|  |  |
| --- | --- |
|  | BANCO CENTRAL DE BOLIVIA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **APOYO NACIONAL A LA PRODUCCIÓN Y EMPLEO**  CÓDIGO BCB: ANPE - C Nº 027/2013-1C |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **CONVOCATORIA**   **Se convoca a la presentación de propuestas para el siguiente proceso:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Entidad convocante** | | | | **:** | | | | |  | | | | | Banco Central de Bolivia | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Modalidad de Contratación** | | | | **:** | | | | |  | | | | | **Apoyo Nacional a la Producción y Empleo** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CUCE** | | | | **:** | | | | |  | | | | | 1 | | 3 | - | 0 | 9 | | 5 | | | | 1 | - | 0 | 0 | | - | | | 3 | | | 8 | | | | | 0 | 2 | | 9 | | | | 1 | - | 1 | - | 1 | | |  | |
|  | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Código interno que la entidad utiliza para Identificar al proceso** | | | | **:** | | | | |  | | | | | **ANPE C Nº 027/2013-1C** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Objeto de la contratación** | | | | **:** | | | | |  | | | | | “CONTRATACIÓN DE CONSULTOR INDIVIDUAL DE LÍNEA PARA EL APOYO EN LA ELABORACIÓN, MODIFICACIÓN Y/O ACTUALIZACIÓN DE MANUALES DE PROCEDIMIENTOS” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | |  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Método de Selección y Adjudicación** | | | | **:** | | | | |  | | | | |  | a) Calidad, Propuesta Técnica y Costo | | | | | | | | | | | | | |  | | b) Menor Costo | | | | | | | | | | | | **X** | | | **c) Presupuesto Fijo** | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | |  | | | | |  | d) Calidad | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | |  | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Forma de Adjudicación** | | | | | **:** | | | |  | | | | | Por el Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Precio Referencial** | | | | | **:** | | | |  | | | | | Bs82.280,00, que será cancelado en forma mensual de Bs7.480,00. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **La contratación se formalizará mediante** | | | | | | **:** | | | |  | | | | Contrato | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Garantía de Cumplimiento de Contrato** | | | | | **:** | | | |  | | | | | El proponente adjudicado deberá constituir la garantía de cumplimiento de contrato por el 7% del monto del contrato, el cual podrá ser una de las señaladas en el Art.20 de las NB.SABS, (Boleta de Garantía, Boleta de Garantía a Primer Requerimiento o Póliza de Seguro de Caución a Primer Requerimiento). Estas garantías deberán expresar su carácter de renovable, irrevocable y de ejecución inmediata; ó solicitar la retención del siete por ciento (7%) de cada pago. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Organismo Financiador** | | | | | **:** | | | |  | | | | **Nombre del Organismo Financiador**  *(de acuerdo al clasificador vigente)* | | | | | | | | | | | | | | | | | | | | |  | **% de Financiamiento** | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | |  | | | |  | | | | Recursos propios del BCB | | | | | | | | | | | | | | | | | | | | |  | 100 | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **INFORMACION DEL DOCUMENTO BASE DE CONTRATACION (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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Horario de atención de la entidad** | | | **:** | | | | |  | | | De horas 08:30 a horas 16:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | |  | | | | |  | | | *Nombre Completo* | | | | | | | | | | |  | | *Cargo* | | | | | | | | | | | | |  | | *Dependencia* | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Encargado de atender consultas** | | **:** | | | | |  | | | | | Olga Flores Villca | | | | | | | |  | | | Profesional en Compras y Contrataciones | | | | | | | | | | | | | | |  | | Dpto. de Compras y Contrataciones | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Encargado de atender técnicas** | | **:** | | | | |  | | | | | Tatiana Valverde Herrera | | | | | | | |  | | | Especialista en Organización Administrativa | | | | | | | | | | | | | | |  | | Subgerencia de Planificación y Control de Gestión | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Domicilio fijado para el proceso de contratación por la entidad convocante** | | | **:** | | | | |  | | | Piso 7 del Edificio Principal del BCB, ubicado Calle Ayacucho esquina Mercado. La Paz – Bolivia | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teléfono** | | | **:** | | | | |  | | | 2409090 – Consultas Administrativas: Interno 4709 o 4713  Consultas Técnicas: Interno 2108 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fax** | | | : | | | | |  | | | 2406922 – 2407368 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Correo electrónico para consultas** | | | **:** | | | | |  | | | [oflores@bcb.gob.bo](mailto:oflores@bcb.gob.bo) o [mcuba@bcb.gob.bo](mailto:mcuba@bcb.gob.bo) (Consultas Administrativas)  [tvalverde@bcb.gob.bo](mailto:tvalverde@bcb.gob.bo) (Consultas Técnicas) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | BANCO CENTRAL DE BOLIVIA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **APOYO NACIONAL A LA PRODUCCIÓN Y EMPLEO**  CÓDIGO BCB: ANPE - C Nº 027/2013-1C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **CRONOGRAMA DE PLAZOS**   **El cronograma de plazos previsto para el proceso de contratación, es el siguiente:** | | | | | | | | | | | | |
| **#** | **ACTIVIDAD** |  | **FECHA** | | | | | **HORA** | | | **LUGAR Y DIRECCIÓN** | |
| *Día/Mes/Año* | | | | | *Hora:Min* | | |
|  |  |  |  | | | | |  | | |  |  |
| **1** | Publicación del DBC en el SICOES y en la Mesa de Partes\* | **:** |  | | 26/04/2013 | |  |  |  |  |  |  |
|  |  |  |  | | | | |  | | |  |  |
| **2** | Fecha límite de presentación y Apertura de Propuestas\* | **:** |  | | 07/05/2013 | |  |  | 10:00 |  | **Presentación de Cotizaciones:**  Ventanilla Única de Correspondencia – Planta Baja del Edificio Principal del BCB  **Apertura de Sobres:**  Piso 7 del Edificio Principal del BCB ubicado en el Calle Ayacucho esquina Mercado |  |
|  |  |  |  | | | | |  | | |  |  |
| **3** | Adjudicación o Declaratoria Desierta | **:** |  | | 07/06/2013 | |  | | | |  |  |
|  |  |  |  | | | | | | | |  |  |
| **4** | Notificación |  |  | | 11/06/2013 | |  | | | |  |  |
|  |  |  |  | |  | |  | | | |  |  |
| **5** | Presentación de documentos para suscripción de contrato | **:** |  | | 19/06/2013 | |  | | | |  |  |
|  |  |  |  | | | | | | | |  |  |
| **6** | Suscripción de contrato | **:** |  | | 28/06/2013 | |  | | | |  |  |
|  |  | | |  | |  | | | | |  |  |

*(\*) Estas fechas son fijas en el proceso de contratación*