**PARTE II**

**INFORMACIÓN TÉCNICA DE LA CONTRATACIÓN**

1. CONVOCATORIA Y DATOS GENERALES DEL PROCESO DE CONTRATACIÓN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entidad Convocante | | | | FONDO NACIONAL DE DESARROLLO REGIONAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | | | | |  | | | | |  |
| Modalidad de contratación | | | | Apoyo Nacional a la Producción y Empleo - ANPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Código Interno que la Entidad utiliza para identificar el proceso | | | | | | | | | | | | | | | | | | | | | **FNDR-ANPE-013/24** | | | | | | | | | | | | | | | | |  | |
|  | | | |  | |
|  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | | | | |  | | | | |  |
| CUCE | | | 2 | | | | 4 | | | | - | | | | 0 | | | | 8 | | | | 6 | | | | 2 | | | | - | | | | 0 | | | | 0 | | | | - | | 1 | | 5 | | 0 | | 7 | | 2 | | 9 | | | 6 | | - | | 1 | | | - | | | 1 | | | Gestión | | | | | | 2024 | | | | | |  | |
|  |  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | | | | | |  | | | | |  | | | |
| Objeto de la contratación | **SERVICIO RECURRENTE DE COURIER PARA EL FNDR GESTION 2025** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  |  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | | | | | |  | | | | |  | | | |
| Método de Selección y Adjudicación | | X | | | Precio Evaluado más Bajo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | Calidad Propuesta Técnica y Costo | | | | | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  |  | |  | | |  | |  | | | |
|  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | |  | | |  |  | |  | | |  | |  | | | |
|  | | | Presupuesto Fijo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | |  | | |  |  | |  | | |  | |  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | | | | | |  | | | | | | |  | | | |
| Forma de Adjudicación | | X | | | Por el Total | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Por Ítems | | | | | | | | | | | | |  | | Por Lotes | | | | | | | | | | |  | |  | |  | | |  | | |  | | |  |  | |  | | |  | |  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | | | | | |  | | | | | | |  | | | |
| Precio Referencial | | ***Bs. 93.000.- (Noventa y tres mil 00/100 bolivianos)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | | | | | |  | | | | | | |  | | | |
| La contratación se formalizará mediante | | X | | | Contrato | | | | | | | | | | | | | | | | | | | |  | | | | Orden de Servicio ***(únicamente para prestación de servicios generales no mayor a quince 15 días calendario)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |  | |  | | |  | |  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | | | | | |  | | | | | | |  | | | |
| Plazo de Prestación del Servicio (días calendario) | | El servicio será a partir del 02 de enero al 31 de diciembre de 2025 o hasta alcanzar el monto total del  techo presupuestario o hasta que el saldo presupuestado no cubra el siguiente servicio. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  |
|  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | | | | | |  | | | | | | |  | | | |
| Lugar de Prestación del Servicio | | Fondo Nacional de Desarrollo Regional - FNDR (Sopocachi Calle Pedro Salazar Nº 631 Esquina Andrés Muñoz). Retirada la documentación de la Oficina de Recepción y Despacho de Correspondencia (ORDC) del Fondo Nacional de Desarrollo Regional (FNDR), la misma deberá ser entregada en el domicilio del destinatario | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  |
|  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | | | | | |  | | | | | | |  | | | |
| Garantía de Cumplimiento  de Contrato | | Se realizará la retención del siete por ciento (7%) o del tres punto cinco por ciento (3.5%), según corresponda, de cada pago, en sustitución de la Garantía de Cumplimiento de Contrato, conforme establece el inciso b), Parágrafo I del artículo 21 del Decreto Supremo N° 0181 de las Normas Básicas del Sistema de Administración de Bienes y Servicios. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | |
|  | | | |
|  | |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | | |  | | |  |  | |  | | |  | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Señalar con que presupuesto se inicia el proceso de contratación |  | Presupuesto de la gestión en curso | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organismos Financiadores | | | | | | | | # | | | |  | | Nombre del Organismo Financiador  (de acuerdo al clasificador vigente) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | % de Financiamiento | | | | | | | | | | | | | | | |  | |
|  | |  | |
| 1 | | | | 1 | | Otros Recursos Específicos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | 100 | | | | | | | | | | | | | | | |  | |
|  | | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | | |  | |
|  | | 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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | | |  | |
| Domicilio de la Entidad Convocante | | | | | | | |  | | Sopocachi Calle Pedro Salazar Nº 631 esq. Andrés Muñoz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | | | | | | | | | 08:30-16:30  Lunes-viernes | | | | | | | |  | |
|  | | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | | |  | |
|  | | | | | | | |  | | | |  | |  | |  | |  | | *Nombre Completo* | | | | | | | | | | | | | | | | | | | | |  | | *Cargo* | | | | | | | | | | |  | | *Dependencia* | | | | | | | | | | | | | |  | |
| Encargado de atender consultas | | | | | | | | | | | | | | | | | |  | | Jhonny Huanca Tito | | | | | | | | | | | | | | | | | | | | |  | | Técnico Encargado de Archivo y Biblioteca | | | | | | | | | | |  | | Gerencia de Gestión y Sistemas | | | | | | | | | | | | | |  | |
|  | | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | | |  | |
| Teléfono | | | | | 2417575 INT359 | | | | | | |  | | Fax | | | |  | |  | | | | | | |  | | Correo Electrónico | | | | | | | | | | | | jhuanca@fndr.gob.bo | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |
|  | | | | | | | |  | | | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | | |  | |
| Cuenta Corriente Fiscal para depósito por concepto de Garantía de Seriedad de Propuesta (Fondos en Custodia) | | | | | | | | | | | | **NO CORRESPONDE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |
|  |  | |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  |  | |  |

1. CRONOGRAMA DE PLAZOS

|  |
| --- |
| 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** | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | | **FECHA** | | | | | | | **HORA** | | | | | **LUGAR** | | |
| 1 | Publicación del DBC en el SICOES (\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 06 |  | 12 |  | 2024 |  |  |  |  |  |  |  | Fondo Nacional de Desarrollo Regional - FNDR(Sopocachi Calle Pedro Salazar Nº 631 Esquina Andrés Muñoz) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Inspección previa (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | NO CORRESPONDE |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Consultas Escritas (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | NO CORRESPONDE |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Reunión Informativa de aclaración (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | NO CORRESPONDE |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Presentación de Propuestas (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 12 |  | 12 |  | 2024 |  |  | 10 |  | 00 |  |  | PRESENTACIÓN DE PROPUESTAS: electrónicas a través del RUPE |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Inicio de Subasta Electrónica | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 12 |  | 12 |  | 2024 |  |  | 10 |  | 01 |  |  |  |
| 7 | Cierre preliminar de Subasta Electrónica | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 12 |  | 12 |  | 2024 |  |  | 10 |  | 31 |  |  |  |
| 8 | Apertura de Propuestas (fecha límite) (\*\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 12 |  | 12 |  | 2024 |  |  | 10 |  | 42 |  |  | Lugar: C. Pedro Salazar esq. Andrés Muñoz N°631  Información para unirse a Google Meet  Enlace a la videollamada https://meet.google.com/mzu-rthp-eyy |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 13 |  | 12 |  | 2024 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 13 |  | 12 |  | 2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Notificación de la adjudicación o declaratoria desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 13 |  | 12 |  | 2024 |  |  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Presentación de documentos para la formalización de la contratación | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 19 |  | 12 |  | 2024 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Suscripción de Contrato o emisión de la Orden de Servicio | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 31 |  | 12 |  | 2024 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*(\*) 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.*