
	<b>Acta de Inicio de Contrato o Convenio</b>	Código	FT-01-PR-COT-14	
		Versión	2	
	<b>Asociado al procedimiento:</b> Aplica a todos los procedimientos de Contratación		Página	

En Bogotá, el **9 de Junio de 2025**, se reunieron el Supervisor del Contrato por parte de la SECRETARÍA DISTRITAL DE DESARROLLO ECONÓMICO y el CONTRATISTA, con el fin de suscribir el ACTA DE INICIO tal como lo dispone el Contrato, iniciando su ejecución a partir de la fecha.

**Contrato:** 718 de 2025

**Fecha del Contrato:** 29 de mayo de 2025

**Clase de contrato**

Contrato de Compraventa

**Objeto contractual**

Adquirir y dejar en funcionamiento licencias de buzones de correo electrónico y herramientas de colaboración Google WorkSpace para Secretaría Distrital de Desarrollo Económico

**Contratista**

Nombre y/o razón social: XERTICA COLOMBIA SAS

Documento de identificación: NIT 830,077,380 - 6

**Valor del Contrato**

Valor en números: \$ 572,356,345

Valor en letras: QUINIENTOS SETENTA Y DOS MILLONES TRESCIENTOS CINCUENTA Y SEIS MIL TRESCIENTOS CUARENTA Y CINCO PESOS M/L

**Plazo**

2 meses

**Fecha final (inicial)**

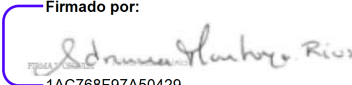
**8 de Agosto de 2025**

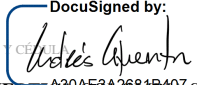
**Supervisor(es)**

ADRIANA MONTOYA RIOS  
 SUBDIRECTOR(A) DE INFORMATICA Y SISTEMAS  
 SECRETARÍA DISTRITAL DE DESARROLLO ECONÓMICO

Como supervisor designado del presente contrato o convenio SI\_X\_ NO\_ certifico que, previo a la firma del presente documento e inicio del contrato, se realizó la verificación integral del expediente contractual y confirmo que el cumplimiento del objeto contractual suplirá la necesidad.

Para constancia de lo anterior, se firma la presente Acta por quienes en ella intervinieron, en Bogotá D.C.

Firmado por:  
  
 FIRMA Y CÉDULA  
 1AC768F97A50429...  
 Por SECRETARÍA DISTRITAL DE DESARROLLO ECONÓMICO  
 SUPERVISOR

DocuSigned by:  
  
 FIRMA Y CÉDULA  
 A30453A2681E407...  
 Por XERTICA COLOMBIA SAS  
 CONTRATISTA

## Certificado de finalización

Identificador del sobre: 899505F2-029E-498A-AD71-30BD3C7A3448  
 Asunto: Complete con Docusign: AI-718-2025 (1).pdf  
 Contrato:  
 Sobre de origen:  
 Páginas del documento: 1  
 Páginas del certificado: 5  
 Firma guiada: Activado  
 Sello del identificador del sobre: Activado  
 Zona horaria: (UTC-06:00) Guadalajara, Ciudad de México, Monterrey

Estado: Completado  
 Autor del sobre:  
 kevin Bermudez  
 CALLE MONTES URALES 424  
 LOMAS DE CHAPULTEPEC III SECCION  
 Ciudad de Mexico, Miguel Hidalgo 11000  
 kevin.bermudez@xertica.com  
 Dirección IP: 2800:484:d58c:3


## Seguimiento de registro

Estado: Original  
 09/06/2025 16:42:18  
 Titular: kevin Bermudez  
 kevin.bermudez@xertica.com  
 Ubicación: DocuSign

## Eventos de firmante

Adriana Montoya Rios  
 amontoya@desarrolloeconomico.gov.co  
 Nivel de seguridad: Correo electrónico,  
 Autenticación de cuenta (ninguna)

## Firma

Firmado por:  
  
 1AC768F97A50429...

## Fecha y hora

Enviado: 09/06/2025 16:44:06  
 Visto: 09/06/2025 16:44:42  
 Firmado: 09/06/2025 16:49:11

Adopción de firma: Imagen de firma cargada  
 Utilizando dirección IP: 201.245.197.51

## Divulgación de firma y Registro electrónicos:

Aceptado: 09/06/2025 16:44:42  
 ID: 6033a474-975e-45af-a79f-898cfee2b97b

Andres Cifuentes Cortes  
 andres.cifuentes@xertica.com  
 Representante Legal / Country Manager  
 79693572  
 Nivel de seguridad: Correo electrónico,  
 Autenticación de cuenta (ninguna)

DocuSigned by:  
  
 A30AE3A2681B407...

Enviado: 09/06/2025 16:44:06  
 Visto: 09/06/2025 16:45:24  
 Firmado: 09/06/2025 16:45:32

Adopción de firma: Dibujada en dispositivo  
 Utilizando dirección IP: 191.156.154.186  
 Firmado con un dispositivo móvil

## Divulgación de firma y Registro electrónicos:

Aceptado: 21/08/2018 8:16:52  
 ID: d618dd16-359a-4329-9eeb-0aad66e50929

Eventos de firmante en persona	Firma	Fecha y hora
Eventos de entrega al editor	Estado	Fecha y hora
Eventos de entrega al agente	Estado	Fecha y hora
Eventos de entrega al intermediario	Estado	Fecha y hora
Eventos de entrega certificada	Estado	Fecha y hora
Eventos de copia de carbón	Estado	Fecha y hora
Eventos del testigo	Firma	Fecha y hora
Eventos de notario	Firma	Fecha y hora
Resumen de eventos del sobre	Estado	Marcas de tiempo

<b>Resumen de eventos del sobre</b>	<b>Estado</b>	<b>Marcas de tiempo</b>
Sobre enviado	Con hash/cifrado	09/06/2025 16:44:06
Certificado entregado	Seguridad comprobada	09/06/2025 16:45:24
Firma completada	Seguridad comprobada	09/06/2025 16:45:32
Completado	Seguridad comprobada	09/06/2025 16:49:11

<b>Eventos del pago</b>	<b>Estado</b>	<b>Marcas de tiempo</b>
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<b>Divulgación de firma y Registro electrónicos</b>
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Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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