**PARTE II**

**INFORMACIÓN TÉCNICA DE LA CONTRATACIÓN**

1. CONVOCATORIA Y DATOS GENERALES DEL PROCESO DE CONTRATACIÓN

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| **1.    CONVOCATORIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Se convoca a la presentación de propuestas para el siguiente proceso:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Entidad Convocante** | | | | **:** | | ***MINISTERIO DE COMUNICACIÓN*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Modalidad de Contratación** | | | | **:** | | **Apoyo Nacional a la Producción y Empleo** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **CUCE** | | | | **:** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 7 | - | 0 | 0 | 8 | 7 | - | 0 | 0 | - | 7 | 2 | 4 | 4 | 8 | 3 | - | 1 | - | 1 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Código interno que la entidad utiliza para Identificar al proceso** | | | | **:** | | MC-UCP-SG-ANPE Nº 01/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Objeto de la contratación** | | | | **:** | | ***SERVICIO DE IMPRESIÓN PARA LA EDICIÓN DISCURSOS PRESIDENCIALES*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Método de Selección y Adjudicación** | | | | **:** | | X | | | | | a) Precio Evaluado Más Bajo | | | | | | | | | |  | |  | | | | | |  | | b) Calidad, Propuesta Técnica y Costo | | | | | | | | | | | | | |
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| **Forma de Adjudicación** | | | | **:** | | ***Por el Total*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Precio Referencial** | | | | **:** | | ***DE ACUERDO A ANEXO “A” (cuadro de precios unitarios)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **La contratación se formalizará mediante** | | | | **:** | | ***Contrato*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Garantía de Seriedad de Propuesta**  ***(Suprimir en caso de que no se requiera esta garantía)*** | | | | **:** | | El proponente deberá presentar una Garantía equivalente al 1% del valor de su propuesta económica. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Garantía de Cumplimiento**  **de Contrato**  ***(Suprimir en caso de que la contratación se formalice mediante Orden de Servicio***) | | | | **:** | | El proponente adjudicado deberá constituir la garantía del cumplimiento de contrato o solicitar la retención del 7% en caso de pagos parciales. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Señalar para cuando es el requerimiento del servicio general** | | | | **:** | | x | | | | 1. Servicios Generales para la gestión en curso. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **:** | |  | | | | 1. Servicios Generales recurrentes para la próxima gestión (el proceso llegará hasta la adjudicación y la formalización de la contratación estará sujeta a la aprobación del presupuesto de la siguiente gestión. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Organismo Financiador** | | | | **:** | | **Nombre del Organismo Financiador** | | | | | | | | | | | | | | |  | | |  |  |  | | | | | | **% de Financiamiento** | | | | | | | | | | |  | |
|  | | | |  | | *(de acuerdo al clasificador vigente)* | | | | | | | | | | | | | | |  | | |  |  |  | | | | | |  |  | | |  |  |  |  |  | |  |  | |
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| **Periodo de provisión del servicio**  **(**días calendario) | | | | **:** | | ***El servicio será a partir de la suscripción del contrato hasta 90 días calendario o hasta agostar el presupuesto asignado, lo que suceda primero.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Lugar de Prestación del Servicio** | | | | **:** | | ***El servicio deberá ser prestado en instalaciones del proveedor adjudicado.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  | |
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| **2.    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 fijado para el proceso de contratación por la entidad convocante** | | | | | **:** | | Calle Potosí N° 1220 esq. Ayacucho | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | | | | |  | | *Nombre Completo* | | | | | | | | | |  | *Cargo* | | | | | | | | | | | | | |  | *Dependencia* | | | | | | | | | |  | |
| **Encargado de atender consultas** | | | | | **:** | | Fernando Mendoza Mollinedo | | | | | | | | | |  | Jefe de Unidad de Comunicación Presidencial | | | | | | | | | | | | | |  | DESPACHO | | | | | | | | | |  | |
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| **Horario de atención de la Entidad** | | | | | **:** | | 08:30 a 12:00 - 14:30 a 19:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Teléfono:** | | 2200402  2200430 | **Fax:** | | 2200509 | | | | | | | | | | **Correo electrónico para consultas:** | | | | | | | | | | | | **------** | | | | | | | | | | | | | | | |  | |
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| **3.    CRONOGRAMA DE PLAZOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **El cronograma de plazos previsto para el proceso de contratación, es el siguiente:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **#** | **ACTIVIDAD** | | | | | | | | | | | | | | | | | | |  | | **FECHA** | | | | | |  | | **HORA** | | | |  | **LUGAR Y DIRECCIÓN** | | | | | | | | |  |
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| **1** | Publicación del DBC en el SICOES y la Convocatoria en la Mesa de Partes | | | | | | | | | | | | | | | | | | | **:** | | 27/01/2017 | | | | | |  | |  | | | |  | Calle Potosí N° 1220 | | | | | | | | |  |
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| **2** | Inspección Previa*(No es obligatoria)* | | | | | | | | | | | | | | | | | | | **:** | | N/A | | | | | |  | | N/A | | | |  | No aplica | | | | | | | | |  |
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| **3** | Consultas Escritas *(No son obligatorias)* | | | | | | | | | | | | | | | | | | | **:** | | N/A | | | | | |  | | N/A | | | |  | No aplica | | | | | | | | |  |
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| **4** | Reunión Informativa de Aclaración *(No es obligatoria)* | | | | | | | | | | | | | | | | | | | **:** | | N/A | | | | | |  | | N/A | | | |  | No aplica | | | | | | | | |  |
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| **5** | Fecha límite de presentación y Apertura de Propuestas | | | | | | | | | | | | | | | | | | | **:** | | 08/02/2017 | | | | | |  | | Presentación  10:00  Apertura:  10:30 | | | |  | Presentación:  Calle Potosí N° 1220 esq. Ayacucho en Planta Baja en Oficinas de la ORDC.  Apertura:  Calle Potosí N° 1220 esq. Ayacucho Piso 1 – Sala de Reuniones | | | | | | | | |  |
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| **6** | Presentación del Informe de Evaluación y Recomendación al RPA | | | | | | | | | | | | | | | | | | | **:** | | 13/02/2017 | | | | | |  | | 19:00 | | | |  | Calle Potosí N° 1220 esq. Ayacucho Piso 7 – Oficina RPA | | | | | | | | |  |
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| **7** | Adjudicación o Declaratoria Desierta | | | | | | | | | | | | | | | | | | | **:** | | 15/02/2017 | | | | | |  | |  | | | |  |  | | | | | | | | |  |
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| **8** | Notificación de la Adjudicación o Declaratoria Desierta | | | | | | | | | | | | | | | | | | | **:** | | 17/02/2017 | | | | | |  | |  | | | |  |  | | | | | | | | |  |
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| **9** | Presentación de documentos para la formalización de la contratación | | | | | | | | | | | | | | | | | | | **:** | | 02/03/2017 | | | | | |  | |  | | | |  |  | | | | | | | | |  |
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| **10** | Suscripción de Contrato o emisión de la Orden de Servicio | | | | | | | | | | | | | | | | | | | **:** | | 07/03/2017 | | | | | |  | |  | | | |  |  | | | | | | | | |  |
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Todos los plazos son de cumplimiento obligatorio, de acuerdo con lo establecido en el artículo 47 de las NB-SABS.