**CONVOCATORIA**

**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 Nº132/2025-1C | | | | | | | | | | | | |  |
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| Objeto de la contratación | **SERVICIO DE DIGITALIZACIÓN: CINCO (5) PERSONAS PARA LA DIGITALIZACIÓN, CARGADO DE REGISTROS Y DOCUMENTOS DIGITALIZADOS AL SISTEMA DE GESTIÓN DOCUMENTAL 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 | | **Bs162.500,00 (Ciento Sesenta y Dos Mil Quinientos 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 de prestación del servicio será a partir del día siguiente hábil de la suscripción del contrato administrativo, hasta el 26 de diciembre de 2025. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | | Los proveedores prestaran el servicio en las instalaciones de:  • Archivo Intermedio, ubicado en la Zona Rosas Pampa de la ciudad de El Alto.  • Archivo central, ubicado en la calle Yanacocha de la ciudad de La Paz.  • Otras instalaciones del BCB definidas por el Fiscal de Servicio (Ante situaciones de necesidad). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Garantía de Cumplimiento  de Contrato | | Los proponentes adjudicados deberán constituir la garantía del cumplimiento de contrato del 7% 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* | | | | | | | | | |  |
| Omar Denis Espejo Ferrel | | | | | | | |  | Técnico en Compras y Contrataciones | | | | | | | | | | | |  | | Departamento de Compras y Contrataciones | | | | | | | | | |  |
| Maria Verónica Calsina Persona | | | | | | | |  | Supervisor de Archivo | | | | | | | | | | | |  | | Departamento de Gestión Documental | | | | | | | | | |  |
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| Teléfono | | 2409090 Internos:  4709 (Consultas Administrativas)  1470 (Consultas Técnicas) | | | | | | | | | | | Fax | | | | 2664790 | | | | Correo Electrónico | | | | | | [oespejo@bcb.gob.bo](mailto:oespejo@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) | | | | | | | ***“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 |  | 08 |  | 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.* |  |  |  |
|  | | 04 |  | 09 |  | 2025 |  | |  | 12 |  | 00 |  |  | 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/86897908461?pwd=2mqV4gfT9OCdMPYapAz6aaxlfQK6dq.1  **ID de reunión: 868 9790 8461**  **Código de acceso: 458697** |
|  |  | | |  | | | | | | | |  | | | | |  |  |
| 5 | Presentación de Propuestas (fecha límite) | |  | | *Día* |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |  |  |
|  | | 08 |  | 09 |  | 2025 |  | |  | 08 |  | 00 |  |  | * **En forma electrónica:**   A través del RUPE de conformidad al procedimiento establecido en el presente DBC. |
| 6 | Inicio de Subasta Electrónica | |  | | *Día* |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |  | |
|  | | 08 |  | 09 |  | 2025 |  | |  | 08 |  | 10 |  |
| 7 | Cierre preliminar de Subasta Electrónica | |  | | *Día* |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |
|  | | 08 |  | 09 |  | 2025 |  | |  | 08 |  | 50 |  |
| 8 | Apertura de Propuestas (fecha límite) | |  | | *Día* |  | *Mes* |  | *Año* |  | |  | *Hora* |  | *Min.* |  |
|  | | 08 |  | 09 |  | 2025 |  | |  | 09 |  | 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/86897908461?pwd=2mqV4gfT9OCdMPYapAz6aaxlfQK6dq.1>  **ID de reunión: 868 9790 8461**  **Código de acceso: 458697** |
| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) | |  | | *Día* |  | *Mes* |  | *Año* |  | |  | | | | |  | |
|  | | 15 |  | 09 |  | 2025 |  | |
| 10 | Adjudicación o Declaratoria Desierta (fecha límite) | |  | | *Día* |  | *Mes* |  | *Año* |  | |
|  | | 16 |  | 09 |  | 2025 |  | |
| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) | |  | | *Día* |  | *Mes* |  | *Año* |  | |
|  | | 17 |  | 09 |  | 2025 |  | |
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| 12 | Presentación de documentos para la formalización de la contratación | |  | | *Día* |  | *Mes* |  | *Año* |  | |
|  | | 24 |  | 09 |  | 2025 |  | |
| 13 | Suscripción de Contrato o emisión de la Orden de Servicio | |  | | *Día* |  | *Mes* |  | *Año* |  | |
|  | | 30 |  | 09 |  | 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.*