# ALCALDIA MUNICIPAL DE ZIPAQUIRA

NIT :899999318-6

PALACIO MUNICIPAL ZIPAQUIRA Tel: 593-91-50

**ORDEN DE COMPRA N° 202400201**

| CÓDIGO SGC |
|---|
| VERSIÓN SGC |
| FECHA SGC |

| Fecha de la Orden | miércoles, 21 de agosto de 2024 |
|---|---|

**Contratista** **GESTORES ORGANIZACIONALES SAS**

**Nit / C.C.** **901110161**

Dirección: CR 17 7B 31, TEL: (111)111-1111, FAX: , CIUDAD: ZIPAQUIRA

**N° Contrato** CS-512-2024 PROCESO SASI-005-2024

| ITEM | CODIGO | NOMBRE DE LOS ARTICULOS | UND | CANT | V. UNIT | SUB TOTAL | DESC/TO | IVA | AJUSTE | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 103030143 | Limpion tela toalla | UND | 400 | 9,594.52 | 3,837,808.00 | 0.00 | 729,183.52 | 0.00 | 4,566,991.52 |
| 2 | 104010274 | Balde Plastico | UND | 20 | 20,257.99 | 405,159.80 | 0.00 | 76,980.36 | 0.00 | 482,140.16 |
| 3 | 108020008 | Bandeja | UND | 4 | 206,432.32 | 825,729.28 | 0.00 | 156,888.56 | 0.00 | 982,617.84 |
| 4 | 108020008 | Bandeja | UND | 5 | 84,656.93 | 423,284.65 | 0.00 | 80,424.08 | 0.00 | 503,708.73 |
| 5 | 111010002 | Azucar X 200 Paq | PAQ | 300 | 22,353.26 | 6,705,978.00 | 0.00 | 335,298.90 | 0.00 | 7,041,276.90 |
| 6 | 111010003 | Panela | UND | 3,040 | 2,446.33 | 7,436,843.20 | 0.00 | 0.00 | 0.00 | 7,436,843.20 |
| 7 | 111010004 | Aromatica | CJA | 1,500 | 20,117.73 | 30,176,595.00 | 0.00 | 1,508,829.75 | 0.00 | 31,685,424.75 |
| 8 | 111010013 | Cafe | LIB | 1,000 | 21,996.49 | 21,996,490.00 | 0.00 | 1,099,824.50 | 0.00 | 23,096,314.50 |
| 9 | 111010115 | Panela pulverizada | BOL | 200 | 8,408.51 | 1,681,702.00 | 0.00 | 0.00 | 0.00 | 1,681,702.00 |
| 10 | 113010004 | Servilleta | PAQ | 100 | 8,305.67 | 830,567.00 | 0.00 | 157,807.73 | 0.00 | 988,374.73 |
| 11 | 113010006 | Trapero | UND | 300 | 19,293.23 | 5,787,969.00 | 0.00 | 1,099,714.11 | 0.00 | 6,887,683.11 |
| 12 | 113010010 | Churrusco de aseo | UND | 70 | 5,013.44 | 350,940.80 | 0.00 | 66,678.75 | 0.00 | 417,619.55 |
| 13 | 113010011 | Lustramuebles | FRA | 300 | 52,763.90 | 15,829,170.00 | 0.00 | 3,007,542.30 | 0.00 | 18,836,712.30 |
| 14 | 113010013 | Mezcladores | PAQ | 500 | 3,490.87 | 1,745,435.00 | 0.00 | 331,632.65 | 0.00 | 2,077,067.65 |
| 15 | 113010014 | Viruta | LBR | 100 | 45,920.65 | 4,592,065.00 | 0.00 | 872,492.35 | 0.00 | 5,464,557.35 |
| 16 | 113010015 | Ambientador spray | FRA | 100 | 17,901.00 | 1,790,100.00 | 0.00 | 340,119.00 | 0.00 | 2,130,219.00 |
| 17 | 113010016 | Chupa | UND | 70 | 4,230.95 | 296,166.50 | 0.00 | 56,271.64 | 0.00 | 352,438.14 |
| 18 | 113010017 | Bayetilla blanca | MTR | 200 | 15,541.38 | 3,108,276.00 | 0.00 | 590,572.44 | 0.00 | 3,698,848.44 |
| 19 | 113010020 | Limpiador desinfectante | FRA | 500 | 16,345.35 | 8,172,675.00 | 0.00 | 1,552,808.25 | 0.00 | 9,725,483.25 |
| 20 | 113010022 | Blanqueador | FRA | 400 | 8,633.21 | 3,453,284.00 | 0.00 | 656,123.96 | 0.00 | 4,109,407.96 |
| 21 | 113010023 | Papel Higienico Triple Hoja | UND | 4,000 | 3,964.24 | 15,856,960.00 | 0.00 | 3,012,822.40 | 0.00 | 18,869,782.40 |
| 22 | 113010028 | Guantes de caucho | PAR | 300 | 13,022.28 | 3,906,684.00 | 0.00 | 742,269.96 | 0.00 | 4,648,953.96 |
| 23 | 113010035 | Jabon Antibacterial | FRA | 600 | 13,236.67 | 7,942,002.00 | 0.00 | 1,508,980.38 | 0.00 | 9,450,982.38 |
| 24 | 113010045 | Detergente | UND | 500 | 16,077.36 | 8,038,680.00 | 0.00 | 1,527,349.20 | 0.00 | 9,566,029.20 |
| 25 | 113010048 | Escoba Blanda | UND | 250 | 16,452.54 | 4,113,135.00 | 0.00 | 781,495.65 | 0.00 | 4,894,630.65 |
| 26 | 113010059 | Lavaloza Liquido | UND | 350 | 8,091.28 | 2,831,948.00 | 0.00 | 538,070.12 | 0.00 | 3,370,018.12 |
| 27 | 113010065 | Bolsa Negra | PAQ | 1,500 | 11,789.53 | 17,684,295.00 | 0.00 | 3,360,016.05 | 0.00 | 21,044,311.05 |
| 28 | 113010067 | Vaso Carton | PAQ | 200 | 4,127.11 | 825,422.00 | 0.00 | 156,830.18 | 0.00 | 982,252.18 |
| 29 | 113010071 | Limpiavidrios | FRA | 150 | 12,057.52 | 1,808,628.00 | 0.00 | 343,639.32 | 0.00 | 2,152,267.32 |
| 30 | 113010072 | Varsol | FRA | 300 | 20,257.99 | 6,077,397.00 | 0.00 | 1,154,705.43 | 0.00 | 7,232,102.43 |
| 31 | 113010078 | Esponja | UND | 1,680 | 587.94 | 987,739.20 | 0.00 | 187,670.45 | 0.00 | 1,175,409.65 |
| 32 | 113010083 | Cera Emulsionada | FRA | 200 | 64,315.43 | 12,863,086.00 | 0.00 | 2,443,986.34 | 0.00 | 15,307,072.34 |
| 33 | 113010088 | Recogedor Plastico | UND | 70 | 10,717.57 | 750,229.90 | 0.00 | 142,543.68 | 0.00 | 892,773.58 |
| 34 | 113010098 | Toalla Manos Desechable | UND | 700 | 18,328.47 | 12,829,929.00 | 0.00 | 2,437,686.51 | 0.00 | 15,267,615.51 |
| 35 | 113010119 | Paño limpieza | UND | 200 | 1,663.29 | 332,658.00 | 0.00 | 63,205.02 | 0.00 | 395,863.02 |
| 36 | 113010122 | Bolsa blanca punto ecologico | UND | 150 | 1,541.31 | 231,196.50 | 0.00 | 43,927.34 | 0.00 | 275,123.84 |
| 37 | 113010123 | Bolsa verde punto ecologico | UND | 150 | 1,489.93 | 223,489.50 | 0.00 | 42,463.00 | 0.00 | 265,952.50 |
| 38 | 113010124 | Bolsa negra puunto ecologico | UND | 150 | 1,542.80 | 231,420.00 | 0.00 | 43,969.80 | 0.00 | 275,389.80 |
| 39 | 113010125 | Destapador de cañeria | UND | 150 | 9,794.50 | 1,469,175.00 | 0.00 | 279,143.25 | 0.00 | 1,748,318.25 |
| 40 | 113010126 | Escurridor de platos | UND | 20 | 94,082.01 | 1,881,640.20 | 0.00 | 357,511.64 | 0.00 | 2,239,151.84 |

| Sub Total: | 220,331,952.53 | V. Dc/to: | 0.00 | V. IVA | 31,887,478.57 | Ajuste | 0.00 | V. Total | 252,219,431.10 |
|---|---|---|---|---|---|---|---|---|---|

**OBJETO:** **SUMINISTRO DE ELEMENTOS DE CAFETERIA Y ASEO PARA LAS DIFERENTES DEPENDENCIAS DE LA ALCALDIA MUNICIPAL DE ZIPAQUIRA**

**Disponibilidad:** 20-2024001097 **Valor Disponibilidad: $** 253,000,000.00 **Valor de la Orden:** 252,219,431.10

**Apropiación Ptal:** GFA2.1.2.02.02.008

**SON:** DOSCIENTOS CINCUENTA Y DOS MILLONES DOSCIENTOS DIECINUEVE MIL CUATROCIENTOS TREINTA Y UNO PESOS CON DIEZ CENTAVOS M/C

**Forma de Pago:** PAGOS PARCIALES DE ACUERDO A ENTREGA **Plazo de Ejecución:** 0

**Sección Solicitante:** SECRETARIA GENERAL

**Lugar de Entrega:** ZIPAQUIRA

**Supervisión:** ANDRADE HUERFANO DIANA MARCELA

**Otras Condiciones:**

**Elaborado Por:** MALAVER SANTANA NUBIA YANETH

# ALCALDIA MUNICIPAL DE ZIPAQUIRA

NIT :899999318-6

PALACIO MUNICIPAL ZIPAQUIRA Tel: 593-91-50

## ENTRADA DE CONSUMO POR CONTRATO DE SUMINISTRO N° 202400076

| CÓDIGO SGC |
|---|
| VERSIÓN SGC |
| FECHA SGC |

**FECHA DE INGRESO** miércoles, 21 de agosto de 2024

**ORDEN DE COMPRA** No 202400201 del miércoles, 21 de agosto de 2024

GESTORES ORGANIZACIONALES SAS, DIR: CR 17 7B 31, TEL: (111)111-1111, NIT: 901110161, FAX:

| Item | Codigo | Descripción | Und | Cantidad | Valor de Adquisición Unitario | Valor de Adquisición Total |
|---|---|---|---|---|---|---|
| 1 | 108020008 | Bandeja | UND | 4 | 206,432.32 | 982,617.84 |
| 2 | 108020008 | Bandeja | UND | 5 | 84,656.93 | 503,708.73 |
| 3 | 104010274 | Balde Plastico | UND | 20 | 20,257.99 | 482,140.16 |
| 4 | 113010126 | Escurridor de platos | UND | 20 | 94,082.01 | 2,239,151.84 |
| 5 | 113010088 | Recogedor Plastico | UND | 70 | 10,717.57 | 892,773.58 |
| 6 | 113010016 | Chupa | UND | 70 | 4,230.95 | 352,438.14 |
| 7 | 113010010 | Churrusco de aseo | UND | 70 | 5,013.44 | 417,619.55 |
| 8 | 113010015 | Ambientador spray | FRA | 100 | 17,901.00 | 2,130,219.00 |
| 9 | 113010014 | Viruta | LBR | 100 | 45,920.65 | 5,464,557.35 |
| 10 | 113010004 | Servilleta | PAQ | 100 | 8,305.67 | 988,374.73 |
| 11 | 113010071 | Limpiavidrios | FRA | 150 | 12,057.52 | 2,152,267.32 |
| 12 | 113010122 | Bolsa blanca punto ecologico | UND | 150 | 1,541.31 | 275,123.84 |
| 13 | 113010123 | Bolsa verde punto ecologico | UND | 150 | 1,489.93 | 265,952.51 |
| 14 | 113010124 | Bolsa negra puunto ecologico | UND | 150 | 1,542.80 | 275,389.80 |
| 15 | 113010125 | Destapador de cañeria | UND | 150 | 9,794.50 | 1,748,318.25 |
| 16 | 113010083 | Cera Emulsionada | FRA | 200 | 64,315.43 | 15,307,072.34 |
| 17 | 113010067 | Vaso Carton | PAQ | 200 | 4,127.11 | 982,252.18 |
| 18 | 113010017 | Bayetilla blanca | MTR | 200 | 15,541.38 | 3,698,848.44 |
| 19 | 113010119 | Paño limpieza | UND | 200 | 1,663.29 | 395,863.02 |
| 20 | 111010115 | Panela pulverizada | BOL | 200 | 8,408.51 | 1,681,702.00 |
| 21 | 113010048 | Escoba Blanda | UND | 250 | 16,452.54 | 4,894,630.65 |
| 22 | 113010072 | Varsol | FRA | 300 | 20,257.99 | 7,232,102.43 |
| 23 | 113010028 | Guantes de caucho | PAR | 300 | 13,022.28 | 4,648,953.96 |
| 24 | 113010011 | Lustramuebles | FRA | 300 | 52,763.90 | 18,836,712.30 |
| 25 | 113010006 | Trapero | UND | 300 | 19,293.23 | 6,887,683.11 |
| 26 | 111010002 | Azucar X 200 Paq | PAQ | 300 | 22,353.26 | 7,041,276.90 |
| 27 | 113010059 | Lavaloza Liquido | UND | 350 | 8,091.28 | 3,370,018.12 |
| 28 | 113010022 | Blanqueador | FRA | 400 | 8,633.21 | 4,109,407.96 |
| 29 | 103030143 | Limpion tela toalla | UND | 400 | 9,594.52 | 4,566,991.52 |
| 30 | 113010045 | Detergente | UND | 500 | 16,077.36 | 9,566,029.20 |
| 31 | 113010020 | Limpiador desinfectante | FRA | 500 | 16,345.35 | 9,725,483.25 |
| 32 | 113010013 | Mezcladores | PAQ | 500 | 3,490.87 | 2,077,067.65 |
| 33 | 113010035 | Jabon Antibacterial | FRA | 600 | 13,236.67 | 9,450,982.38 |
| 34 | 113010098 | Toalla Manos Desechable | UND | 700 | 18,328.47 | 15,267,615.51 |
| 35 | 111010013 | Cafe | LIB | 1000 | 21,996.49 | 23,096,314.50 |
| 36 | 113010065 | Bolsa Negra | PAQ | 1500 | 11,789.53 | 21,044,311.05 |
| 37 | 111010004 | Aromatica | CJA | 1500 | 20,117.73 | 31,685,424.75 |
| 38 | 113010078 | Esponja | UND | 1680 | 587.94 | 1,175,409.65 |
| 39 | 111010003 | Panela | UND | 3040 | 2,446.33 | 7,436,843.20 |
| 40 | 113010023 | Papel Higienico Triple Hoja | UND | 4000 | 3,964.24 | 18,869,782.40 |
| | | | | | Total $ | 252,219,431.10 |

Resumen Por Grupo

| Grupo | Valor |
|---|---|
| 10303 | 4,566,991.52 |
| 10401 | 482,140.16 |
| 10802 | 1,486,326.58 |
| 11101 | 70,941,561.35 |
| 11301 | 174,742,411.49 |
| Total $ | 252,219,431.10 |

**Detalle:** SUMINISTRO DE ELEMENTOS DE CAFETERIA Y ASEO PARA LAS DIFERENTES DEPENDENCIAS DE LA ALCALDIA MUNICIPAL DE ZIPAQUIRA

**SON: DOSCIENTOS CINCUENTA Y DOS MILLONES DOSCIENTOS DIECINUEVE MIL CUATROCIENTOS TREINTA Y UNO PESOS CON DIEZ CENTAVOS M/C**

**RODRIGUEZ CONTRERAS JUAN CARLOS**

ALMACENISTA GENERAL

**Elaborado Por:** MALAVER SANTANA NUBIA YANETH

**HE RECIBIDO A SATISFACCION LOS ELEMENTOS RELACIONADOS ANTERIORMENTE**

DEPARTAMENTO DE CUNDINAMARCA
ALCALDÍA MUNICIPAL DE ZIPAQUIRÁ
SECRETARÍA GENERAL
PROCESO ADMINISTRACION DE BIENES Y SERVICIOS
INGRESO ALMACEN

Alcaldía de Zipaquirá

En Zipaquirá, a los veinte (20) días del mes de Agosto del año dos mil veinticuatro (2.024), **DIANA MARCELA ANDRADE HUERFANO** Secretaria General actuando como supervisor(a) del contrato **CS-512-2024** con Objeto "**SUMINISTRO DE ELEMENTOS DE CAFETERIA Y ASEO PARA LAS DIFERENTES DEPENDENCIAS DE LA ALCALDIA MUNICIPAL DE ZIPAQUIRA**.", hace entrega de los documentos físicos relacionados a continuación al Almacenista General de la Alcaldía Municipal de Zipaquirá.

| DOCUMENTO | SI | NO | EQUIVALENTE |
|---|---|---|---|
| **1.** Anexo aceptación de la oferta del contrato y/o su equivalente. | X | | |
| **2.** Ficha Técnica. | X | | |
| **3.** CDP. | X | | |
| **4.** Registro Presupuestal. | X | | |
| **5.** Pólizas. | X | | |
| **6.** Factura (Validar código CUFE). | X | | |
| **7.** Remisión de Entrega. | x | | |

Lo anterior hace constar que el supervisor entrega los documentos revisados y con plena satisfacción de que todos los elementos fueron recibidos y procede a solicitar que estos sean ingresados por el almacén en el inventario.

**ENTREGA:**

| | |
|---|---|
| Firma: | |
| Nombres y Apellidos: | DIANA MARCELA ANDRADE HUERFANO |
| Cargo: | SECRETARIA GENERAL |
| Dependencia: | SECRETARIA GENERAL |

**RECIBE:**

| | |
|---|---|
| Firma: | |
| Nombres y Apellidos: | |
| Cargo: | Almacenista General |
| Dependencia: | Grupo de Bienes y Servicios |