# CONVOCATORIA Y DATOS GENERALES DE LA CONTRATACIÓN

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| 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Entidad Convocante | ***OEP- TRIBUNAL SUPREMO ELECTORAL*** | | | | | | | | | | | | | | | | | | | | | | | |  |
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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 | | | | | | | | | | **TSE-ANPE Nº 029/2018** | | | |  |
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| Objeto de la contratación | **COMPRA DE TONERS PARA STOCK DE ALMACENES** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación | **X** | **Precio Evaluado más Bajo** | | | | | | | |  | Calidad Propuesta Técnica y Costo | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | Calidad | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Forma de Adjudicación |  | Por el Total | | | | | **X** | **Por Ítems** | | | | |  | Por Lotes | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Precio Referencial | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Ítem** | **Características técnicas** | **Cant.** | **Unidad de medida** | **Precio unitario en Bs.** | **Precio Total en Bs.** | | 1 | TONER HP LASER JET CE285A **NEGRO** | **61** | PIEZA | 592.00 | 36,112.00 | | 2 | TONER HP LASER JET Q2612A **NEGRO** | **31** | PIEZA | 540.00 | 16,740.00 | | 3 | TONER HP LASER JET CE255A **NEGRO** | **4** | PIEZA | 1,280.00 | 5,120.00 | | 4 | TONER HPLASER JET CF283A **NEGRO** | **5** | PIEZA | 560.00 | 2,800.00 | | 5 | TONER HP LASER JET CF410A **NEGRO** | **6** | PIEZA | 740.00 | 4,440.00 | | 6 | TONER HP LASER JET CF411A **CYAN** | **5** | PIEZA | 960.00 | 4,800.00 | | 7 | TONER HP LASER JET CF412A **AMARILLO** | **5** | PIEZA | 960.00 | 4,800.00 | | 8 | TONER HP LASER JET CF413A **MAGENTA** | **5** | PIEZA | 960.00 | 4,800.00 | | 9 | TONER HP LASER JET CE270A **NEGRO** | **3** | PIEZA | 2,150.00 | 6,450.00 | | 10 | TONER HP LASER JET CE271A **CYAN** | **4** | PIEZA | 3,500.00 | 14,000.00 | | 11 | TONER HP LASER JET CE273A **MAGENTA** | **4** | PIEZA | 3,500.00 | 14,000.00 | | 12 | TONER HP LASER JET CF280A **NEGRO** | **5** | PIEZA | 825.00 | 4,125.00 | | 13 | TONER HP LASER JET CF281A **NEGRO** | **4** | PIEZA | 1,450.00 | 5,800.00 | | 14 | TONER HP LASER JET CF226A **NEGRO** | **4** | PIEZA | 1,090.00 | 4,360.00 | | **Son: Ciento Veintiocho Mil Trescientos Cuarenta y Siete 00/100 Bolivianos** | | | | | **128.347,00** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| La contratación se formalizará mediante |  | Contrato | | | | **X** | **Orden de Compra *(únicamente para bienes de entrega no mayor a quince 15 días calendario)*** | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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| Plazo previsto para la entrega de bienes **(en días calendario)** | Hasta quince (15) días calendario, computable a partir del día siguiente hábil de la suscripción de la Orden de Compra, cada ítem adjudicado deberá ser realizado en una sola entrega en coordinación con el personal de almacenes. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Señalar para cuando es el requerimiento del bien | x | Bienes para la gestión en curso | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
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|  | Bienes recurrentes para la próxima gestión (el proceso llegará hasta la adjudicación y la suscripción del contrato está sujeta a la aprobación del presupuesto de la siguiente gestión) | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Bienes para la próxima gestión (el proceso se iniciara una vez promulgada la Ley del Presupuesto General del Estado 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 | OTROS RECURSOS ESPECIFICOS | | | | | | | | | | | | | | | | | | | |  | 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 | | | | | | | | La Paz Avenida Sánchez Lima N° 2482, Zona Sopocachi – Área de Contrataciones del Órgano Electoral Plurinacional | | | | | | | | | | | | | | | | | | Horario de Atención de la Entidad | | | | | | | | 8:30 – 12:30 y de 14:30 – 18:30 | | | |  |
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|  | | | | | | | |  |  |  |  | *Nombre Completo* | | | | | | | | | | |  | *Cargo* | | | | | |  | *Dependencia* | | | | | | |  |
| Encargado de atender consultas | | | | | | | | | | | | Tania Isela Zuazo Torrico | | | | | | | | | | |  | Profesional III - Almacenes | | | | | |  | Dirección Nacional de Administración | | | | | | |  |
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| Teléfono | | | | | 2424221 – Int. - 9281 | | | |  | Fax | |  | | | |  | Correo Electrónico | | | | | | tania.zuazo@oep.org.bo | | | | | | | | | | | | | |  |  |
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| **3.    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: 2. Para contrataciones hasta Bs.200.000.- (DOSCIENTOS MIL 00/100 BOLIVIANOS), plazo mínimo cuatro (4) días hábiles. 3. 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;   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 cronograma de plazos previsto para el proceso de contratación, es el siguiente:** | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | | **FECHA** | | | | | | | **HORA** | | | | | **LUGAR Y DIRECCIÓN** | | |
|  | Publicación del DBC en el SICOES y la Convocatoria en la Mesa de Partes | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 16 |  | 11 |  | 2018 |  |  | 18 |  | 00 |  | La Paz Avenida Sánchez Lima N° 2482, Zona Sopocachi |
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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  y Apertura de Propuestas | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |
|  | 22 |  | 11 |  | 2018 |  |  | 16 |  | 00 |  | **Presentación** **de Propuestas**: La Paz Avenida Sánchez Lima N° 2482, Zona Sopocachi – Área de Contrataciones. |
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|  |  | 22 |  | 11 |  | 2018 |  |  | 16 |  | 30 |  | **Apertura de Propuestas**: La Paz Avenida Sánchez Lima N° 2482, Zona Sopocachi – Área de Contrataciones. |
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|  | Presentación del Informe de Evaluación y Recomendación al RPA | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 26 |  | 11 |  | 2018 |  |  |  |  |  |  |  |
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|  | Adjudicación o Declaratoria Desierta | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
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|  | Notificación de la adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 29 |  | 11 |  | 2018 |  |  |  |  |  |  |  |
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|  | Presentación de documentos para la formalización de la contratación. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 05 |  | 12 |  | 2018 |  |  |  |  |  |  |  |
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|  | Suscripción de contrato o emisión de la Orden de Compra. | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |
|  | 06 |  | 12 |  | 2018 |  |  |  |  |  |  |  |
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