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 N° 031/2025-1C | | | | | | | | | | | | |  |
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| Objeto de la contratación | **SERVICIO DE MANTENIMIENTO - AYUDANTE EN EL ÁREA DE ELECTRICIDAD PARA EL EDIFICIO PRINCIPAL DEL BCB** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | **Bs53.100,00 (Cincuenta y Tres Mil Cien 00/100 Bolivianos)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 para la prestación del servicio se computará a partir de la fecha establecida en la orden de proceder hasta el 31 de diciembre de 2025. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | | El servicio deberá desarrollarse en el siguiente inmueble:  a. Edificio Principal del BCB (Calle Ayacucho, esquina Mercado S/N, La Paz).  b. Otros inmuebles de propiedad del BCB, de acuerdo a requerimiento del Fiscal del Servicio.  Se asignará al proveedor un espacio de trabajo dentro de las instalaciones del BCB para el adecuado desarrollo de sus funciones. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | | ***Para el cumplimiento del contrato, el proveedor adjudicado deberá presentar una garantía por el 7% del monto total del contrato, a través de alguno de los siguientes tipos de documentos:***  ***- Boleta de garantía.***  ***- Garantía a primer requerimiento.***  ***- Póliza de seguro de caución a Primer Requerimiento.***  ***O en su defecto solicitar la retención del 7% del valor de cada pago realizado por la prestación del servicio.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | | |  |
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| 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 Rosa Quisbert Huiza | | | | | | | | | |  | | Profesional en Mantenimiento de Sistemas Eléctricos | | | | | | | | | | |  | | Departamento de Mejoramiento y Mantenimiento de la Infraestructura | | | | | | | | |  |
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| Teléfono | | | 2409090 Internos:  4714 (Consultas Administrativas)  4725 (Consultas Técnicas) | | | | | | | | | | | | Fax | | | | 2664790 | | | | Correo Electrónico | | | | | | calba@bcb.gob.bo  (Consultas Administrativas)  mhquisbert@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:

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| **CRONOGRAMA DE PLAZOS** | | | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | **FECHA** | | | | | | | | | | **HORA** | | | | | **LUGAR** | | |
| 1 | Publicación del DBC en el SICOES (\*) |  | | *Día* | | |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | | 27 | | |  | 02 |  | 2025 |  |  |  |  |  |  |  |  |
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| 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.* |  |  |  |
|  | | 06 | | |  | 03 |  | 2025 |  |  | 11 |  | 30 |  |  | Piso 7 (Dpto. de Compras y Contrataciones), edificio principal del BCB – Calle Ayacucho esq. Mercado, La Paz – Bolivia o conectarse al siguiente enlace a través de zoom:  https://bcb-gob-bo.zoom.us/j/88157843697?pwd=aKXuc5DH5VzkX0YPDQj2gTbXZ6VgQO.1  ID de reunión: 881 5784 3697  Código de acceso: 953794 |
|  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Presentación de Propuestas (fecha límite) |  | | *Día* | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | | 10 | | |  | 03 |  | 2025 |  |  | 12 |  | 30 |  |  | **En forma electrónica**:  A través del RUPE de conformidad al procedimiento establecido en el presente DBC. |
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| 6 | Inicio de Subasta Electrónica |  | | *Día* | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | | 10 | | |  | 03 |  | 2025 |  |  | 12 |  | 35 |  |  |  |
| 7 | Cierre preliminar de Subasta Electrónica |  | | *Día* | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | | 10 | | |  | 03 |  | 2025 |  |  | 13 |  | 10 |  |  |  |
| 8 | Apertura de Propuestas (fecha límite) (\*\*) |  | | *Día* | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | | 10 | | |  | 03 |  | 2025 |  |  | 13 |  | 21 |  |  | 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/81363014286?pwd=3foBwgyzkam1qIT9dv4Kg6Mzj6MrtH.1  ID de reunión: 813 6301 4286  Código de acceso: 501475 |
|  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) |  | | *Día* | | |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
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| 10 | Adjudicación o Declaratoria Desierta (fecha límite) |  | | *Día* | | |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | | 14 | | |  | 03 |  | 2025 |  |  |  |  |  |  |  |  |  |
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| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) |  | | *Día* | | |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | | 17 | | |  | 03 |  | 2025 |  |  |  |  |  |  |  |  |
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| 12 | Presentación de documentos para la formalización de la contratación |  | | *Día* | | |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | | 21 | | |  | 03 |  | 2025 |  |  |  |  |  |  |  |  |
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| 13 | Suscripción de Contrato o emisión de la Orden de Servicio |  | | *Día* | | |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | | 26 | | |  | 03 |  | 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.*

*(\*\*) La determinación del plazo para la apertura de propuestas deberá considerar los diez (10) minutos que corresponden al periodo de gracia aleatorio. En el marco del Artículo 27 del Reglamento de Contrataciones con Apoyo de Medios Electrónicos.*