Gobernación de CUNDINAMARCA	GESTIÓN CONTRACTUAL	Código A-GC-FR-017
		Versión : 3
	Informe de Supervisión Electrónico SUPERVISA	Fecha de Aprobación: 01/09/2021

INFORME DE SUPERVISIÓN DEL CONTRATO O CONVENIO N° SS-CPS-916-2023	
Informe Parcial ___X___ / No. Del Informe 3	Informe Final _____
Periodo del Informe: Del 01.11.2023 hasta el 30.11.2023	
Fecha en la que se rinde en informe :	05.12.2023

1. INFORMACIÓN GENERAL DEL CONTRATO O CONVENIO

Contratista:	GLORIA ISABEL SANTANA GARZON
NIT / C.C.:	10207262275
Supervisor:	YURANY TRIANA GONZALEZ
Cargo:	Directora Administrativa y Financiera
Objeto del Contrato o Convenio:	PRESTAR SERVICIOS DE APOYO EN EL ARCHIVO DE GESTIÓN DE LA SECRETARIA DE SALUD DE CUNDINAMARCA EN SU ARTICULACIÓN CON EL PROCESO DE GESTIÓN DOCUMENTAL DEL NIVEL CENTRAL.
Fecha de Suscripción de Contrato o Convenio:	13.09.2023
Fecha de Inicio del Contrato o Convenio	18.09.2023
Certificado de Disponibilidad Presupuestal	7100042225
Registro Presupuestal	4600019542
Valor Inicial del Contrato o Convenio	$8,750,000
Adición	$0
Vigencia Futura	$0
Valor Total del Contrato	$8,750,000
Plazo de Ejecución Inicial	TRES (3) MESES y QUINCE (15) DIAS
Prorroga No.	0
Plazo de Ejecución Final	TRES (3) MESES y QUINCE (15) DIAS
Fecha De Terminación del Contrato o Convenio	30.12.2023
Suspensión (según aplique)	NO
Fecha De suspensión (si se llevó a cabo)	
Fecha De reinicio (si se llevó a cabo)	
Cesión / Terminación Anticipada	NO
Aseguradora	N/A
Garantía de Cumplimiento	N/A
Póliza de Responsabilidad Civil Extracontractual	N/A

2. DESCRIPCIÓN DETALLADA DE LAS ACTIVIDADES DESARROLLADAS:

Porcentaje de avance: 70%

1. Brindar el servicio de atención y préstamo de documental en la ventanilla del archivo en gestión de la DAF.

- La contratista Brindo el servicio de atención y préstamo de documental en la ventanilla del archivo en gestión de la DAF. Relacionada en la planilla de control documental

2. Realizar la organización de documentos informes, facturas soporte de contratos (CD) que se alleguen al archivo de gestión de contratación de la dirección administrativa y financiera, de conformidad con las normas vigentes sobre el proceso de gestión documental y realizar la verificación de los mismos.

- La contratista realizo la organización de documentos informes, facturas soporte de contratos (CD) relacionados a continuación con numero de carpetas.

Contratos 2023

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3. Brindar apoyo en la recepción clasificación y organización de conformidad con las TRD (Tabla de Retención Documental y realizar la verificación de los mismos.

- La contratista brindo apoyo en la recepción clasificación y organización de conformidad con las TRD (Tabla de Retención Documental y realizar la verificación de los mismos relacionadas a continuación.

CONTRATOS 2023

001,002,003,004,005,006,007,008,009,010,011,012,014,015,016,010,018,020,021,022,023,024,025,026,027,028,029,030, 031,032,033,034,035,036,037,039,040,041,042,045,046,047,048,049,050,051,052,053,054,055,057,058,059,060,061,062, 063,065,067,068,070,071,072,073,001,005,006,007,010,011,012,013,014,015,044,054001,002,003,004,005,006,007,008, 009,010,011,012,014,015,016,010,018,020,021,022,023,024,025,026,027,028,029,030,031,032,033,034,035,036,037,039, 040,041,042,045,046,047,048,049,050,051,052,053,054,055,057,058,059,060,061,062,063,065,067,068,070,071,072,073, 001,005,006,007,010,011,012,013,014,015,044,054099,091,086,071,065,060,058,050,037,021,581,585,131,122,138,198, 062,058,062,060,046,076,093,118,110,103,137,140,164,105,173,168,182,106,114,203,926,927596,588,554,640,698,629, 908,909,910,911031,130,132,138,147,148,122,217,395,560,613,614,647,683,596,700,774,825.826,849,900,907,918,909, 910,911,9,9145.915,921,922,923,918,924,961,916,873,850,266,172,196,315,596047,050,055,059,070,071,072,076,080,100,103,127,128,129,130,147,151,158,160,162,163,166,171,172,180,179,184,185,189,190,191,192,193,198,201,210,215,212,213,215,217,255,229,231,233,234,235,237,240,246,248,250255,257,255,151,263,265,266,267,168,273,274,278,282,288,292,308316875,876,877,878,879,880,881,882,883,884,885,86,887,88,889,892,893,894,895,898,899263,143,310,434,263,479,294,875,199,378,420,312,315,365,774,088,068,035,070,054,077,078,180,111,104,134,921,045,042,244,917,915,909,908,910,918,070,055,162,059,047,249,076,164,193,172,161,078,035,030,027,046,047,048,053,054,055,057,059,061,063,065,672,673,064,074,675,075,092,096,097,113,115,118163,180,294,35,284,260,258,256,295,219,216,374,479,463,455,432,433,434,422,439,450,789,184,780,018,917,918,917,919,953925,926,938,940,942,945,946,956,009,004,007,078,085,087,090,091,094,201,202,210,211,212,213,214,215,216,034,037,029,266,570015,031,341,604,008,033,397,863,028,250,553,864,869,907,908,909,910,911,198,199,200,045,040,004,916,902,861,826,823,754,752,656,586,503,479,463,466,188,189,190,191,192,193,194,195,196,197,,204,205,206,207,208,209,210,211,212,213,214,215,216277,40,169,322,429,268,262,436,263,143,310,434,263,479,123,294,875,102,378,422,291,266,356,226,430,177,144,313,255,284,921,374,55,418,193,82,129,433,315,139,009483,518,472,835,6422,501,185,449,426,425,256,807087,879,367,561,681,596,232,648,277,372,685,713,588,312,315,365,374,068,035,070,054,077,078,180,921,045,042,2444,917,915,909,909,908,910,918,070,055,162,059,047,249,076,164,193,172,161,078,035,030,029,046,047,048,053,054,055,057,059,061,063,065,072,073,064,074,075,092,096,097,13,115,118,163,180,294,305,284,260,258,256,245,219,216,374,479,463,455,432,432,434,422,439,450,503,073,244,270,249,193164,161,337,0033,277,079,114,342,397,476,4752,690,691,890,861,789,784,70288,918,917,801,918,917,919,953,062,065,084,163,168,180,216,245,255,2058,163,162,280,294,35,258,434,070,789,153,172,349,374,426,432,88,099,091,086,071,065,060,058,050,037,021,581,585,131,122,138,198,062,060,046,076,093,118,110,103,137,140,164,105,173,168,182,106,114,203,926,927596,588,554,640,698,629,908,909,910,911031,130,132,138,147,148,122,217,395,560,613,614,647,683,596,700,774,825.826,849,900,907,918,909,910,911,9,9145.915,921,922

4. Facilitar el acceso o consulta en medio fisco o digital de las solicitudes de contrato, convenios y expedientes contractuales y llevar el control mediante la planilla de préstamo de los documentos del proceso de gestión documental.

- la Contratista Facilito el acceso o consulta en medio fisco o digital de las solicitudes de contrato, convenios y expedientes contractuales relacionados en la planilla de control documental

5. Elaborar los inventarios físicos y electrónicos de los contratos suscritos en la secretaria de salud y realizar la