

BARRANQUILLA, 08 DE JUNIO 2021

Doctora:

OLGA PETIT

Supervisor contrato

Asunto: Informe de actividades correspondiente al periodo del 7 De MAYO al 6 de JUNIO de 2021.

Durante el periodo mencionado en el asunto se efectuaron las actividades tendientes al cumplimiento de mis obligaciones contractuales, de acuerdo a la siguiente descripción.

Obligación Contractual	Producto
1) Digitalizar y archivar documentos, procesos, propuestas y carpetas de contratación.	Apoyo en la digitalización de DELEGACIONES DE SUPERVISION: 1271 1598,1933,1962,2047,2042,1949,1950,1968,1896,2049,2058,1969,1884,2002,2003,2008,2010,2013,1963,1986,1992,1759,1936,2079,2080,2089,2025,2023,1729,2072,1938,2016,2070,1994,2074,2101,2100,2076,2073,2062,2044,1989,2051,2052,1953,1911,2084,2033,1991,1808,2063,2056,2059,2098,2094,2097,2004,2012,1996,1995,2071,2104,2087,2021,2018,2017,2040,2055,2050,2083,1991,1808,2063,2056,2059,2098,2094,2097,2004,2012,2078,2095,1932,2109,2090,2138,2149,2158,2022,2031,2077,2163,2117,3322,2075,2032,296,2081,1951,2026,2024,1985,2085,2105,2092,2118,1998,2000,2065,2129,1940,2069,216,2103,2930,2927,2106,1730,1714,1923,2083,1771,2071,1654,1135,2107,2099,2093,2091,2088,2086,2082,2068,2057,2046,2020,2019,2166,2130,2009,2151,2164,2007,2006,2108,2110,2112,2111,2113,2121,2123,2125,2116,2150,2140,2168,2167,2155,2152,2133,2134,2169,2184,2127,2119,25821,2115,2159,2193,2187,21196,1195,2194,1721,1645,2060,2147,2053,1952,2136,2139,2160,2184,2015,2156,2120,2171,1997,2174,2173,2172,2161,2153,2103,2162,2190,2183,2038,2122,2124,2177,2141,2188,2189,1593,1771,2091,2129,1805,1777,1580,1561,1996. APROBACIONES DE POLIZAS: INGENIERIA MASTER, ACTUALIZACION POLIZA U T CASAS DE CULTURA ATCO, NEX COMPUTER, I3NET, SUBATOURS, NEX COMPUTER, YACAMAN VIVERO, PTAR, RINCON DAVILA, INTERPLAZA, CONSORCIO GID, 2507,CONSORCIO SUCHIIMA, CONSORCIO PARQUES DEL ATCO, CORFICOLOMBIA, CONSORCIO IDC, FUNDAVE, TASSET, CONGLOMERADO TECNICO COLOMBIANO, VIGICOLBA, ASEOCOLBA, CONSORCIO VIAS ATCO, CONSORCIO FISCALIA SOLEDAD. PRORROGA PRORROGA 3 FRANCISCO SOLANO, PRORROGA 1 FUNDACION CENTRO EXCELENCIA, PRORROGA 4 U T COMANDO 008,
2) Asistir en el apoyo operativo, revisión y logística para el traslado de cajas, expedientes y en general todo lo relacionado con la gestión documental y archivo.	Apoyo en la logística de expedientes y gestión de documentos y archivo de INFRAESTRUCTURA, AGUA POTABLE, EDUCACION
3) Validar documentos en la plataforma para el correspondiente proceso de cobro de cuentas.	1271,1598,1933,1962,2047,2042,1949,1950,1968,1896,2049,2058,1969,1884,2002,2003,2008,2010,2013,1963,1986,1992,1759,1936,2079,2080,2089,2025,2023,1729,2072,1938,2016,2070,1994,2074,2101,2100,2076,2073,2062,2044,1989,2051,2052,1953,1911,2084,2033,1991,1808,2063,2056,2059,2098,2094,2097,2004,2012,1996,1995,2071,2104,2087,2021,2018,2017,2040,2055,2050,2083,1991,1808,2063,2056,2059,2098,2094,2097,2004,2012,2078,2095,1932,2109,2090,2138,2149,2158,2022,2031,2077,2163,2117,3322,2075,2032,296,2081,1951,2026,2024,1985,2085,2105,2092,2118,1998,2000,2065,2129,1940,2069,216,2103,2930,2927,2106,1730,1714,1923,2083,1771,2071,1654,1135,2107,2099,2093,2091,2088,2086,2082,2068,2057,2046,2020,2019,2166,2130,2009,2151,2164,2007,2006,2108,2110,2112,2111,2113,2121,2123,2125,2116,2150,2140,2168,2167,2155,2152,2133,2134,2169,2184,2127,2119,25821,2115,2159,2193,2187,21196,1195,2194,1721,1645,2060,2147,2053,1952,2136,2139,2160,2184,2015,2156,2120,2171,1997,2174,2173,2172,2161,2153,2103,2162,2190,2183,2038,2122,2124,2177,2141,2188,2189,1593,1771,2091,2129,1805,1777,1580,1561,1996.

	APROBACIONES DE POLIZAS: INGENIERIA MASTER, ACTUALIZACION POLIZA U T CASAS DE CULTURA ATCO, NEX COMPUTER, I3NET, SUBATOURS, NEX COMPUTER, YACAMAN VIVERO, PTAR, RINCON DAVILA, INTERPLAZA, CONSORCIO GID, 2507, CONSORCIO SUCHIIMA, CONSORCIO PARQUES DEL ATCO, CORFICOLOMBIA, CONSORCIO IDC, FUNDAVE, TASSET, CONGLOMERADO TECNICO COLOMBIANO, VIGICOLBA, ASEOCOLBA, CONSORCIO VIAS ATCO, CONSORCIO FISCALIA SOLEDAD.
4) Enviar y Recibir la documentación a los respectivos enlaces de cada Secretaría y Subsecretaría.	DELEGACIONES DE SUPERVISION: 1271,1598,1933,1962,2047,2042,1949,1950,1968,1896,2049,2058,1969,1884,2002,2003,2008, 2010,2013,1963,1986,1992,1759,1936,2079,2080,2089,2025,2023,1729,2072,1938,2016,2070, 1994,2074,2101,2100,2076,2073,2062,2044,1989,2051,2052,1953,1911,2084,2033,1991,1808, 2063,2056,2059,2098,2094,2097,2004,2012,1996,1995,2071,2104,2087,2021,2018,2017,2040, 2055,2050,2083,1991,1808,2063,2056,2059,2098,2094,2097,2004,2012,2078,2095,1932,2109, 2090,2138,2149,2158,2022,2031,2077,2163,2117,3322,2075,2032,296,2081,1951,2026,2024,1 985,2085,2105,2092,2118,1998,2000,2065,2129,1940,2069,216,2103,2930,2927,2106,1730,17 14,1923,2083,1771,2071,1654,1135,2107,2099,2093,2091,2088,2086,2082,2068,2057,2046,20 20,2019,2166,2130,2009,2151,2164,2007,2006,2108,2110,2112,2111,2113,2121,2123,2125,21 16,2150,2140,2168,2167,2155,2152,2133,2134,2169,2184,2127,2119,25821,2115,2159,2193,2 187,21196,1195,2194,1721,1645,2060,2147,2053,1952,2136,2139,2160,2184,2015,2156,2120, 2171,1997,2174,2173,2172,2161,2153,2103,2162,2190,2183,2038,2122,2124,2177,2141,2188, 2189,1593,1771,2091,2129,1805,1777,1580,1561,1996.
5) Admisión y entrega de correspondencia de documentos.	APROBACIONES DE POLIZAS: INGENIERIA MASTER, ACTUALIZACION POLIZA U T CASAS DE CULTURA ATCO, NEX COMPUTER, I3NET, SUBATOURS, NEX COMPUTER, YACAMAN VIVERO, PTAR, RINCON DAVILA, INTERPLAZA, CONSORCIO GID, 2507, CONSORCIO SUCHIIMA, CONSORCIO PARQUES DEL ATCO, CORFICOLOMBIA, CONSORCIO IDC, FUNDAVE, TASSET, CONGLOMERADO TECNICO COLOMBIANO, VIGICOLBA, ASEOCOLBA, CONSORCIO VIAS ATCO, CONSORCIO FISCALIA SOLEDAD.
6) Cargue y descargue de documentos en la Plataforma Secop II.	DELEGACIONES DE SUPERVISION: 1271,1598,1933,1962,2047,2042,1949,1950,1968,1896,2049,2058,1969,1884,2002,2003,2008, 2010,2013,1963,1986,1992,1759,1936,2079,2080,2089,2025,2023,1729,2072,1938,2016,2070, 1994,2074,2101,2100,2076,2073,2062,2044,1989,2051,2052,1953,1911,2084,2033,1991,1808, 2063,2056,2059,2098,2094,2097,2004,2012,1996,1995,2071,2104,2087,2021,2018,2017,2040, 2055,2050,2083,1991,1808,2063,2056,2059,2098,2094,2097,2004,2012,2078,2095,1932,2109, 2090,2138,2149,2158,2022,2031,2077,2163,2117,3322,2075,2032,296,2081,1951,2026,2024,1 985,2085,2105,2092,2118,1998,2000,2065,2129,1940,2069,216,2103,2930,2927,2106,1730,17 14,1923,2083,1771,2071,1654,1135,2107,2099,2093,2091,2088,2086,2082,2068,2057,2046,20 20,2019,2166,2130,2009,2151,2164,2007,2006,2108,2110,2112,2111,2113,2121,2123,2125,21 16,2150,2140,2168,2167,2155,2152,2133,2134,2169,2184,2127,2119,25821,2115,2159,2193,2 187,21196,1195,2194,1721,1645,2060,2147,2053,1952,2136,2139,2160,2184,2015,2156,2120, 2171,1997,2174,2173,2172,2161,2153,2103,2162,2190,2183,2038,2122,2124,2177,2141,2188, 2189,1593,1771,2091,2129,1805,1777,1580,1561,1996.

Atentamente,



MARIA JOSE FORERO LOMANTO

CC 22.550.104

CONTRATISTA

