**PARTE II**

**INFORMACIÓN TÉCNICA DE LA CONTRATACIÓN**

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 Nº198/2024-1C | | | | | | | |  |
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| Objeto de la contratación | **SERVICIO RECURRENTE DE MENSAJERÍA (COURRIER) ÁMBITO NACIONAL PARA EL 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 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DESTINOS** | **PLAZO DE ENTREGA AL DESTINATARIO EN HORAS.\*** | **PRECIO POR DESTINO EN BOLIVIANOS\*\*** | **CANTIDAD ESTIMADA A DESPACHAR** | **PRECIO**  **REFERENCIAL** | | ***SERVICIO CORRIENTE*** | | | | | | ZONA SUR | 3 HORAS | 8,00 | 1200 | 9.600,00 | | ZONA CENTRAL | 2 HORAS | 8,00 | 300 | 2.400,00 | | SOPOCACHI | 2 HORAS | 8,00 | 1200 | 9.600,00 | | MIRAFLORES | 2 HORAS | 8,00 | 500 | 4.000,00 | | EL ALTO | 5 HORAS | 8,00 | 500 | 4.000,00 | | OTRAS ZONAS | 3 HORAS | 8,00 | 200 | 1.600,00 | | PROVINCIAS DE LA PAZ | 3 HORAS | 30,00 | 100 | 3.000,00 | | ***SERVICIO EXPRESO*** | | | | | | ZONA SUR | 2 HORAS | 12,50 | 500 | 6.250,00 | | ZONA CENTRAL | 1 HORA | 12,50 | 204 | 2.550,00 | | SOPOCACHI | 1 HORA | 12,50 | 200 | 2.500,00 | | MIRAFLORES | 1 HORA | 12,50 | 200 | 2.500,00 | | EL ALTO | 3 HORAS | 12,50 | 220 | 2.750,00 | | OTRAS ZONAS | 1 HORA | 12,50 | 100 | 1.250,00 | | TOTALES | | | 5.424 | 52.000,00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 de servicio se computará a partir del 01 de enero de 2025, hasta el 31 de diciembre de 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | El proveedor para prestar el servicio recogerá de la Ventanilla Única de Trámites ubicado en el Hall del BCB, para la distribución de la correspondencia en las ciudades de La Paz y El Alto. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | ***En el marco de lo establecido en el artículo 21 del Decreto Supremo N° 181, el proveedor deberá solicitar la retención del 7% de cada pago mensual.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Señalar con que presupuesto se inicia el proceso de contratación |  | Presupuesto de la gestión en curso |  |  | |
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| **X** | 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 consultas Administrativas:  Técnicas: | | | *Nombre Completo* | | | | | | | |  | *Cargo* | | | | | | | | | | | |  | | *Dependencia* | | | | | | | | | |  |
| Omar Denis Espejo Ferrel | | | | | | | |  | Técnico en Compras y Contrataciones | | | | | | | | | | | |  | | Dpto. de Compras y Contrataciones | | | | | | | | | |  |
| |  |  |  | | --- | --- | --- | | Luis Alberto | Vera | Delgadillo | | | | | | | | |  | Supervisor de la Ventanilla Única y Correspondencia | | | | | | | | | | | |  | | Subgerencia de Gestión Documental y Biblioteca | | | | | | | | | |  |
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| Teléfono | | | 2409090 Internos:  4721 (Consultas Administrativas)  4106 (Consultas Técnicas) | | | | | | | | | | | Fax | | | | 2664790 | | | | Correo Electrónico | | | | | | [oespejo@bcb.gob.bo](mailto:oespejo@bcb.gob.bo)  (Consultas Administrativas)  lvera@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

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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* |  | |  |  |  |  |  |  |  |  |
|  | | 29 | |  | 11 |  | 2024 |  | |  |  |  |  |  |  | Piso 7, Edificio Principal del Banco Central de Bolivia, calle Ayacucho esquina Mercado. La Paz - Bolivia |
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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.* |  |  |  |
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| 5 | Presentación de Propuestas (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |  |  |
|  | | 09 | |  | 12 |  | 2024 |  | |  | 09 |  | 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.* |  |  | |
|  | | 09 | |  | 12 |  | 2024 |  | |  | 09 |  | 40 |  |
| 7 | Cierre preliminar de Subasta Electrónica | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |
|  | | 09 | |  | 12 |  | 2024 |  | |  | 10 |  | 20 |  |
| 8 | Apertura de Propuestas (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |
|  | | 09 | |  | 12 |  | 2024 |  | |  | 10 |  | 31 |  |  | 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/81351582040?pwd=OHaK5BJJzrG8N8d6BVmojTrfdMDOHz.1>  ID de reunión: 813 5158 2040  Código de acceso: 744463 |
|  |  | | |  | | | | | | | | |  | | | | |  | |
| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |  | |
|  | | 13 | |  | 12 |  | 2024 |  | |
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| 10 | Adjudicación o Declaratoria Desierta (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 16 | |  | 12 |  | 2024 |  | |
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| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 17 | |  | 12 |  | 2024 |  | |
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| 12 | Presentación de documentos para la formalización de la contratación | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 24 | |  | 12 |  | 2024 |  | |
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| 13 | Suscripción de Contrato o emisión de la Orden de Servicio | |  | | *Día* | |  | *Mes* |  | *Año* |  | |
|  | | 31 | |  | 12 |  | 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.*