CONVOCATORIA Y DATOS GENERALES DEL PROCESO DE CONTRATACIÓN

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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 – C Nº 085/2025-1C | | | | | | | | | | | | |  |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Objeto de la contratación | **SERVICIO DE ENCUADERNACIÓN EMPASTADA Y REENCUADERNACIÓN DE DOCUMENTOS DEL BCB – GESTIÓN 2025** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **N°** | **Tamaño de encuadernación** | **Medidas** | **Cantidad Estimada** | **Precio Unitario Referencial** | **Sub Total en Bs.** | | 1 | Periódico | (60x36 cm) | 10 | 105,00 | 1.050,000 | | 2 | Tabloide | (40x36 cm) | 25 | 96,00 | 2.400,000 | | 3 | Estado | (38x28 cm) | 140 | 90,00 | 12.600,000 | | 4 | Oficio | (33x22 cm) | 155 | 58,00 | 8.990,000 | | 5 | Carta | (29x22 cm) | 2.700 | 56,00 | 151.200,000 | | 6 | Medio Oficio | (16x22 cm) | 10 | 42,00 | 420,000 | | 7 | Media Carta | (14x21 cm) | 10 | 33,00 | 330,000 | | 8 | Cuarto oficio | (16x11 cm) | 5 | 31,00 | 155,000 | |  |  |  |  | | | | **N°** | **Tamaño de reencuadernación** | **Medidas** | **Cantidad Estimada por un (1) año** | **Precio Unitario**  **Referencial** | **Sub Total en Bs.** | | 9 | Carta | (29x22 cm) | 400 | 35,00 | 14.000,000 | | 10 | Oficio | (33x22 cm) | 30 | 38,00 | 1.140,000 | | **TOTAL ESTIMADO EN Bs.** | | | | | **192.285,000** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | El plazo de la prestación del servicio se computará a partir del día siguiente hábil de la suscripción del contrato hasta el 19 de diciembre de 2025. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | | El proveedor prestará el servicio en las instalaciones dependientes del BCB, Ex Corcosur ubicado en la Avenida Montes N° S/N.  El horario para la prestación de servicios será de 08:00 a 16:00 y otros horarios que el Fiscal o la ENTIDAD establezcan mediante Comunicaciones u otro documento oficial. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | | ***De acuerdo a lo establecido en el inciso b) del artículo 21 del D.S. 0181, al tratarse de un servicio discontinuo, el BCB realizará la retención del siete por ciento (7%) de cada pago en sustitución de la Garantía de Cumplimiento de Contrato.***  ***El importe de dicha garantía en caso de cualquier incumplimiento contractual incurrido por el Proveedor, será consolidado a favor del BCB sin necesidad de ningún trámite o acción judicial.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Señalar con que presupuesto se inicia el proceso de contratación | **X** | Presupuesto de la gestión en curso |  |  | |
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|  | Presupuesto de la próxima gestión para servicios generales recurrentes *(el proceso llegará hasta la adjudicación y la suscripción del Contrato estará sujeta a la aprobación del presupuesto de la siguiente gestión)* | | |  |
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| Organismos Financiadores | # | Nombre del Organismo Financiador  (de acuerdo al clasificador vigente) |  | % de Financiamiento |  |
| 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 | | | Edificio Principal del Banco Central de Bolivia, calle Ayacucho esquina Mercado. La Paz - Bolivia | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | 08:00 a 16:00 | | | |  |
|  | |  | |  |  |  |  |  |  |  |  |  | |  | |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Encargado de atender consultas  Administrativas:  Técnicas: | | | *Nombre Completo* | | | | | | | | | |  | | *Cargo* | | | | | | | | | | | |  | *Dependencia* | | | | | | | |  |
| Cristhian Andres Alba Escobar | | | | | | | | | |  | | Profesional en Compras y Contrataciones | | | | | | | | | | | |  | Departamento de Compras y Contrataciones | | | | | | | |  |
| Maria Verónica Calsina Persona | | | | | | | | | |  | | Supervisor de Archivo | | | | | | | | | | | |  | Departamento de Gestión Documental | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teléfono | | | 2409090 Internos:  4714 (Consultas Administrativas)  4604 (Consultas Técnicas) | | | | | | | | | | | | Fax | | | | 2664790 | | | | Correo Electrónico | | | | | [calba@bcb.gob.bo](mailto:calba@bcb.gob.bo)  (Consultas Administrativas)  mcalsina@bcb.gob.bo (Consultas Técnicas) | | | | | | | |  |
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| Cuenta Corriente Fiscal para depósito por concepto de Garantía de Seriedad de Propuesta (Fondos en Custodia) | | | | | | | | Número de Cuenta: 10000041173216  Banco: Banco Unión S.A.  Titular: Tesoro General de la Nación  Moneda: Bolivianos. **NO APLICA** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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1. CRONOGRAMA DE PLAZOS

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| De acuerdo con lo establecido en el Artículo 47 de las NB-SABS, los siguientes plazos son de cumplimiento obligatorio:   * + 1. Presentación de propuestas:  1. Para contrataciones hasta Bs.200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS), plazo mínimo cuatro (4) días hábiles; 2. Para contrataciones mayores a Bs.200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS) hasta Bs1.000.000.- (UN MILLÓN 00/100 BOLIVIANOS), plazo mínimo ocho (8) días hábiles.   Ambos computables a partir del día siguiente hábil de la publicación de la convocatoria en el SICOES;   * + 1. Presentación de documentos para la formalización de la contratación, plazo de entrega de documentos no menor a cuatro (4) días hábiles;     2. Plazo para la presentación del Recurso Administrativo de Impugnación a la Resolución de Adjudicación o de Declaratoria Desierta, en contrataciones mayores a Bs200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS) hasta Bs1.000.000.- (UN MILLÓN 00/100 BOLIVIANOS), en cuyo caso el cronograma deberá considerar tres (3) días hábiles computables a partir del día siguiente hábil de la notificación de la Resolución Impugnable.   **El incumplimiento a los plazos señalados será considerado como inobservancia a la normativa.** |

El proceso de contratación de servicios generales, se sujetará al siguiente Cronograma de Plazos:

| **CRONOGRAMA DE PLAZOS** | | | | | | | | | | | | | | | | | | |
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| **ACTIVIDAD** | | **FECHA** | | | | | | | | **HORA** | | | | | **LUGAR** | | | |
| 1 | Publicación del DBC en el SICOES (\*) |  | *Día* | |  | *Mes* |  | *Año* |  |  |  |  |  |  | |  |  |  |
|  | 23 | |  | 05 |  | 2025 |  |  |  |  |  |  | |  | Piso 7, Edificio Principal del Banco Central de Bolivia, calle Ayacucho esquina Mercado. La Paz - Bolivia |
|  |  |  | | | | | | | |  | | | | | |  |  |
| 2 | Inspección previa (No es obligatoria) |  | *Día* | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  | |  |  |
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| 3 | Consultas Escritas (No es obligatoria) |  | *Día* | |  | *Mes* |  | *Año* |  |  | | | | | |  |  |
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| 4 | Reunión Informativa de aclaración (No es obligatoria) |  | *Día* | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  | |  |  |
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| 5 | Presentación de Propuestas (fecha límite) |  | *Día* | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  | |  |  |
|  | 30 | |  | 05 |  | 2025 |  |  | 10 |  | 00 |  | |  | * **En forma electrónica:**   A través del RUPE de conformidad al procedimiento establecido en el presente DBC. |
| 2024 |  |  | | | | | | | |  | | | | | |  |  |
| 6 | Inicio de Subasta Electrónica |  | *Día* | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  | |  | |
|  | 30 | |  | 05 |  | 2025 |  |  | 10 |  | 10 |  | |
| 7 | Cierre preliminar de Subasta Electrónica |  | *Día* | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  | |
|  | 30 | |  | 05 |  | 2025 |  |  | 10 |  | 40 |  | |
| 8 | Apertura de Propuestas (fecha límite) |  | *Día* | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  | |
|  | 30 | |  | 05 |  | 2025 |  |  | 10 |  | 51 |  | |  | Piso 7, Dpto. de Compras y Contrataciones del edificio principal del BCB o ingresar al siguiente enlace a través de zoom:  https://bcb-gob-bo.zoom.us/j/86452446290?pwd=d29MKajWF8ba7hbnK5W1K490ma7OUB.1  ID de reunión: 864 5244 6290  Código de acceso: 982540 |
|  |  |  | | | | | | | |  | | | | | |  | |
| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) |  | *Día* | |  | *Mes* |  | *Año* |  |  | |
|  | 03 | |  | 06 |  | 2025 |  |
|  |  |  | | | | | | | |
| 10 | Adjudicación o Declaratoria Desierta (fecha límite) |  | *Día* | |  | *Mes* |  | *Año* |  |
|  | 04 | |  | 06 |  | 2025 |  |
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| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) |  | *Día* | |  | *Mes* |  | *Año* |  |
|  | 05 | |  | 06 |  | 2025 |  |
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| 12 | Presentación de documentos para la formalización de la contratación |  | *Día* | |  | *Mes* |  | *Año* |  |
|  | 12 | |  | 06 |  | 2025 |  |
|  |  |  | | | | | | | |
| 13 | Suscripción de Contrato o emisión de la Orden de Servicio |  | *Día* | |  | *Mes* |  | *Año* |  |
|  | 18 | |  | 06 |  | 2025 |  |
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*(\*) Los plazos del proceso de contratación se computarán a partir del día siguiente hábil de la publicación en el SICOES.*