

PROCEDURE FOR PURCHASING THE BIDDING TERMS VILLARRICA

Important Notice

This document is provided for informational purposes only. In case of any discrepancy or doubt, the original Spanish version shall prevail and be considered the official version for all legal and administrative purposes. Please also note that all supporting documents referred to in Section 4 must be submitted in Spanish.

1. General Background

This document outlines the procedure for purchasing the public bidding documents for the procurement of services related to the contracting of public passenger transport using electric and diesel buses within the exclusion perimeter established by Law No. 18,696, in the city of Villarrica. This process is governed by Decree No. 77 of 2025, jointly issued by the Ministry of Transport and Telecommunications (hereinafter, “the Ministry”) and the Ministry of Finance.

The entire process will be **carried out exclusively through digital means**. No in-person steps are required or enabled. All actions related to the purchase and submission of documents must be completed through the website www.dtpr.cl, as outlined in this procedure.

Any individual or legal entity may purchase the bidding documents. In both cases, the purchaser must submit the required information to the Ministry using the **Bidding Terms Purchase Form** (in Spanish, “**Formulario de Venta de Bases**”). If the purchase is made on behalf of a third party, a simple authorization letter signed by the Purchaser must be submitted, as detailed in Section 4.

2. Bidding Document Purchase Period¹

- **Start:** August 28, 2025, at 10:00 AM.
- **End:** September 11, 2025, at 12:00 PM (noon).

To complete the purchase within the established timeframe, the following steps must be completed:

- Make payment via electronic bank transfer or deposit (see Section 3).
- Complete the Bidding Terms Purchase Form (“Formulario de Venta de Bases”) available at www.dtpr.cl
- Upload all required supporting documents as listed in Section 4.

Important: If payment is made within the deadline but the form and required documents are not completed and uploaded on time, **the applicant will not be granted Purchaser status**.

Similarly, if the verified amount transferred is less than the required fee specified in Section 3 and the deadline has passed, **the applicant will not be considered a Purchaser**.

3. Price and Payment Method

The cost of acquiring the bidding documents is:

- **CLP \$200,000 (two hundred thousand Chilean pesos)**, including all applicable taxes.
- **USD 210 (two hundred and ten US dollars)**, for international transfers, with no deductions for bank fees.

Payment must be made as the first step of the purchase process, via electronic transfer or bank deposit.

Bank details for payment:

- Bank: **Banco Estado**
- Account number: **901265-6**
- Account holder: **Subsecretaría de Transportes**
- Tax ID (RUT): **61.212.000-5**
- SWIFT/BIC Code (for international transfers): **BECHCLRM**
- Email to send proof of payment: mchanfrau@mtt.gob.cl
- Email Subject Line: **“Compra de base a nombre de [*], RUT [*/”**

¹All deadlines are based on the local time in Santiago, Chile (UTC-4).

The amount received by the Ministry must be \$200,000 CLP or 210 USD, with no deduction of banking fees from the issuing bank. In the event of minor differences due to charges applied by intermediary banks, and provided that the payment and required documentation have been submitted within the established deadline, the applicant will retain the status of Purchaser.

4. Registration and Submission of Documents

Once payment is made, the Applicant² must access the dedicated banner available on the www.dtpr.cl website and complete the online **Bidding Terms Purchase Form** (“Formulario de Venta de Bases”). The form must include details of both the Applicant (in Spanish, “Compareciente”) and the Purchaser.

The following documents must be uploaded along with the form:

- i. **A copy of the Applicant’s ID or passport.**
- ii. **Proof of payment**, (stamped bank deposit slip or electronic transfer receipt).
- iii. A completed and signed Personal Data Processing Authorization Form (“Autorización de Tratamiento de Datos Personales” attached to this procedure).
- iv. **A copy of the Purchaser’s RUT (tax ID)³**, whether an individual or legal entity for invoice issuance according to Chilean tax regulations.
- v. If acting on behalf of a third party, a simple authorization letter signed by the Purchaser must be submitted. If signed by hand, a scanned copy must be uploaded. If digitally signed, it must contain at least a basic electronic signature.

It is recommended to upload the completed form and supporting documents no later than the next business day after payment, and always within the official purchase period.

5. Issuance of Purchase Confirmation and Invoice

The purchase confirmation (“Comprobante de Venta de Bases”) and corresponding receipt or invoice will be sent to the email address provided by the Purchaser in the Purchase Form.

6. Additional Considerations

After the bidding documents purchase period ends, Purchasers may submit questions or request clarifications about the content of the documents. These must be submitted through a dedicated banner on www.dtpr.cl, within the timeframe established in the official bidding schedule. **Questions must be submitted in the name of the registered Purchaser; otherwise, they will not be considered.**

Additionally, a dedicated section of the website will provide Purchasers with **complementary reference materials** to support a better understanding of the tendered system. These may include terminal and infrastructure data sheets, general service demand information, among others.

The **purchase confirmation and Purchaser status may be transferred only once**, under any legal title, in accordance with Section 1.7.1 of the bidding documents.

The Applicant is solely responsible for the accuracy of the information provided throughout the process. The Ministry of Transport and Telecommunications, the Undersecretariat of Transport, and the Regional Public Transport Division bear no responsibility in this regard.

For inquiries regarding this procedure, please contact: concurso_villarrica_dtpr@mtt.gob.cl.

²The **Applicant** refers to the individual who completes the bidding documents purchase process through the platform, either on their own behalf or representing a third party. The **Purchaser** is the individual or legal entity in whose name the purchase is formalized and who will have the right to participate in the bidding process.

³If the Applicant is also the Purchaser, the same ID uploaded under document I of point 4 may be used again.

ANNEX
SUPPORTING DOCUMENTS
(IN SPANISH, "ANEXOS")

1. **Simple Authorization Letter** (in Spanish, "Poder Simple")
2. **Authorization for the Processing of Personal Data** (in Spanish, "Autorización para el Tratamiento de Datos Personales")

PODER SIMPLE

(No requiere ser firmado ante notario)

Yo, _____, RUT o Pasaporte N° _____, representante legal de _____, RUT (o N° de identificación que corresponda) N° _____, confiero poder especial a don(ña) _____, RUT o pasaporte N° _____, domiciliado en _____, para que adquiera en mi representación las bases de concurso para la contratación de la adscripción al servicio de transporte público de pasajeros y pasajeras mediante buses eléctricos en perímetro de exclusión de la Ley N° 18.696, en la ciudad de Villarrica, en el marco del Decreto N° 77 de 2025 del Ministerio de Transportes y Telecomunicaciones.

Nombre y firma de representante legal

AUTORIZACIÓN PARA EL TRATAMIENTO DE DATOS PERSONALES

Por medio del presente, autorizo al Ministerio de Transportes y Telecomunicaciones (en adelante, el Ministerio), para que realice el tratamiento de mis datos personales (identificación, domicilio y contacto) con la finalidad de que este Ministerio pueda llevar a cabo todas las actuaciones necesarias para la adecuada realización del procedimiento licitatorio para la contratación de la adscripción al servicio de transporte público de pasajeros y pasajeras mediante buses eléctricos en el perímetro de exclusión de la Ley N° 18.696, en la ciudad de Villarrica conforme al Decreto N° 77 de 2025 del Ministerio de Transportes y Telecomunicaciones.

Por otra parte, autorizo que los datos proporcionados sean comunicados al público. Se deja constancia de que el Ministerio será el responsable del tratamiento de los datos personales. En igual sentido, se hace presente que el fundamento jurídico del tratamiento de datos será el consentimiento prestado a través de la suscripción de la presente autorización y que la conservación de los mismos durará el tiempo que sea necesario para cumplir con la finalidad para la que se recopilaron, para su procesamiento, fines estadísticos, o más tiempo si se exige en virtud de un contrato o legislación aplicable, o bien, hasta que decida revocar mi consentimiento.

En cualquier caso, el Ministerio garantiza la seguridad de los datos tratados.

Nombre Adquirente y Firma