1. 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 – P Nº 083/2024 | | | | | | | | | | | | |  |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Objeto de la contratación | **SERVICIO DE LIMPIEZA DEL EDIFICIO PRINCIPAL DEL BANCO CENTRAL DE BOLIVIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | **Monto Total Bs 921.983,23 (Bs 131.711,89 monto mensual por 7 meses aproximadamente)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 Servicio será ejecutado por el plazo computado a partir de la fecha establecida en la orden de proceder, emitida por el Fiscal de Servicio hasta el 31 de diciembre de 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | | El servicio debe ser efectuado en el Edificio Principal del Banco Central de Bolivia ubicado en Calle Ayacucho esquina Mercado s/n. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Seriedad de Propuesta | | El proponente deberá presentar una Garantía equivalente al 1% del Precio Referencial de la Contratación | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | | ***El proponente adjudicado deberá constituir la garantía del cumplimiento de contrato del 7% o del 3.5% (según corresponda) del monto del contrato.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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* | | | | | | | |  |
| Edwin Quisbert Lima | | | | | | | | | |  | | Profesional en Compras y Contrataciones | | | | | | | | | | | |  | Dpto. de Compras y Contrataciones | | | | | | | |  |
| Mariana Fuentes Fabiani | | | | | | | | | |  | | Supervisor de Servicios | | | | | | | | | | | |  | Departamento de Bienes y Servicios | | | | | | | |  |
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| Teléfono | | | 2409090 Internos:  4739 (Consultas Administrativas)  4504 (Consultas Técnicas) | | | | | | | | | | | | Fax | | | | 2664790 | | | | Correo Electrónico | | | | | [equisbert@bcb.gob.bo](mailto:equisbert@bcb.gob.bo)  (Consultas Administrativas)  mfuentes@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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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* |  |  |  |  |  |  |  |  |  |
|  | 30 | | | |  | 04 |  | 2024 |  |  |  |  |  |  |  | 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.* |  |  |  |
|  | 03 | | | |  | 05 |  | 2024 |  |  | 10 |  | 00 |  |  | Piso 5 Edificio Principal del Banco Central de Bolivia, calle Ayacucho esquina Mercado. La Paz – Bolivia en coordinación con el Departamento de Bienes y Servicio (Mariana Fuentes interno 4504) |
|  |  |  | | | | | | | | | |  | | | | |  |  |
| 3 | Consultas Escritas (No es obligatoria) |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | | | | |  |  |
|  | 06 | | | |  | 05 |  | 2024 |  |  | | | | |  | Nota dirigida al Gerente de Administración del BCB – RPA:  **En forma física:** Planta Baja, Ventanilla Única de Correspondencia del Edif. Principal del BCB. |
|  |  |  | |  | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Reunión Informativa de aclaración (No es obligatoria) |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 09 | | | |  | 05 |  | 2024 |  |  | 11 |  | 00 |  |  | 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/81108956819?pwd=Yks0QzJIWHltVnhndDRpMmJQcFpodz09>  ID de reunión: 811 0895 6819  Código de acceso: 899182 |
|  |  |  | | | | | | | | | |  | | | | |  |  |
| 5 | Presentación de Propuestas (fecha límite) |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 15 | | | |  | 05 |  | 2024 |  |  | 13 |  | 00 |  |  | * **En forma electrónica:**   A través del RUPE de conformidad al procedimiento establecido en el presente DBC.  **En caso de presentación de la Garantía de Seriedad de Propuesta en forma física:**  Ventanilla Única de Correspondencia, ubicada en Planta Baja del Edificio Principal del BCB, calle Ayacucho esquina Mercado, La Paz – Bolivia, considerar lo señalado en numeral 13.1.4, Parte I del presente DBC. |
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| 6 | Inicio de Subasta Electrónica |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  | |
|  | 15 | | | |  | 05 |  | 2024 |  |  | 13 |  | 10 |  |
| 7 | Cierre preliminar de Subasta Electrónica |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |
|  | 15 | | | |  | 05 |  | 2024 |  |  | 13 |  | 50 |  |
| 8 | Apertura de Propuestas (fecha límite) |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |
|  | 15 | | | |  | 05 |  | 2024 |  |  | 14 |  | 01 |  |  | 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/89525706140?pwd=MHFTdWQyVXBGTVUxSjV1bmpZREJKQT09>  ID de reunión: 895 2570 6140  Código de acceso: 715905 |
|  |  |  | | | | | | | | | |  | | | | |  | |
| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) |  | *Día* | | | |  | *Mes* |  | *Año* |  |  | |
|  | 22 | | | |  | 05 |  | 2024 |  |
|  |  |  | | | | | | | | | |
| 10 | Adjudicación o Declaratoria Desierta (fecha límite) |  | *Día* | | | |  | *Mes* |  | *Año* |  |
|  | 24 | | | |  | 05 |  | 2024 |  |
|  |  |  | | | | | | | | | |
| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) |  | *Día* | | | |  | *Mes* |  | *Año* |  |
|  | 28 | | | |  | 05 |  | 2024 |  |
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|  |  |  | | | | | | | | | |
| 12 | Presentación de documentos para la formalización de la contratación |  | *Día* | | | |  | *Mes* |  | *Año* |  |
|  | 10 | | | |  | 06 |  | 2024 |  |
|  |  |  | | | | | | | | | |
| 13 | Suscripción de Contrato o emisión de la Orden de Servicio |  | *Día* | | | |  | *Mes* |  | *Año* |  |
|  | 13 | | | |  | 06 |  | 2024 |  |
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*(\*) Los plazos del proceso de contratación se computarán a partir del día siguiente hábil de la publicación en el SICOES.*