# CONVOCATORIA Y DATOS GENERALES DE LA CONTRATACIÓN

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| 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Entidad Convocante | **MINISTERIO DE PLANIFICACIÓN DEL DESARROLLO** | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | | | | | | | | ANPE2 003/2024 | | | |  |
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| Objeto de la contratación | **DGAA-UF CONTRATACION DEL SERVICIO DE PROVISION DE PASAJES AEREOS NACIONALES, INTERNACIONALES Y SERVICIOS CONEXOS GESTION 2025- MPD** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación |  | Precio Evaluado más Bajo | | | | | | | |  | Calidad Propuesta Técnica y Costo | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| **X** | **Presupuesto Fijo** | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Forma de Adjudicación | **X** | **Por el Total** | | | | |  | Por Ítems | | | | |  | Por Lotes | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Precio Referencial | ***El presente proceso de contratación cuenta con un Techo Presupuestario de Bs595.967,00 (Quinientos Noventa y Cinco Mil Novecientos Sesenta y Siete 00/100 Bolivianos), de acuerdo a lo siguiente:***   |  |  |  | | --- | --- | --- | | **No** | **DETALLE** | **IMPORTE Bs.** | | 1 | Servicio de pasajes Nacionales | 436.347,00 | | 2 | Servicio de Pasajes Internacionales | 159.620,00 | |  | **Suma:** | **595.967,00** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 (días calendario) | ***El plazo de prestación del servicio será desde el 01 de enero al 31 de diciembre de 2025, o hasta agotar el presupuesto de Bs 595.967,00 (Quinientos noventa y cinco mil novecientos sesenta y siete 00/100 bolivianos), lo que ocurra primero.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Lugar de Prestación del Servicio | ***El servicio para la provisión de los pasajes aéreos nacionales, internacionales y servicios conexos será en las instalaciones del proveedor adjudicado.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | | | | | |  | | |
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| 1 | | 10/111 – TESORO GENERAL DE LA NACION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | 57,21% | | | | | | | |  | | |
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| 2 | | 10/114 – RECURSOS CONTRAVALOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | 3,45% | | | | | | | |  | | |
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|  | | | | | 3 | | 42/230 – OTROS RECURSOS ESPECIFICOS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | 27,10% | | | | | | | |  | | |
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|  | | | | | 4 | | 70/314 – CORPORACION ANDINA DE FORMENTO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | 12,24% | | | | | | | |  | | |
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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 | | | | |  | Av. Mariscal Santa Cruz esquina calle Oruro Nº1092, Edif. Ex – COMIBOL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | De 8:30 a  16:30 | | | |  | | |
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|  | | | | |  | |  |  |  | |  | | *Nombre Completo* | | | | | | | | | | | | | | | | | | | | | |  | | *Cargo* | | | | | | |  | *Dependencia* | | | | | | |  | | |
| Encargado de atender consultas | | | | | | | | | | |  | | **Consulta Técnica:**  Yesenia Paola Jiménez Paxi  **Consulta Administrativa:**  Claudia Chura Cruz | | | | | | | | | | | | | | | | | | | | | |  | | RESPONSABLE DE TESORERIA  RESPONSABLE DE ADQUISICIONES | | | | | | |  | UNIDAD FINANCIERA  UNIDAD ADMINISTRATIVA | | | | | | |  | | |
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| Teléfono | | | 50850019 | | | |  | Fax | | |  | | - | | | | | | | |  | | Correo Electrónico | | | | | | | | | | | | Consultas técnicas: yesenia.jimenez@planificacion.gob.bo  Consultas Administrativas: [claudia.chura@planificacion.gob.bo](mailto:claudia.chura@planificacion.gob.bo) | | | | | | | | | | | | | | | |  |  | | |
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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. **“No Corresponde”** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | | |
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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 Y DIRECCIÓN** | | |
|  | Publicación del DBC en el SICOES (\*) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 29 |  | 11 |  | 2024 |  |  | - |  | - |  | Edifico Ex.- COMIBOL Av. Mariscal Santa Cruz N° 1092, piso 3 Unidad Administrativa |
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|  | Inspección previa (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
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|  | Consultas Escritas (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
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|  | Reunión Informativa de aclaración (No es obligatoria) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
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|  | Fecha límite de Presentación  Electrónica y Apertura de Propuestas | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
|  | **12**  **12** |  | **12**  **12** |  | **2024**  **2024** |  |  | 14  15 |  | 30  00 |  | **PRESENTACIÓN DE PROPUESTAS:**  Presentación de propuestas a través del RUPE.  **APERTURA PRESENCIAL:**  Sala de Reuniones De La Oficina De La Unidad Administrativa, Piso 3 Del Edificio Ex – Comibol, Av. Mariscal Santa Cruz Esquina Calle Oruro N° 1092  **VIRTUAL:** A través de la reunión de Google Meet Vínculo a la videollamada: meet.google.com/say-dbdq-ucb |
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|  | Presentación del Informe de Evaluación y Recomendación al RPA | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 13 |  | 12 |  | 2024 |  |  |  |  |  |  |  |
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|  | Adjudicación o Declaratoria Desierta | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 16 |  | 12 |  | 2024 |  |  |  |  |  |  |  |
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|  | Notificación de la adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 18 |  | 12 |  | 2024 |  |  |  |  |  |  |  |
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|  | Presentación de documentos para la formalización de la contratación. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 30 |  | 12 |  | 2024 |  |  |  |  |  |  |  |
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|  | 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*