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

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| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *Licenciatura en contaduría pública, administración de empresas, o ramas afines. (Título en Provisión Nacional). Este requisito es un factor de habilitación.* | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | -*Certificado Taller Ley SAFCO 1178 (indispensable)*  *-Certificado Rol de Mantenimiento y Operaciones dentro la Gestión de Activos NORMA ISO 55000 (indispensable)*  *-Certificado Actualización de Sumas Aseguradas (indispensable)*  *-Dominio ofimático (paquetes computacionales: Word, Excel, etc.) (deseable)* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a cinco meses en empresas públicas o privadas.* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Experiencia profesional igual o mayor a cinco meses en empresas públicas del sector eléctrico desempeñando funciones en la administración de activos fijos eléctricos y no eléctricos y/o uso de Sistemas Informáticos de Activos Fijos.* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
|
| 1 |  | |  | |  |  | | |
| 2 |  | |  | |  |  | | |
| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
|
| 1 |  | |  | |  | |  | |
| 2 |  | |  | |  | |  | |
| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 3 puntos.*  *- Cursos adicionales relacionados al cargo: 4 puntos por curso hasta un máximo de 12 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =15** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 5 meses – 12 meses: 15 puntos.*  *> a 12 meses – 18 meses: 17 puntos.*  *> a 18 meses: 20 puntos.* | | | | | **Puntaje:** | **b.1= 20** | | |  |
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| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 11: TECNICO ADMINISTRATIVO NIVEL III – UADM 5**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FORMULARIO C-1**  **FORMACIÓN Y EXPERIENCIA**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | ***:*** | *Licenciatura en contaduría pública, administración de empresas, o ramas afines. (Título en Provisión Nacional). Este requisito es un factor de habilitación.* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | **:** | *-Certificado Rol de Mantenimiento y Operaciones dentro la Gestión de Activos NORMA ISO 55000 (indispensable)*  *-Certificado Actualización de Sumas Aseguradas (indispensable)*  *-Certificado en gestión de aprovisionamiento de inventarios (indispensable)*  *-Dominio ofimático (paquetes computacionales: Word, Excel, etc.) (deseable)* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a cinco meses en empresas públicas o privadas.* | | | | |  | |  | |  | | | | | | | | **D. Experiencia Específica** | | ***:*** | *Experiencia profesional igual o mayor a cinco meses en empresas públicas del sector eléctrico desempeñando funciones en la administración de activos fijos eléctricos y no eléctricos y/o uso de Sistemas Informáticos de Activos Fijos.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | | | **A. FORMACIÓN** | | | | | | | | | | **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | | | | 1 |  | |  | |  |  | | | | 2 |  | |  | |  |  | | | | **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | | | Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | | | | 1 |  | |  | |  | |  | | | 2 |  | |  | |  | |  | | | **C. EXPERIENCIA GENERAL** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | *Conocimientos ofimáticos. 3 puntos.*  *- Cursos adicionales relacionados al cargo: 4 puntos por curso hasta un máximo de 12 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =15** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 5 meses – 12 meses: 15 puntos.*  *> a 12 meses – 18 meses: 17 puntos.*  *> a 18 meses: 20 puntos.* | | | | | **Puntaje:** | **b.1= 20** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 12: TECNICO ADMINISTRATIVO NIVEL III – UADM 6**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *Título en Provisión Nacional en Ciencias Administrativas, a nivel Licenciatura, este requisito es un factor de habilitación.* | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | *-Certificado de la Ley N° 1178. (Indispensable).*  *-Certificado relacionado a la seguridad de la información. (Indispensable).*  *-Conocimiento ofimático (paquetes computacionales: Word, Excel, Power Point, etc.). (Indispensable)* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a 1 año en empresas públicas o privadas (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo de 6 meses en áreas administrativas en empresas públicas del sector eléctrico (plazo computado a partir de la fecha de emisión del Título en Provisión Nacional).* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
|
| 1 |  | |  | |  |  | | |
| 2 |  | |  | |  |  | | |
| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
|
| 1 |  | |  | |  | |  | |
| 2 |  | |  | |  | |  | |
| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | ***-*** *Pos Grados por cada uno 5 puntos hasta un máximo de 5 puntos*  - *Certificado de Políticas Públicas 5 puntos*  *- Cursos adicionales relacionados al cargo. 5 puntos por curso hasta un máximo de 10 puntos.* | | | | | **Puntaje: (\*\*)** | **a.1 =20** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 6 meses - 1 año: 8 puntos.*  *> a 1 año - 1.5 años: 12 puntos.*  *> 1.5 años: 15 puntos.* | | | | | **Puntaje:** | **b.1= 15** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
| N |  | | | |  | | |  | | |  |  | |

***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 13: AUXILIATURA TECNICA ADMINISTRATIVA NIVEL I – UADM 4**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FORMULARIO C-1**  **FORMACIÓN Y EXPERIENCIA**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | ***:*** | *Secretaria Ejecutiva a nivel técnico operativo de las carreras relacionadas al ámbito administrativo.* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | **:** | *-Certificado de la Ley Nº 1178 y la responsabilidad por la función pública. (Indispensable).*  *-Certificado de Políticas Públicas.*  *-Certificado relacionado a la atención al cliente y calidad en el servicio. (Indispensable).*  *-Certificado de redacción comercial. (Indispensable).*  *-Dominio informático (paquetes computacionales: Word, Excel, Power Point etc.) (deseable).* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a 8 años en empresas públicas o privadas (plazo computado a partir de la fecha del Certificado de Secretariado Ejecutivo).* | | | | |  | |  | |  | | | | | | | | **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo igual o mayor a 1 año en empresas públicas del sector eléctrico, (plazo computado a partir de la fecha de emisión del Certificado de Secretariado Ejecutivo).* | | | | |  | |  |  |  |  |  |  |  |  |  | | **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | | | **A. FORMACIÓN** | | | | | | | | | | **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | | | | 1 |  | |  | |  |  | | | | 2 |  | |  | |  |  | | | | **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | | | Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | | | | 1 |  | |  | |  | |  | | | 2 |  | |  | |  | |  | | | **C. EXPERIENCIA GENERAL** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | | | **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | | | **Años** | **Meses** | | 1 |  | |  | |  | |  |  | | 2 |  | |  | |  | |  |  | | ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
|  | |  | |  | |  | | |  | |  |  | |
| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos.*  *- Quechua 2 puntos*  -Políticas públicas 2 puntos  - Seguridad de la Información 2 puntos  - Técnicas secretariales y archivos 2 puntos | | | | | **Puntaje: (\*\*)** | **a.1 =10** | | |  |
|  | | |  | | | | | | | | | | |
| **B. Experiencia Especifica** | | | **:** | *> a 1 año – 2 años: 15 puntos.*  *> a 2 años - 3 años: 20 puntos.*  *> 3 años: 25 puntos.* | | | | | **Puntaje:** | **b.1= 25** | | |  |
|  | | |  | | | | | | | | | | |
| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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|  |  | | | |  | |  | | |  | | | |
| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
| 1 |  | | | |  | | |  | | |  |  | |
| 2 |  | | | |  | | |  | | |  |  | |
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***(Firma del proponente)***

***(Nombre completo del proponte)***

**ITEM 14: AUXILIATURA TECNICA ADMINISTRATIVA NIVEL I – UADM 5**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
|  |  | |  |  | | |  |  |
| **A. Formación** | | ***:*** | *Bachiller en humanidades* | | | | |  |
|  | |  |  | | | | |  |
| **B. Cursos** | | **:** | -*Certificado de la Ley Nº 1178. (Indispensable).*  *-Dominio ofimático (paquetes computacionales: Word, Excel, Power Point, etc.) (Deseable).* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **C. Experiencia General** | | ***:*** | *Experiencia general igual o mayor a 3 (tres) años de trabajo en el sector público o privado.* | | | | |  |
|  | |  | | | | | | |
| **D. Experiencia Específica** | | ***:*** | *Igual o mayor a 2 (dos) años de trabajo en el área de bienes y servicios en empresas públicas del sector eléctrico.* | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
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| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
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| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
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| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
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| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
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| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. (5 puntos).*  *- Curso de manejo o aprovisionamiento de Inventarios (5 puntos)* | | | | | **Puntaje: (\*\*)** | **a.1 =10** | | |  |
|  | | |  | | | | | | | | | | |
| **B. . Experiencia Especifica** | | | **:** | *Trabajos en el área de Adquisición de bienes y/o servicios en empresas públicas del sector eléctrico*  *> a 3 años – 4 años: 10 puntos.*  *> a 4 años - 6 años: 18 puntos.*  *> 6 años: 25 puntos.* | | | | | **Puntaje:** | **b.1= 25** | | |  |
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| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**ITEM 15: AUXILIATURA TECNICA ADMINISTRATIVA NIVEL I – UADM 6**

**FORMULARIO C-1**

**FORMACIÓN Y EXPERIENCIA**

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| **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | |
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| **A. Formación** | | ***:*** | *Secretaria Ejecutiva Bilingüe computacional.* | | | | |  |
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| **B. Cursos** | | **:** | *-Certificado de Redacción Comercial. (Indispensable).*  *-Certificado del curso Ley 1178 y la responsabilidad por la función pública. (Indispensable).*  *-Certificado relacionado a la seguridad de la información. (Indispensable).*  *-Dominio informático (paquetes computacionales: Word, Excel, Power Point, etc.). (Deseable)*  *-Relaciones Humanas. (Deseable)* | | | | |  |
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| **C. Experiencia General** | | ***:*** | *Experiencia profesional igual o mayor a 6 años en empresas públicas o privadas (plazo computado a partir de la fecha del Certificado de Secretariado Ejecutivo).* | | | | |  |
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| **D. Experiencia Específica** | | ***:*** | *Experiencia de trabajo mayor a 4 años en áreas administrativas en empresas públicas del sector eléctrico (plazo computado a partir de la fecha de emisión del Certificado de Secretariado Ejecutivo).* | | | | |  |
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| **2. CONDICIONES MÍNIMAS PRESENTADAS POR EL PROPONENTE. (\*\*)** | | | | | | | | |
| **A. FORMACIÓN** | | | | | | | | |
| **Nº** | **Institución** | | **Fecha del documento que avala la formación** | | **Grado de instrucción** | **Documento, certificado u otros** | | |
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| **B. CURSOS (ESPECIALIZACIÓN, SEMINARIOS, CAPACITACIONES, ENTRE OTROS)** | | | | | | | | |
| Nº | **Institución** | | **Fecha del documento que avala el curso** | | **Nombre del Curso** | | **Duración en Horas Académicas** | |
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| **C. EXPERIENCIA GENERAL** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del Trabajo \*** | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
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| 2 |  | |  | |  | |  |  |
| **D. EXPERIENCIA ESPECÍFICAS** | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | **Objeto del trabajo** \* | | **Cargo Ocupado** | | **Tiempo Trabajado** | |
| **Años** | **Meses** |
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| ***(Firma del proponente)***  ***(Nombre completo del proponente)*** | | | | | | | | |

**FORMULARIO C-2**

**FORMACIÓN Y EXPERIENCIA ADICIONAL**

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| **1. CONDICIONES ADICIONALES SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | | | | | |
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| **A. Formación Complementaria** | | |  | - *Conocimientos ofimáticos. 2 puntos por curso hasta un máximo de 6 puntos.*  *- Conocimiento de Quechua 4 puntos*  - *Curso sobre producción y desarrollo de un buen clima laboral, o responsabilidad y su valor, o técnicas para mejorar el desempeño de los colaboradores 5 puntos* | | | | | **Puntaje: (\*\*)** | **a.1 =15** | | |  |
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| **B. . Experiencia Especifica** | | | **:** | *Experiencia profesional relacionados al cargo en empresas públicas o privadas*  *> a 4 años - 5 años: 15 puntos.*  *> a 5 años - 6 años: 20 puntos.* | | | | | **Puntaje:** | **b.1= 20** | | |  |
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| **2. CONDICIONES ADICIONALES PRESENTADAS POR EL PROPONENTE. (\*\*\*)** | | | | | | | | | | | | | |
| **A. FORMACIÓN COMPLEMENTARIA** | | | | | | | | | | | | | |
| **Nº** | **Institución Educativa** | | | | **Fechas de emisión del título** | | **Grado** | | | **Título** | | | |
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| **B. EXPERIENCIA** | | | | | | | | | | | | | |
| **N°** | **Institución, Empresa o Lugar de Trabajo** | | | | **Objeto del trabajo** | | | **Cargo Ocupado** | | | **Tiempo Trabajado** | | |
| **Años** | **Meses** | |
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***(Firma del proponente)***

***(Nombre completo del proponente)***

**NOTA: TODOS LOS ITEMS DEBERAN ADJUNTAR DOCUENTOS EN FOTOCOPIA SIMPLE QUE RESPALDEN LO DECLARADO EN EL PRESENTE FORMULARIO**