**CONVOCATORIA**

**INFORMACIÓN TÉCNICA DE LA CONTRATACIÓN**

1. DATOS GENERALES DEL PROCESO DE CONTRATACIÓN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 1. **DATOS DEL PROCESOS DE CONTRATACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CUCE | | | | | | 2 | | | | | 0 | | - | | 0 | 0 | 8 | 7 | - | | 0 | 0 | - | | 1 | | 0 | 3 | | 4 | | | 2 | | 7 | 2 | - | 1 | - | 2 |  | Gestión | | | 2020 | | |  |
|  | | | | | |  | | | | |  | |  | |  |  |  |  |  | |  |  |  | |  | |  |  | |  | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Objeto de la contratación | | | | | |  | | **SEGURO MULTIRIESGO, RESPONSABILIDAD CIVIL, COMPRENSIVA 3-D Y AUTOMOTORES**  **DEL MINISTERIO DE COMUNICACIÓN GESTIÓN 2020** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Modalidad | | | | | | Licitación Pública | | | | | | | | | | | |  |  | Código de la entidad para identificar al proceso | | | | | | | | | | | | | | | | | | | | | | MC-DGAA-LPN-01/2020 | | | | | |  |
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| Precio Referencial | | | | | |  | | Póliza de Seguro Multirriesgo 148.302,00  Póliza de Seguro para Automotores 24.728,00  Póliza de Seguro Responsabilidad Civil 1.027,00  Póliza de Seguro Comprensiva 3D 755,00  Póliza de Seguro Aviación y Responsabilidad Civil para Drones 32.588,00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total: 207.400,00 (Doscientos Siete mil Cuatrocientos 00100 bolivianos) | | | | | | | | |  |
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| Periodo del Seguro (tiempo requerido) | | | | | |  | | A partir de horas 12:00 del 31 de Julio de 2020 hasta horas 12:00 del 31 de diciembre de 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Método de Selección y Adjudicación | | | | | | Precio Evaluado más Bajo | | | | | | | | | | | | | | | |  |  |  | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| Tipo de Convocatoria | | | | | | Convocatoria Pública Nacional | | | | | | | | | | | | | | | | | | | | | |  | |  | |  | | | | | | | | | | | | |  |  |  |  |
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| Forma de Adjudicación | | | | | | X | | | | | Por el Total | | | | | | |  | Por Ramos | | | | | | | |  |  |  | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
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| Señalar para cuando es el requerimiento del Seguro | | | | | | X | | | | |  | Seguros para la gestión en curso | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
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|  | | | | |  | Seguros recurrentes para la próxima gestión (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 | | | | |  | TESORO GENERAL DE LA NACIÓN | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | 100 | | | | | | |  |
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|  | 1. **DATOS GENERALES DE LA ENTIDAD CONVOCANTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Nombre de la Entidad | | | | | |  | | MINISTERIO DE COMUNICACIÓN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |
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| Domicilio  (fijado para el proceso de contratación) | | | | | |  | | | | | *Ciudad* | | | | | | |  | *Zona* | | | | | | | |  |  | *Dirección* | | | | | | | | | | | | | | | | | |  |  |
|  | | | | | La Paz | | | | | | |  | Central | | | | | | | |  |  | Calle Potosí Nº 1220 esquina calle Ayacucho | | | | | | | | | | | | | | | | | |  |  |
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| Teléfono | | | | | **2200402 - 2200405** | | | | | |  | | Fax | | | 2200405 | | | | |  | Correo Electrónico | | | | | | | | |  | | | [comunicacion@comunicaciones](mailto:nicolas.mendoza@comunicaciones) .gob.bo | | | | | | | | | | | | |  |  |
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|  | 1. **PERSONAL DE LA ENTIDAD** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | |  | |  | |  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | | | |  | | |  | | *Nombre(s)* | | | | |  | *Cargo* | | | | | |  |
| Máxima Autoridad Ejecutiva (MAE) | | | | | | | | | | | | | | | | Fernández | | | | | |  | Suarez | | | | | | | |  | | |  | | María Isabel | | | | |  | Ministra de Comunicación | | | | | |  |
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| Responsable del Proceso de Contratación (RPC) | | | | | | | | | | | | | | | | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | | | |  | | |  | | *Nombre(s)* | | | | |  | *Cargo* | | | | | |  |
| Guachalla | | | | | |  | Pinell | | | | | | | |  | | |  | | Pablo Ignacio | | | | |  | Director General de Asuntos Administrativos | | | | | |  |
|  | | | | | |  | | | | |  | |  | |  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | | | |  | | |  | | *Nombre(s)* | | | | |  | *Cargo* | | | | | |  |
| Encargado de atender consultas | | | | | | | | | | | | | | | | Mendoza | | | | | |  | Lopez | | | | | | | |  | | |  | | Nicolas | | | | |  | Encargado de Activos Fijos | | | | | |  |
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| 1. **SERVIDORES PÚBLICOS QUE OCUPAN CARGOS EJECUTIVOS HASTA EL TERCER NIVEL JERÁRQUICO DE LA ESTRUCTURA ORGÁNICA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | DIAZ | | | | | |  | MEAVE | | | | | |  | | MARTIN ALFONSO | | | | | | | | | |  | VICEMINISTRO DE POLÍTICAS COMUNICACIONALES | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | JULIO | | | | | |  | VISCARRA | | | | | |  | | MARCO AURELIO | | | | | | | | | |  | VICEMINISTRO DE GESTION COMUNICACIONAL | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | PAREDES | | | | | |  | TARDIO | | | | | |  | | CLAUDIA BERTHA | | | | | | | | | |  | DIRECTORA GENERAL DE MEDIOS ESTATALES | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | GUACHALLA | | | | | |  | PINELL | | | | | |  | | PABLO IGNACIO | | | | | | | | | |  | DIRECTOR GENERAL DE ASUNTOS ADMINISTRATIVOS | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | BARRIENTOS | | | | | |  | PANDO | | | | | |  | | FREDDY ANTONIO | | | | | | | | | |  | DIRECTOR GENERAL DE ASUNTOS JURÍDICOS | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | OLMOS | | | | | |  | SOZA | | | | | |  | | GELGAR CAROLINA | | | | | | | | | |  | DIRECTORA GENERAL DE ESTRATEGIAS | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | SANDOVAL | | | | | |  | GUTIERREZ | | | | | |  | | MAITE | | | | | | | | | |  | DIRECTORA GENERAL DE REDES SOCIALES | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | BRAVO | | | | | |  | SANDOVAL | | | | | |  | | JAIME RODRIGO | | | | | | | | | |  | DIRECTOR GENERAL DE PLANIFICACION | | | | | | | | |  |
|  | *Apellido Paterno* | | | | | |  | *Apellido Materno* | | | | | |  | | *Nombre(s)* | | | | | | | | | |  | *Cargo* | | | | | | | | |  |
|  | HOYOS | | | | | |  | MERCADO | | | | | |  | | SILVIA ROCIO | | | | | | | | | |  | DIRECTORA GENERAL DE INFORMACION GUBERNAMENTAL | | | | | | | | |  |
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| 1. **SEGUROS QUE SE LICITAN:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | N° | |  | | Tipo de Seguro | | | | | | | | |  | | Observaciones | | | | | | | | | |  | Inicio de vigencia (dd/mm/aa) | | | | | | | | |  |
|  | 1 | |  | | Seguro Multiriesgo | | | | | | | | |  | | Ninguna | | | | | | | | | |  | 31/07/2020 | | | | | | | | |  |
|  |
|  | 2 | |  | | Seguro para Automotores | | | | | | | | |  | | Ninguna | | | | | | | | | |  | 31/07/2020 | | | | | | | | |  |
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|  | 3 | |  | | Seguro Responsabilidad Civil | | | | | | | | |  | | Ninguna | | | | | | | | | |  | 31/072020 | | | | | | | | |  |
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|  | 4 | |  | | Seguro Comprensiva 3D | | | | | | | | |  | | Ninguna | | | | | | | | | |  | 31/07/2020 | | | | | | | | |  |
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|  | 5 | |  | | Seguro Aviación y Responsabilidad Civil para Drones | | | | | | | | |  | | Ninguna | | | | | | | | | |  | 31/07/2020 | | | | | | | | |  |
|  |  | |  | |  | | | | | | | | |  | |  | | | | | | | | | |  |  | | | | | | | | |  |
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1. CRONOGRAMA DE PLAZOS DEL PROCESO DE CONTRATACIÓN

El proceso de contratación de se sujetará al siguiente Cronograma de Plazos:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRONOGRAMADE PLAZOS** | | | | | | | | | | | | | | | | | |
| **ACTIVIDAD** | | | **FECHA** | | | | | | | **HORA** | | | | | **LUGAR** | | |
| 1 | Publicación del DBC en el SICOES | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 29 |  | 05 |  | 2020 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Inspección previa | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 03 |  | 06 |  | 2020 |  |  | 10 |  | 00 |  |  | Calle Potosí Nº 1220 esq. Ayacucho en Oficinas del Área de Activos Fijos, Piso 5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Consultas Escritas (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 08 |  | 06 |  | 2020 |  |  | 10 |  | 30 |  |  | Calle Potosí Nº 1220 esq. Ayacucho en Oficinas de la O.R.D.C. Planta Baja |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Reunión de aclaración | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |
|  | 12 |  | 06 |  | 2020 |  |  | 10 |  | 00 |  |  | Sala de Reuniones del Ministerio de Comunicación, Piso 2, Calle Potosí Nº 1220 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Aprobación del DBC con las enmiendas si hubieran (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 15 |  | 06 |  | 2020 |  |  |  |  |  |  |  |  |
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| 6 | Notificación de aprobación del DBC (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 16 |  | 06 |  | 2020 |  |  |  |  |  |  |  |  |
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| 7 | Presentación y Apertura de Propuestas (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  | *Hora* |  | *Min.* |  |  |  |  |
|  | 22 |  | 06 |  | 2020 |  |  | 10  10 |  | 00  30 |  |  | **Presentación:** Calle Potosí Nº 1220 esq. Ayacucho en Oficinas de la O.R.D.C. Planta Baja  **Apertura:** Sala de Reuniones del Ministerio de Comunicación, Piso 2, Calle Potosí Nº 1220 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Informe de Evaluación y Recomendación de Adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 25 |  | 06 |  | 2020 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Adjudicación o Declaratoria Desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 25 |  | 06 |  | 2020 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Notificación de la adjudicación o declaratoria desierta (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 26 |  | 06 |  | 2020 |  |  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Presentación de documentos para suscripción de contrato (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |  |
|  | 15 |  | 07 |  | 2020 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Suscripción de contrato (fecha límite) | |  | *Día* |  | *Mes* |  | *Año* |  |  |  |  |  |  |  |  |
|  | 20 |  | 07 |  | 2020 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |