

**ESTADO PLURINACIONAL DE BOLIVIA**

**EMPRESA NACIONAL DE ELECTRICIDAD**

**TERMINOS DE REFERENCIA**

FORMULARIOS

**Código ENDE N° CDCPP-ENDE-2018-80**

**SERVICIO DE CONSULTORIA INDIVIDUAL DE LINEA**

**PARA LA UNIDAD ADMINISTRATIVA 2018 - 2**

Cochabamba, Mayo 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. Curriculum 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 VI– UADM 6**

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| **FORMULARIO C-1**  **FORMACIÓN Y EXPERIENCIA**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1. CONDICIONES MÍNIMAS SOLICITADAS POR LA ENTIDAD. (\*)** | | | | | | | | | |  |  | |  |  | | |  |  | | **A. Formación** | | **:** | *Título en Provisión Nacional de Licenciatura en Ciencias Administrativas, Licenciatura en Ciencias Jurídicas, o Licenciatura en Comercio Exterior, este requisito es un factor de habilitación* | | | | |  | |  | |  |  | | | | |  | | **B. Cursos** | | **:** | *-Conocimientos de la Ley General de Aduanas y su Reglamento. (Deseable)*  *-Conocimiento de procedimientos aduaneros. (Deseable)*  *-Aplicaciones computacionales: Word, Excel, Power Point, etc. (Deseable)*  *-Ley SAFCO. (Deseable)*  *La misma que se evaluara con un examen de conocimiento.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **C. Experiencia General** | | **:** | *Experiencia profesional igual o mayor a cuatro (4) años, 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 igual o mayor a tres (3) años desempeñando en áreas de trabajo de:*  *-Experiencia de trabajo en la aduana nacional en área de despachos aduaneros o áreas relacionadas, y/o*  *-Experiencia de trabajo en Agencia Despachante de aduana.*  *-En empresas públicas o privadas en áreas de importación.* | | | | |  | |  |  |  |  |  |  |  |  |  | | **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** | | |  | *Resultado de la evaluación de conocimientos.* | | | | | **Puntaje:** | **a.1 =15** | | |  |
|  | | | (\*\*)   |  |  |  |  | | --- | --- | --- | --- | | **:** | *-Diplomado en el área de importaciones, 2.5 puntos.*  *-Maestría en Comercio Exterior, 2.5 puntos.* | **Puntaje:** | **b.1 = 5** | | | | | | | | | | | |
| **B. Experiencia Específica** | | | **:** | Experiencia de trabajo igual o mayor a tres (3) años desempeñando en áreas de trabajo de:  -Experiencia de trabajo en la aduana nacional en área de despachos aduaneros o áreas relacionadas, y/o  -Experiencia de trabajo en Agencia Despachante de aduana.  -En empresas públicas o privadas en áreas de importación.  *- > a 4 años - 5 años, 5 puntos*  *- > 5 años, 10 puntos* | | | | |  | **b.2 = 10** | | |  |
| 1. **Entrevista :** | | | |  |  |  |  | | --- | --- | --- | --- | |  | *Basada en inciso A. Formación complementaria.* | **Puntaje:** | **b.3 = 5** | | | | | | | | | | | |
| **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 VI – UADM 7**

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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**    **C. Entrevista** | | | **:** | *EXPERIENCIA EN EL ÁREA DE CONTRATACIONES EN EL SECTOR PÚBLICO*  *- > a 4 años - 5 años, 10 puntos*  *- > 5 años, 15 puntos* | | | | | **Puntaje:** | **b.2 = *15*** | | |  | | **Puntaje:****b.3= 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)***  **NOTA: TODOS LOS ITEMS DEBERAN ADJUNTAR DOCUENTOS EN FOTOCOPIA SIMPLE QUE RESPALDEN LO DECLARADO EN EL PRESENTE FORMULARIO** |

**ANEXO 2**

**FORMULARIOS REFERENCIALES DE APOYO**

Formulario V-1 Formulario de Evaluación Preliminar

Formulario V-3 Formulario de Evaluación de Propuesta Técnica

**Formulario V- 1**

**EVALUACIÓN PRELIMINAR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **DATOS GENERALES DEL PROCESO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | | | |  | |
| **Código Proceso ENDE Nº** | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  |  |  |  |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | | | |  | |
| **Objeto de la Contratación** | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  |  |  |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | |  | | | |  | |  | |
| **Nombre del Proponente** | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Requisitos Evaluados** | | | | | | | | | | **Verificación** | | | | | | | | | | | | | | | | | | **Evaluación Preliminar** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PRESENTÓ** | | | | | | | | | | | | | | | | | | **CONTINÚAN** | | | | | | | | | | **DESCALIFICAN** | | | | | | | | | | | | | | | |
| **SI** | | | | | | | | | **NO** | | | | | | | | |
| **DOCUMENTOS LEGALES Y ADMINISTRATIVOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.   Formulario A-1.** de Presentación de Propuesta | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **2.   Formulario A-2**de Identificación del Proponente | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **PROPUESTA TÉCNICA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.   FORMULARIO C-1**. | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **5.   FORMULARIO C-2** | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | |

**FORMULARIO V-3**

**EVALUACIÓN DE LA PROPUESTA TÉCNICA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TÉRMINOS DE REFERENCIA** | | | | | | | | | | | | | | | | | | | | | | | |
| **Formación y Experiencia (Llenado por la Entidad)** | | | | | | | | | | | | | | | | | | | | | | | |
| **PROPONENTES** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **PROPONENTE A** | | | | | | **PROPONENTE B** | | | | | **PROPONENTE C** | | | | | | **PROPONENTE n** | | | |
|  | | | **Cumple** | | | **No cumple** | | | **Cumple** | | | **No cumple** | | **Cumple** | | | **No cumple** | | | **Cumple** | | **No cumple** | |
| **A. Formación** | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | |  | | |  | | |  | |  | | |  | | |  | |  | |
| **B. Cursos (Especialización, Seminarios, Capacitaciones, entre otros)** | | | | | | | | | | | | | | | | | | | | | | | |
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|  | |  | | | |  | | |  | | |  | |  | | |  | | |  | |  | |
| **C. Experiencia General** | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | |  | | |  | | |  | |  | | |  | | |  | |  | |
| **D. Experiencia Específica** | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | |  | | |  | | |  | |  | | |  | | |  | |  | |
| **METODOLOGÍA CUMPLE/NO CUMPPLE** | | **(*Señalar si cumple o no cumple)*** | | | | | | | **(*Señalar si cumple o no cumple)*** | | | | | **(*Señalar si cumple o no cumple)*** | | | | | | **(*Señalar si cumple o no cumple)*** | | | |
| **CONDICIONES ADICIONALES** | | | | | | | | | | | | | | | | | | | | | | | |
| **Formación y Experiencia Adicional (Llenado por la Entidad)** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | **Puntaje Asignado** | | | **PROPONENTES** | | | | | | | | | | | | | | | |
| **PROPONENTE A** | | | | | **PROPONENTE B** | | | **PROPONENTE C** | | | | | **PROPONENTE n** | | |
| **Puntaje Obtenido** | | | | | **Puntaje Obtenido** | | | **Puntaje Obtenido** | | | | | **Puntaje Obtenido** | | |
| **A. Formación Complementaria** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | |  | | | |  | | | |  | | | | |  | | |
| **B. Experiencia Específica** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | |  | | | | |  | | |  | | | | |  | | |
| **PUNTAJE TOTAL DE LAS CONDICIONES ADICIONALES** | | | | | **35** | | | ***(Sumar los puntajes obtenidos de cada criterio)*** | | | | | ***(Sumar los puntajes obtenidos de cada criterio)*** | | | ***(Sumar los puntajes obtenidos de cada criterio)*** | | | | | ***(Sumar los puntajes obtenidos de cada criterio)*** | | |
|  | |  |  |  | |  |  | |  |  | |  |  |  |  | |  |  | |  |  |  |
| **RESUMEN DE LA EVALUACIÓN DE LA PROPUESTA TÉCNICA (PT)** | | | | | **Puntaje Asignado** | | | **PROPONENTE A** | | | | | **PROPONENTE B** | | | **PROPONENTE C** | | | | | **PROPONENTE n** | | |
| **Puntaje Obtenido** | | | | | **Puntaje Obtenido** | | | **Puntaje Obtenido** | | | | | **Puntaje Obtenido** | | |
| **Puntaje de la evaluación cumple/no cumple** | | | | | **35** | | |  | | | | |  | | |  | | | | |  | | |
| **Puntaje de las condiciones adicionales** | | | | | **35** | | |  | | | | |  | | |  | | | | |  | | |
| **PUNTAJE TOTAL DE LA EVALUACIÓN DE LA PROPUESTA TÉCNICA (PT)** | | | | | **70** | | |  | | | | |  | | |  | | | | |  | | |