



ACTA DE INICIO



CONTRATO	Contrato 581 de 2026 (Orden de Compra 162066 de 2026)
CONTRATISTA	XERTICA COLOMBIA S.A.S.
OBJETO	Adquirir la suscripción de correo electrónico y herramientas colaborativas de Google para la SUPERSERVICIOS.
PLAZO DE EJECUCIÓN	El plazo de ejecución del contrato será de treinta (30) días calendario, contado a partir de la suscripción del acta de inicio, término dentro del cual deberá realizarse la activación, habilitación y entrega funcional de las suscripciones y servicios contratados. La suscripción del acta no podrá efectuarse antes del cumplimiento de los requisitos de perfeccionamiento y ejecución exigidos por la normativa vigente. Es de aclarar que, la activación de las licencias adquiridas tendrá una duración de doce (12) meses contados a partir del 17 de marzo de 2026.

El día trece (13) del mes de marzo de 2026, **ANDRÉS CIFUENTES CORTES** identificado con la cédula de ciudadanía No. **79.693.572** de Bogotá Representante Legal de **XERTICA COLOMBIA S.A.S.**, identificado con el NIT **830.077.380-6** en su calidad de **CONTRATISTA** y **DEIZITH YADIRA DÍAZ BOHÓRQUEZ**, identificada con la cédula de ciudadanía número **52.146.220** de Bogotá D.C., en su calidad de **SUPERVISOR** del Contrato 581 de 2026 (Orden Compra No. 162066 de 2026), teniendo en cuenta que se encuentran reunidos los requisitos de perfeccionamiento y ejecución, dan inicio al cumplimiento del objeto y la ejecución de la Orden de Comprar referenciada, cuyas actividades especiales se encuentran descritas en el contrato.

REQUISITO	SI APLICA	NO APLICA	FECHA APROBACIÓN (DÍA/MES/AÑO)
Registro Presupuestal	X		13/03/2026
Aprobación de la Garantía Única	X		13/03/2026
Cobertura ARL		X	N/A

PÓLIZA	VIGENCIA (Indique fecha de inicio y finalización de cobertura)	VALOR ASEGURADO
No. 14-44-101258610 Amparo de Cumplimiento del contrato	Inicio 12/03/2026 Finalización 17/10/2027	\$ 192.592.945,00
No. 14-44-101258610 Amparo de Calidad del servicio	Inicio 12/03/2026 Finalización 17/10/2027	\$ 192.592.945,00
No. 14-44-101258610 Amparo de Calidad y correcto funcionamiento de los bienes	Inicio 12/03/2026 Finalización 17/10/2027	\$ 192.592.945,00



ACTA DE INICIO



PÓLIZA	VIGENCIA (Indique fecha de inicio y finalización de cobertura)	VALOR ASEGURADO
No. 14-44-101258610 Amparo de pago de salarios, prestaciones sociales legales e Indemnizaciones laborales	Inicio 12/03/2026 Finalización 17/04/2030	\$ 96.296.472,60


NOTA: El contratista declara que conoce y entiende la política del Sistema Integrado de Gestión y Mejora SIGME, disponible en: <https://www.superservicios.gov.co/Nuestra-entidad/Sistema-integrado-de-gestion>.

DocuSigned by:
Andrés Cortes
A30AE3A2681B407...

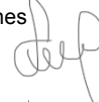
ANDRÉS CIFUENTES CORTES
R.L. CONTRATISTA

Firmado por:
Deizith Díaz
17FF1EF74C4D444...

DEIZITH YADIRA DÍAZ BOHÓRQUEZ
SUPERVISOR

Proyectó: Ruben Rojas Morales – Profesional Especializado de la Oficina de Tecnologías de la Información y las Comunicaciones 

Revisó: Juan C. Huertas Merchán – Abogado de la Oficina de Tecnologías de la Información y las Comunicaciones 

Lino Ramón Silva – Abogado de la Oficina de Tecnologías de la Información y las Comunicaciones 

Certificado de finalización

Identificador del sobre: 920BF0C0-DFC5-46D4-8137-C1015063423F

Estado: Completado

Asunto: Complete con Docusign: Acta Inicio Cto 581-2026 (OC 162066-2026) Google Workspace.pdf

Contrato:

Sobre de origen:

Páginas del documento: 2

Firmas: 2

Autor del sobre:

Páginas del certificado: 5

Iniciales: 0

Karol Martinez

Firma guiada: Activado

CALLE MONTES URALES 424

Sello del identificador del sobre: Activado

LOMAS DE CHAPULTEPEC III SECCION

Zona horaria: (UTC-06:00) Guadalajara, Ciudad de México, Monterrey

Ciudad de Mexico, Miguel Hidalgo 11000

karol.martinez@xertica.com

Dirección IP: 186.154.33.52

Seguimiento de registro

Estado: Original

Titular: Karol Martinez

Ubicación: DocuSign

20/03/2026 13:44:28

karol.martinez@xertica.com

Eventos de firmante

Firma

Fecha y hora

Andres Cifuentes Cortes

DocuSigned by:

 A30AE3A2681B407...

Enviado: 20/03/2026 13:45:20

andres.cifuentes@xertica.com

Visto: 20/03/2026 17:53:55

Representante Legal / Country Manager

Firmado: 20/03/2026 17:54:17

79693572

Adopción de firma: Dibujada en dispositivo

Nivel de seguridad: Correo electrónico,

Utilizando dirección IP: 191.156.150.87

Autenticación de cuenta (ninguna)

Firmado con un dispositivo móvil

Divulgación de firma y Registro electrónicos:

Aceptado: 21/08/2018 8:16:52

ID: d618dd16-359a-4329-9eeb-0aad66e50929

Deizith Yadira Diaz Bohorquez

Firmado por:

 17FF1EF74C4D444...

Enviado: 20/03/2026 13:45:21

ddiazb@superservicios.gov.co

Reenviado: 24/03/2026 8:53:05

Nivel de seguridad: Correo electrónico,

Reenviado: 24/03/2026 8:53:26

Autenticación de cuenta (ninguna)

Reenviado: 24/03/2026 9:25:11

Visto: 24/03/2026 10:00:55

Firmado: 24/03/2026 10:09:32

Adopción de firma: Imagen de firma cargada

Utilizando dirección IP: 190.145.154.233

Divulgación de firma y Registro electrónicos:

Aceptado: 24/03/2026 10:00:55

ID: caaeb04b-9f10-4c86-8e83-9db3de47e83f

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

Resumen de eventos del sobre	Estado	Marcas de tiempo
Sobre enviado	Con hash/cifrado	20/03/2026 13:45:21
Sobre actualizado	Seguridad comprobada	20/03/2026 13:51:34
Sobre actualizado	Seguridad comprobada	20/03/2026 13:51:34
Sobre actualizado	Seguridad comprobada	24/03/2026 9:25:10
Sobre actualizado	Seguridad comprobada	24/03/2026 9:25:10
Sobre actualizado	Seguridad comprobada	24/03/2026 9:25:10
Certificado entregado	Seguridad comprobada	24/03/2026 10:00:55
Firma completada	Seguridad comprobada	24/03/2026 10:09:32
Completado	Seguridad comprobada	24/03/2026 10:09:32

Eventos del pago	Estado	Marcas de tiempo
Divulgación de firma y Registro electrónicos		

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Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
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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