**CONVOCATORIA**

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 – C Nº 054/2023-2C | | | | | | | | | | | | |  |
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| CUCE | 2 | | 3 | | | | - | | | | 0 | | | 9 | | 5 | | | 1 | | - | | | | | 0 | | | | | | 0 | | | | - | | 1 | | | | 3 | | | 2 | | | 9 | | | | | 7 | | | | | 7 | | | 6 | | | - | | | 2 | | | | | - | | | 1 | | | Gestión | | | 2023 |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Objeto de la contratación | **SERVICIO DE REFRIGERIOS PARA EVENTOS DE CAPACITACIÓN E INSTITUCIONALES Y ATENCIÓN DE COMEDOR Y CAFETERÍA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | **DESCRIPCIÓN DEL SERVICIO** | | **ITEM** | **DETALLE** | **Precio Unitarios Referenciales En Bs** | | --- | --- | --- | --- | --- | | | Servicio de Refrigerios para Eventos de Capacitación e Institucionales y Atención de Comedor y Cafetería | Refrigerios para Eventos de Capacitación e Institucionales del BCB | 1 | Servicio de refrigerio mañana, tarde y/o noche (ración sólida y ración líquida por persona) | 16 | | 2 | Almuerzo y/o cena especial | 35 | | 3 | Servicio de cafetería y atención permanente de agua en testera | 8 | | Atención de Comedor y Cafetería (Snack) | 4 | Taza de café 500 ml | 4 | | 5 | Taza de té 500 ml | 4 | | 6 | Taza de mate 500 ml | 3 | | 7 | Jugos de frutas con agua 500ml | 5 | | 8 | Almuerzo completo | 19 | | 9 | Limonada 500 ml | 3,5 | | 10 | Linaza 500 ml | 3,5 | | 11 | Ensaladas de frutas con yogurt (mínimo 5 variedades de frutas) | 7 | | 12 | Ensaladas de frutas (mínimo 5 variedades de frutas) | 6 | | 13 | Ensaladas de frutas con yogurt y granola (mínimo 4 variedades de frutas) | 7 | | 14 | Sándwich mortadela | 4 | | 15 | Sándwich de pavita | 7 | | 16 | Sándwich de palta | 6 | | 17 | Sándwich de queso | 5 | | 18 | Sándwich de jamón | 4 | | 19 | Sándwich de huevo | 4 | | 20 | Sándwich mixto (carne y huevo) | 9 | | 21 | Sándwich de carne molida | 6 | | 22 | Sándwich de Milanesa de pollo | 8 | | 23 | Sándwich de Silpancho | 5,5 | | 24 | Hamburguesa | 7 | | 25 | Sándwich de pollo | 7 | | 26 | Sándwich de carne de res | 8 | | 27 | Empanadas de carne de res | 7 | | 28 | Empanadas de queso | 5 | | 29 | Croissant | 6 | | 30 | Salteñas | 7 | | 31 | Mousse de frutas | 5 | | 32 | Arroz con leche | 6 | | 33 | Humintas | 8 | | 34 | Torta | 9 | | 35 | Pie | 9 | | 36 | Tarta de manzana | 8 | | 37 | Rollo de queso | 6 | | 38 | Brazo gitano | 5 | | 39 | Salchipapas | 12 | | 40 | Donuts | 6 | | 41 | Brownie | 6 | | 42 | Jawitas | 6,5 | | 43 | Refrescos hervidos 500 ml | 3 | | 44 | Gaseosa personal de 190 ml. | 2,5 | | 45 | Gaseosa botella de 500 ml. | 6,5 | | 46 | Gaseosa botella de 2 litros | 13 | | **Total Precio Referenciales Unitarios Bs:** | | | | **338,00** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 prestación del servicio se computará a partir de la fecha establecida en la Orden de Proceder hasta el 29 de diciembre de 2023. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | | El servicio de atención de comedor se realizará en instalaciones del edificio principal del BCB  El servicio de atención de refrigerios para eventos de capacitación o institucionales se llevará a cabo en instalaciones del BCB y/o en lugares definidos por los Fiscales de Servicio (Gerencia de Recursos Humanos / Subgerencia de Comunicación y Relacionamiento Institucional). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | | ***Se realizaran retenciones equivalentes al 7% de cada pago parcial en sustitución a la Garantía de Cumplimiento de 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 | | | | | 09:00 a 12:30  14:30 a 19:00 |  |
|  | |  | |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  | |  | |  | | | | | |
| Encargado de atender consultas  Administrativas:  Técnicas: | | | *Nombre Completo* | | | | | | | |  | *Cargo* | | | | | | | | | | | | |  | *Dependencia* | | |  |
| Luis Mauricio Troche Garcia | | | | | | | |  | Profesional en Compras y Contrataciones | | | | | | | | | | | | |  | Dpto. de Compras y Contrataciones | | |  |
| Roxana Contreras Cárdenas | | | | | | | |  | Técnico de Servicios | | | | | | | | | | | | |  | Dpto. de Bienes y Servicios | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teléfono | | | 2409090 Internos:  4752 (Consultas Administrativas)  4502 (Consultas Técnicas) | | | | | | | | | | Fax | | | 2664790 | | | | | Correo Electrónico | | | | | | [ltroche@bcb.gob.bo](mailto:ltroche@bcb.gob.bo)  (Consultas Administrativas)  rcontreras[@bcb.gob.bo](mailto:s@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) | | | | | | | | ***“No aplica en el presente proceso de contratación”.*** | | | | | | | | | | | | | | | | | | | | |  |
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1. CRONOGRAMA DE PLAZOS

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* |  | |  |  |  |  |  |  |  |  |
|  | | 14 | |  | 07 |  | 2023 |  | |  |  |  |  |  |  | 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.* |  |  |  |
|  | | 20 | |  | 07 |  | 2023 |  | |  | 10 |  | 00 |  |  | En el Piso 5 del edificio principal del Banco Central de Bolivia – Calle Ayacucho esq. Mercado, La Paz – Bolivia. Coordinar con Roxana Contreras - Tel. 2664502. |
|  |  | | |  | | | | | | | | |  | | | | |  |  |
| 3 | Consultas Escritas (No es obligatoria) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | | | | |  |  |
|  | | 21 | |  | 07 |  | 2023 |  | |  | | | | |  | Nota dirigida al Subgerente de Servicios Generales del BCB – RPA:  **En forma física:** Planta Baja, Ventanilla Única de Correspondencia del Edif. Principal del BCB. o  **En forma electrónica:** Al correo electrónico [ltroche@bcb.gob.bo](mailto:ltroche@bcb.gob.bo) |
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| 4 | Reunión Informativa de aclaración (No es obligatoria) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |  |  |
|  | | 24 | |  | 07 |  | 2023 |  | |  | 10 |  | 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:  Join Zoom Meeting  https://bcb-gob-bo.zoom.us/j/83655544481?pwd=Ym5Ddkl3QWQxOW84SXY5eDhCSXZGZz09  Meeting ID: 818 6873 1374  Passcode: 684325 |
|  |  | | |  | | | | | | | | |  | | | | |  |  |
| 5 | Presentación de Propuestas (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |  |  |
|  | | 26 | |  | 07 |  | 2023 |  | |  | 09 |  | 00 |  |  | * **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.* |  |  | |
|  | | 26 | |  | 07 |  | 2023 |  | |  | 09 |  | 01 |  |
| 7 | Cierre preliminar de Subasta Electrónica | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |
|  | | 26 | |  | 07 |  | 2023 |  | |  | 09 |  | 31 |  |
| 8 | Apertura de Propuestas (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |
|  | | 26 | |  | 07 |  | 2023 |  | |  | 09 |  | 42 |  |  | 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/87038036691?pwd=TlNhVk5ZVDFUcm9UdG1JbHo5UlcvUT09  Meeting ID: 896 6315 1243  Passcode: 494086 |
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| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | |
|  | | 10 | |  | 08 |  | 2023 |  | |
|  |  | | |  | | | | | | | | |
| 10 | Adjudicación o Declaratoria Desierta (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 14 | |  | 08 |  | 2023 |  | |
|  |  | | |  | | | | | | | | |
| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 16 | |  | 08 |  | 2023 |  | |
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| 12 | Presentación de documentos para la formalización de la contratación | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 23 | |  | 08 |  | 2023 |  | |
|  |  | | |  | | | | | | | | |
| 13 | Suscripción de Contrato o emisión de la Orden de Servicio | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 30 | |  | 08 |  | 2023 |  | |
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*(\*) Los plazos del proceso de contratación se computarán a partir del día siguiente hábil de la publicación en el SICOES.*