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|  | BANCO CENTRAL DE BOLIVIA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **APOYO NACIONAL A LA PRODUCCIÓN Y EMPLEO**  CÓDIGO BCB: ANPE - P Nº 025/2018-2C |

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| 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Entidad Convocante | **BANCO CENTRAL DE BOLIVIA** | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | | | | | | | | **ANPE – P N° 025/2018-2C** | | | |  |
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| Objeto de la contratación | **SERVICIO DE MENSAJERÍA (COURIER) PARA EL DESPACHO DE CORRESPONDENCIA EN EL AMBITO LOCAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación | **X** | **Precio Evaluado más Bajo** | | | | | | | |  | Calidad Propuesta Técnica y Costo | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | Presupuesto Fijo | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Forma de Adjudicación | **X** | **Por el Total** | | | | |  | Por Ítems | | | | |  | Por Lotes | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Precio Referencial | |  |  |  |  | | --- | --- | --- | --- | | **SERVICIO CORRIENTE** | **PRECIO UNITARIO POR ENVIO EN Bs** | **SERVICIO EXPRESO** | **PRECIO UNITARIO POR ENVIO EN Bs** | | ZONA SUR | 12,50 | ZONA SUR | 15,50 | | ZONA CENTRAL | 11,50 | ZONA CENTRAL | 14,50 | | SOPOCACHI | 11,50 | SOPOCACHI | 14,50 | | MIRAFLORES | 11,50 | MIRAFLORES | 14,50 | | EL ALTO | 15,00 | EL ALTO | 22,50 | | OTRAS ZONAS | 11,50 | OTRAS ZONAS | 16,50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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) | Dos años, que se computará a partir de la orden de proceder emitida por el Fiscal del Servicio. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | El proveedor prestará el servicio en la Ventanilla Única de Correspondencia ubicado en el Hall del BCB, para la distribución de la correspondencia en las ciudades de La Paz y El Alto. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | ***Se procederá a realizar la retención del 7% de cada pago.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Señalar para cuando es el requerimiento del Servicio General | **X** | **Servicios Generales para la gestión en curso** | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
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|  | Servicios Generales recurrentes para la próxima gestión *(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 | | Piso 7 del Edificio Principal del BCB, ubicado Calle Ayacucho esquina Mercado. La Paz – Bolivia | | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | | | | | De 8:30 a 12:30 y de 14:30 a 18:30 | | | | | |  |
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|  | | |  |  | |  | |  | | *Nombre Completo* | | | | | | | | | | | | | | | |  | *Cargo* | | | | | | | |  | *Dependencia* | | | | | | |  |
| **Encargado de atender consultas**  **Administrativas** | | | | | Claudia Chura Cruz | | | | | | | | | | | | | |  | | Prof. en Compras y Contrataciones | | | | | | | | | | |  | | Dpto. de Compras y Contrataciones | | | | | | | | |  |
| **Técnicas** | | | | | Fernando Garcia Montemayor | | | | | | | | | | | | | |  | | Supervisor | | | | | | | | | | |  | | Dpto. de Gestión Documental | | | | | | | | |  |
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| Teléfono | 2409090 Internos:  4727 (Consultas Administrativas)  4106 (Consultas Técnicas) | | | | | |  | | Fax | | | 2664790 | | | | |  | | Correo Electrónico | | | | | | | | | | [cchura@bcb.gob.bo](mailto:cchura@bcb.gob.bo)  (Consultas Administrativas)  [fgarcia@bcb.gob.bo](mailto:fgarcia@bcb.gob.bo)  (Consultas Técnicas) | | | | | | | | | | | | | |  |

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| **3.    CRONOGRAMA DE PLAZOS** | | | | | | | | | | | | | | | | | |
| 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;   * + 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 cronograma de plazos previsto para el proceso de contratación, es el siguiente:** | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | | **FECHA** | | | | | | | **HORA** | | | | | **LUGAR Y DIRECCIÓN** | | |
|  | Publicación del DBC en el SICOES y la Convocatoria en la Mesa de Partes | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 24 |  | 08 |  | 2018 |  |  |  |  |  |  |  |
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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 y Apertura de Propuestas | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
|  | 05 |  | 09 |  | 2018 |  |  | 16 |  | 00 |  | **Presentación de Propuestas:**  Ventanilla Única de Correspondencia – PB del Edificio del BCB, ubicado en el Calle Ayacucho esq. Mercado, La Paz- Bolivia.  **Apertura de Propuestas:**  Piso 7, Dpto. de Compras y Contrataciones del edificio principal del BCB. |
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|  | Presentación del Informe de Evaluación y Recomendación al RPA | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 08 |  | 10 |  | 2018 |  |  |  |  |  |  |  |
|  | Adjudicación o Declaratoria Desierta | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
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|  | Notificación de la adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 15 |  | 10 |  | 2018 |  |  |  |  |  |  |  |
|  | Presentación de documentos para la formalización de la contratación. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
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|  | Suscripción de contrato o emisión de la Orden de Servicio. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
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