CONTRALORIA MUNICIPAL DE NEIVA

PLAN DE ADQUISICIONES (año)

NEIVA-HUILA

(fecha de elaboración)

COMITÉ PARA LA ELABORACIÓN DEL PLAN DE ADQUISICIONES

Nombre

Cargo

Nombre

Cargo

Nombre

Cargo

JUSTIFICACIÓN

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OBJETIVO GENERAL

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OBJETIVOS ESPECIFICOS

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PRINCIPALES POLÍTICAS DE COMPRAS

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METODOLOGÍA PARA LA ELABORACIÓN DEL PLAN DE COMPRAS

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PLAN DE COMPRAS

RESPONSABLES

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Nombre

Cargo

Nombre

Cargo

Nombre

Cargo

COBERTURA

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PERIODO

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COMPOSICIÓN DEL PLAN DE COMPRAS

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I. GASTOS DE PERSONAL

1. SERVICIOS PERSONALES INDIRECTOS

1.1 Honorarios

II. GASTOS GENERALES

* 1. ADQUISICION DE BIENES

2.1.1 Compra de equipo

2.1.2 Materiales y suministros

2. 2. ADQUISICIÓN DE SERVICIOS

2.2.1 Mantenimiento

2.2.2 Servicios comunicación

2.2.3 Impresos y publicaciones

2.2.4 Seguros

2.2.5 Combustibles y lubricantes

2.2.6 Divulgación programas institucionales

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| --- | --- | --- | --- | --- | --- | --- |
| **UNSPSC** | **RUBRO PRESUPUESTAL** | **MODALIDAD DE CONTRATACIÓN** | **MES PROYECTADO DE CONTRATACIÓN** | **DESCRIPCIÓN DEL ELEMENTO** | **CANTIDAD** | **V/R INICAL PROYECTADO** |
|  | **GASTOS DE PERSONALES INDIRECTOS** | | | | | |
|  |  |  |  |  |  |  |
|  | **TOTAL HONORARIOS** | | | | | **-** |
|  | **GASTOS GENERALES** | | | | | |
|  | AQUISICIÓN DE BIENES | | | | | |
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|  | **TOTAL COMPRA DE EQUIPO** | | | | | **-** |
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|  | **TOTAL MATERIAL Y SUMINISTROS** | | | | | **-** |
|  | ADQUISICIÓN DE SERVICIOS | | | | | |
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|  | **TOTAL GASTOS DE MANTENIMIENTO** | | | | | **-** |
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|  | **TOTAL SERVICIO DE COMUNICACIÓN** | | | | | **-** |
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|  | **TOTAL IMPRESOS Y PUBLICACIONES** | | | | | **-** |
|  | SEGUROS | | | | | |
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|  |  |  |  |  |  |  |
|  | **TOTAL SEGUROS** | | | | | **-** |
|  | COMBUSTIBLES Y LUBRICANTES | | | | | |
|  |  |  |  |  |  |  |
|  | **TOTAL COMBUSTIBLES Y LUBRICANTES** | | | | | **-** |
|  | DIVULGACIÓN PROGRAMAS INSTITUCIONALES | | | | | |
|  |  |  |  |  |  |  |
|  | **TOTAL DIVULGACIÓN PROGRAMAS INSTITUCIONALES** | | | | | **-** |
|  | **TOTAL PLAN DE COMPRAS** | | | | | **-** |

SEGUIMIENTO Y MONITORIO AL PLAN DE COMPRAS

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Firma de los responsables:

Nombre

Cargo

Nombre

Cargo

Nombre

Cargo