| | | |
|---|---|---|
| ALCALDÍA DE SANTIAGO DE CALI<br>GESTIÓN JURÍDICO ADMINISTRATIVA<br>GESTIÓN CONTRACTUAL | MODELO INTEGRADO DE PLANEACIÓN Y GESTIÓN<br>(MIPG)<br><br>INFORME PARCIAL Y/O FINAL DE SUPERVISIÓN<br>CONTRATO DE PRESTACIÓN DE SERVICIOS PROFESIONALES Y APOYO A LA GESTION PERSONA NATURAL | MAJA01.04.03.P002.F004<br>VERSIÓN 002 |

| 1. TIPO DE INFORME | |
|---|---|
| INFORME PARCIAL [X] | INFORME FINAL [ ] |
| Cuota Número 02 | |

| 2. ASPECTOS GENERALES DE CONTRATO Y SU EJECUCIÓN | |
|---|---|
| Contrato No. 4181.010.26.1.457 de 2024 | |
| Nombre completo del contratista: DIANA CAROLINA PRECIADO ASPRILLA | |
| Documento de identificación: C.C.1144148197 de Cali | |
| Nombre del supervisor: NAYDU FLOREZ IBARRA | |
| Organismo: UNIDAD ADMINISTRATIVA ESPECIAL DE GESTIÓN DE BIENES Y SERVICIOS | |
| Objeto del contrato: Prestar los servicios de apoyo a la gestión, con el fin de ejecutar las actividades en la Unidad Administrativa Especial de Gestión de Bienes y Servicios, teniendo como fuente de financiación recursos propios. | |
| 3. INFORME JURÍDICO | |
| Fecha de Inicio<br><br>16/jul/2024 | Fecha terminación<br><br>31/oct/2024 |
| Modificación(es) al contrato: N/A | |
| Suspensión: N/A | |
| Reanudación: N/A | |
| Cesión: N/A | |
| Terminación anticipada: N/A | |

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## 4. INFORME CONTABLE Y FINANCIERO

Valor inicial del contrato: Es hasta por la suma de TRECE MILLONES CIENTO VEINTE MIL PESOS M/CTE. ($13.120.000).

Adición: N/A

Prórroga: N/A

Información para Retención en la fuente:

| Para efectos de disminución de la base de retención en la fuente, anexo copia legible de los siguientes documentos: | SI | NO |
|---|---|---|
| • Recibo de consignación en mi cuenta de Apoyo al Fomento de la Construcción AFC del periodo de la cuota. | | X |
| • Recibo de consignación en mi cuenta del Fondo de Pensiones voluntarias del periodo de la cuota. | | X |

Información:

| Valor Total del Contrato | Valor Cuota a cancelar | Valor Acumulado Cancelado | Saldo por Cancelar |
|---|---|---|---|
| $13.120.000 | $3.280.000 | $3.280.000 | $6.560.000 |

Información del pago de seguridad social:

| Obligación | Datos Certificación o Planilla de Pago |
|---|---|
| Sistema de Salud, Sistema de Pensiones y Riesgos Laborales | No. Planilla: 7933438745<br>No. PIN, Autorización, Referencia, Pago: 804517962<br>Operador: SOI<br>Fecha de Pago: 29/jul/2024<br>Periodo de pago de la seguridad social: JULIO 2024 |

Observaciones al informe financiero y contable:

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## 5. INFORME TÉCNICO

Concepto Supervisor: Mediante el presente documento a continuación relaciono las actividades realizadas según el contrato de Prestación de Servicios No. 4181.010.26.1.457-2024

1. Apoyar el proceso de reporte y publicación de información que deba realizar la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

-Apoyó entregándole a los mensajeros, la correspondencia interna y externa relacionándola en la respectiva plantilla.

- Apoyó alimentando la base de datos de los documentos entregados a los mensajeros con el respectivo sello de recibido, para continuar con el proceso de acuerdo a la ley de archivo.

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| 20244181010017641 | 20244181010030884 | 20244181010031284 |
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| 20244181010034304 | 20244181010032934 | 20244181010034034 |
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| 20244181010003328 4 | 20244181010003403 4 | 20244181010003347 4 |
| 20244181010003347 4 | 20244181010003383 4 | 20244181010003403

2. Atender las demás solicitudes que realice el (la) director (a) Técnico (a) de la Unidad Administrativa Especial de Gestión de Bienes y Servicios, relacionadas con el objeto del contrato.

-Apoyó realizando las llamadas telefónicas, confinando direcciones de punto de entrega de los radicados.

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| 20244181010001745 1 | 20244181010001747 1 | 20244181010001742 1 |

-Apoyó realizando informe de los oficios que no fueron recibidos, los cuales son enviados vía correo electrónico, mensajería de la Unidad y por ESM logística.

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| 20244181010001733 1 | 20244181010001765 1 | 20244181010001739 1 |
| 20244181010001735 1 | 20244181010001766 1 | 20244181010001737 1 |
| 20244181010001656 1 | | |

-Apoyo en la planilla de control de tutelas radicados judiciales Unidad Administrativa Especial de Gestión de Bienes y Servicios

| | | |
|---|---|---|
| 20244181010001835 1 | 20244181010001889 1 | 20244181010001936 1 |

3. Escanear, archivar y digitalizar documentos, tomar fotocopias, atender al público y realizar las actividades de apoyo al proceso que le sean requeridas.

- Apoyó en la consulta de Radicados por medio del ORFEO, imprimiendo documentación necesaria la ser archivada de la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

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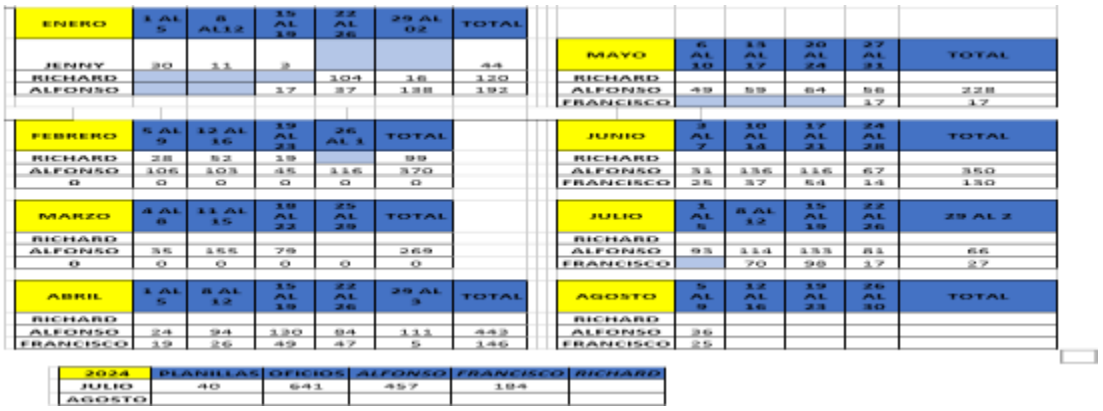
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|---|---|---|
| 20234181010033581 | 20234181010033591 | 20234181010034261 |
| 20234181010033481 | 20234181010033601 | 20234181010034211 |
| 20234181010033621 | 20234181010033531 | 20234181010056684 |
| 20234181010033541 | 20234181010033551 | 20234181010034261 |
| 20234181010033471 | 20234181010033491 | 20234181010034241 |
| 20234181010033461 | 20234181010033921 | 20234181010056574 |
| 20234181010055774 | 20234181010034261 | 20234181010056974 |
| 20234181010034211 | 20234181010034221 | 20234181010034971 |
| 20234181010056514 | 20234181010056684 | 20234181010058384 |
| 20234181010056654 | 20234181010056754 | 20234181010058404 |
| 20234181010034371 | 20234181010035881 | 20234181010035861 |
| 20234181010034391 | 20234181010056974 | 20234181010035851 |
| 20234181010034511 | 20234181010004444 | 20234181010036211 |
| 20234181010057524 | 20234181010035001 | 20234181010060124 |
| 20234181010057544 | 20234181010057504 | 20234181010036271 |
| 20234181010057534 | 20234181010057474 | 20234181010036391 |
| 20234181010034951 | 20234181010034961 | 20234181010058494 |
| 20234181010035261 | 20234181010035231 | 20234181010058304 |
| 20234181010057974 | 20234181010035271 | 20234181010058784 |
| 20234181010058344 | 20234181010058474 | 20234181010058414 |
| 20234181010057484 | 20234181010034991 | 20234181010035411 |
| 20234181010035011 | 20234181010058344 | 20234181010058294 |
| 20234181010058374 | 20234181010058464 | 20234181010035731 |
| 20234181010035431 | 20234181010035461 | 20234181010035741 |
| 20234181010035441 | 20234181010002431 | 20234181010004261 |
| 20244181010000511 | 20244181010000554 | 20244181010000564 |
| 20244181010000574 | 20244181010000544 | 20244181010000891 |
| 20244181010000611 | 20244181010001491 | 20244181010003144 |
| 20244181010000974 | 20244181010001131 | 20244181010001114 |
| 20244181010001214 | 20244181010002464 | 20244181010003124 |
| 20244181010002664 | 20244181010002744 | 20244181010002964 |
| 20244181010010671 | 20244181010031304 | 20244181010012514 |
| 20244181010010751 | 20244181010019461 | 20244181010012844 |
| 20244181010010741 | 20244181010019831 | 20244181010000554 |
| 20244181010012704 | 20244181010032674 | 20244181010021664 |
| 20244181010012664 | 20244181010021664 | 20244181010003124 |
| 20244181010012684 | 20244181010022294 | 20244181010016691 |
| 20244181010012674 | 20244181010017881 | 20244181010017861 |
| 20244181010012774 | 20244181010030824 | 20234181010003591 |

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| | | |
|---|---|---|
| 20244181010012744 | 20234181010002754 | 20234181010003334 |
| 20234181010003384 | 20234181010003394 | 20234181010002031 |
| 20234181010003924 | 20234181010002951 | 20234181010003721 |
| 20234181010003954 | 20234181010004864 | 20234181010004544 |
| 20234181010003964 | 20234181010005524 | 20234181010003931 |
| 20234181010002601 | 20234181010005744 | 20234181010006674 |
| 20234181010004334 | 20234181010005944 | 20234181010007114 |
| 20234181010004644 | 20234181010005724 | 20234181010006774 |
| 20234181010004674 | 20234181010003381 | 20234181010004161 |
| 20234181010004824 | 20234181010003751 | 20234181010007714 |
| 20234181010004591 | 20234181010003741 | 20234181010007634 |
| 20234181010009154 | 20234181010009164 | 20234181010009144 |

| | | |
|---|---|---|
| 20234181010033511 | 20234181010003351 | 20234181010033041 |
| 20234181010033521 | 20234181010033611 | 20234181010033051 |

-Apoyo en la realización del seguimiento de los mensajeros mes a mes y semanal en la entrega de la correspondencia.



| ENERO | 1 AL 5 | 8 AL 12 | 15 AL 19 | 22 AL 26 | 29 AL 02 | TOTAL |
|---|---|---|---|---|---|---|
| JENNY | 20 | 11 | 3 | | | 44 |
| RICHARD | | | | 104 | 16 | 120 |
| ALFONSO | | | 17 | 37 | 138 | 192 |

| MAYO | 6 AL 10 | 13 AL 17 | 20 AL 24 | 27 AL 31 | TOTAL |
|---|---|---|---|---|---|
| RICHARD | | | | | |
| ALFONSO | 49 | 59 | 64 | 56 | 228 |
| FRANCISCO | | | | 17 | 17 |

| FEBRERO | 5 AL 9 | 12 AL 16 | 19 AL 23 | 26 AL 1 | TOTAL |
|---|---|---|---|---|---|
| RICHARD | 28 | 52 | 19 | | 99 |
| ALFONSO | 106 | 103 | 45 | 116 | 370 |
| 0 | 0 | 0 | 0 | 0 | 0 |

| JUNIO | 3 AL 7 | 10 AL 14 | 17 AL 21 | 24 AL 28 | TOTAL |
|---|---|---|---|---|---|
| RICHARD | | | | | |
| ALFONSO | 31 | 136 | 116 | 67 | 350 |
| FRANCISCO | 25 | 37 | 54 | 14 | 130 |

| MARZO | 4 AL 8 | 11 AL 15 | 18 AL 22 | 25 AL 29 | TOTAL |
|---|---|---|---|---|---|
| RICHARD | | | | | |
| ALFONSO | 35 | 155 | 79 | | 269 |
| 0 | 0 | 0 | 0 | 0 | 0 |

| JULIO | 1 AL 5 | 8 AL 12 | 15 AL 19 | 22 AL 26 | 29 AL 2 |
|---|---|---|---|---|---|
| RICHARD | | | | | |
| ALFONSO | 93 | 114 | 133 | 81 | 66 |
| FRANCISCO | | 70 | 98 | 17 | 27 |

| ABRIL | 1 AL 5 | 8 AL 12 | 15 AL 19 | 22 AL 26 | 29 AL 3 | TOTAL |
|---|---|---|---|---|---|---|
| RICHARD | | | | | | |
| ALFONSO | 24 | 94 | 130 | 94 | 111 | 443 |
| FRANCISCO | 19 | 26 | 49 | 47 | 5 | 146 |

| AGOSTO | 5 AL 9 | 12 AL 16 | 19 AL 23 | 26 AL 30 | TOTAL |
|---|---|---|---|---|---|
| RICHARD | | | | | |
| ALFONSO | 26 | | | | |
| FRANCISCO | 25 | | | | |

| 2024 | PLANILLAS | OFICIOS | ALFONSO | FRANCISCO | RICHARD |
|---|---|---|---|---|---|
| JULIO | 40 | 641 | 457 | 184 | |
| AGOSTO | | | | | |

-Apoyo recibiendo la correspondencia para formar expediente.

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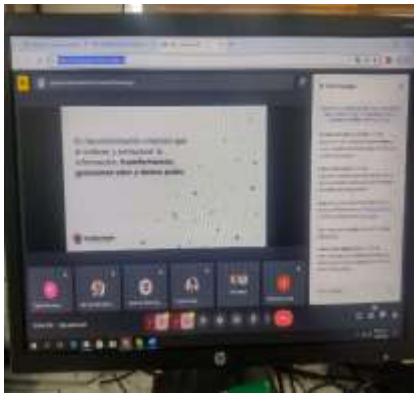
| RADICADO | RADICADO PADRE | FECHA | GRUPO DE TRABAJO |
|---|---|---|---|
| 20244181010001833 1 | 20244181010001833 1 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010003104 4 | 20244182010001078 4 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010001786 1 | 20244173010153147 2 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010001788 1 | 20244173010152606 2 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010003082 4 | 20244181010003082 4 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010003130 4 | 20244182010001090 4 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010003128 4 | 20244182010001089 4 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010003206 4 | 20244161050003266 4 | 29/07/2024 | SERVICIOS PUBLICOS |
| 20244181010000195 01 | 20244173010164327 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001944 1 | 20244173010166004 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001946 1 | 20244173010166010 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001906 1 | 20244173010163722 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001894 1 | 20244181010001894 1 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001916 1 | 20244173010161386 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001870 1 | 20244173010155678 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001898 1 | 20244181010001898 1 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003366 4 | 20244181010003366 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003229 4 | 20244143040000562 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001851 1 | 20244181010001851 1 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001850 1 | 20244181010001850 1 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003267 4 | 20244181010003267 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003274 4 | 20244181010003274 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003273 4 | 20244181010003273 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003266 4 | 20244181010003266 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001849 1 | 20244181010001849 1 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001803 1 | 20244173010158969 2 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010003284 4 | 20244181010003284 4 | 09/08/2024 | SERVICIOS PUBLICOS |
| 20244181010001863 1 | 20244173010157743 2 | 09/08/2024 | SERVICIOS PUBLICOS |

4. Capacitaciones de la Unidad Administrativa Especial de Gestión de Bienes y Servicios

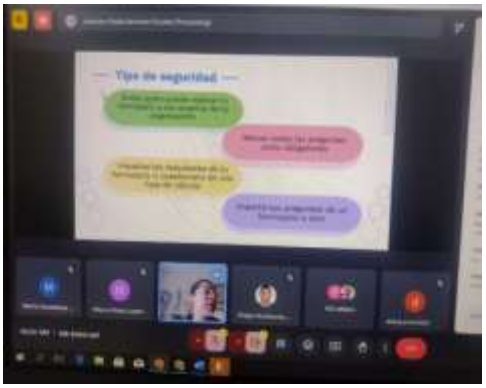
-Asistió a la capacitación de Rendición de Cuentas el 30 de julio.

-Asistio a capacitacion con la ALCALDIA de Cal los dias 8 y 14 de agosto de Forrms y de Hoja de Calculo y Docs.

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Recibo a Satisfacción de Servicios: N/A

Constancia de Paz y Salvo : N/A

Observaciones al informe técnico: N/A

## 6. RECOMENDACIONES PARA EL CONTRATISTA

No se reportan recomendaciones para este periodo

## 7. FIRMAS RESPONSABLES

NAYDU FLOREZ IBARRA
Nombre y firma del Supervisor

Fecha de suscripción del informe de supervisión: Santiago de Cali, 23/ago/2024

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