

		SAMPLE EVIDENCE COLLECTION KIT-PMD2			
13	6550T05056210	POST MORTEM IDENTIFICATION KIT-PMIK	1		
14	6550T05039078	ANIMAL EVIDENCE COLLECTION KIT-AEC	1		
15	6550T05056208	SPECIES IDENTIFICATION KIT-SIK	1		
16	6550T05039081	EXPLOSIVE RESIDUE EVIDENCE COLLECTION KIT-EXR	1		
17	6550T05039077	GUN SHOT RESIDUE EVIDENCE COLLECTION KIT-GSR	1		
18	9825T05055757	DESIGN AND PRINTING OF MARKETING MATERIAL OF THE DIFFERENT EVIDENCE COLLECTION KITS (A2 SIZE)	1		

- Required by: **SAPS Forensic Services**

- At: **GAUTENG**

.....

Brand and model

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery
*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

31/31TD(24)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

32/31TD(24)

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

33/3/TDC 24

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

34/31TD C24

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

35/31TD C24)

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;

36/31TDC24

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:.....
Name of bidder.....	
Postal address	
.....	
Signature.....	Name (in print).....
Date.....	

Js475wc

37/31TD C24

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 90/10 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons historically disadvantaged on the basis of race with at least 51% ownership	Not applicable	3 points	Not applicable	
Persons historically disadvantaged on the basis of gender with at least 51% ownership by woman	Not applicable	3 points	Not applicable	
Persons with at least 51% ownership who are youth	Not applicable	2 points	Not applicable	
Persons historically disadvantaged by unfair discrimination on the basis of disability with at least 51% ownership	Not applicable	2 points	Not applicable	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited

41/31TDC24

- Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

42/31 TDC24



AUTHORIZATION DECLARATION

NAME OF THE BIDDER: _____

BID NUMBER: BID NO

DESCRIPTION:

Are you sourcing the goods or services from a third party?

YES	NO
-----	----

** If you have answered YES to the above question, please provide full details in the table below of the third party(ies) from whom you are sourcing the goods or services.*

1. Declaration by the bidder where the bidder is sourcing goods or services from a third party.

The bidder hereby declares the following:-

- 1.1 The bidder is sourcing the goods or services listed in the Form 1 attached, from a third party in order to comply with the terms and conditions of the bid.
- 1.2 The bidder has informed the third party of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the goods or services listed in the Form 1.
- 1.3 The bidder has received the attached, unconditional written undertaking from the third party to supply the goods or services listed in the form 1 in accordance with the terms and conditions of the bid document for the duration of the contract. A template has been attached (Form 2) that is to be used for the purpose of the third party undertaking.
- 1.4 The bidder confirms that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party.

2. The bidder declares that the information contained herein is true and correct.

3. The bidder acknowledges that the SAPS reserves the right to verify the information contained therein and if found to be false or incorrect may invoke any remedies available to it in the bid documents.

SIGNATURE BY THE BIDDER

Signed at _____ on the _____ day of _____ 20_____

Signature _____ Full name _____

Designation _____

43(31TD C24)

List of goods or services offered

Bid Item No	Brand Name	Name of the company from where the goods or services will be sourced	Address and contact details of the company from where the goods or services will be sourced

44/31TDC24

Note:

**The authorization letter must be original, signed and on an official letterhead of the third party.
A separate authorization letter must be included for each third party.
The authorization letter must be addressed to the Bidding Company.**

No copies of the authorization letter will be accepted. The validity of authorization letter/s will be verified with the third party/ies.

Name of Bidding Company

Address of Bidding Company

Attention:

Dear Sir/Madam

AUTHORIZATION LETTER: TENDER NR _____

We, _____ (Name of Third Party) hereby authorize you, _____ (Name of Company) to include the products listed below in your bid submission for the abovementioned contract.

We confirm that we have firm supply arrangements in place, and have familiarized ourselves with the item descriptions, specifications and bid conditions relating to item/s listed below.

Item no.	Description of product	Brand name

(Should the table provided not be sufficient for all the items offered, please provide additional information as an attachment and it must be properly referenced to this document)

Yours faithfully,

Signature of Third Party

Date: _____

46/31TDC24

SPECIFICATIONS FOR EVIDENCE COLLECTION KITS SPEC NO 2759/24 REVISION 4



47/31TDC24)

CHAPTER 1

1. INTRODUCTION

The Evidence Collection kits will be used to collect and package forensic evidence. The South African Police Service's Forensic Science Laboratory processes these kits.

2. GENERAL INFORMATION

- 2.1 The important aspect of the bid submissions are that all the bid deliverables as being asked for in this document must be delivered after the closing date and time of the bid at the Tender Office, 117 Creswell Road, Silverton.
- 2.2 Each kit must be a complete unit as per specification.

3. TERMINOLOGY

Adult	For the purposes of this document, it will be a person older than 14 years.
Barcoded	Barcode printed onto an item.
Barcode Label	Label with full kit name, linear and unique barcode printed on.
Evidence Collector	For the purpose of this document, it can be a healthcare practitioner, an authorised person, or a trained police official depending on the kit being used.
Evidence Container	Any of the following can act as a container to store evidence: <ul style="list-style-type: none"> ● Swab box ● Duplex or gusseted paper bag ● Catch paper ● Self-sealing envelope ● Evidence collection box
Information Label	Label with kit name, lot number, and manufacture date printed on. No expiry dates on items listed on Annexure A: Mandatory Requirements for all the Evidence Collection Kits, paragraph 10.
Inventory Form	A4 unless specified otherwise triple/double self-carbonating paper for each type of kit with a unique and linear barcode.
Linear Barcode	It is a single row of bars and spaces that encodes data that must correspond with the unique barcode when scanned.
Manufacturer	For the purpose of this document, it will be a company that assembles the specific kits.
Paediatric	For the purposes of this document, it will be a person of 14 years and younger.

Unique Barcode	It is a number with a sequence such as 21DB001111 starting with the year of assembly, the code of the kit as per the table of the evidence collection kit on page 6, par 4.16, and a unique number.
Unique 2D Barcode	A graphical image that stores information both horizontally and vertically and must correspond with a unique barcode when scanned.
Unique Tamper-evident Seal	A 45 x 15 mm seal for re-sealing kit foil/box container after collection with a unique barcode, linear barcode, and kit code printed on it must show signs of tampering.
Tamper-evident Seal	A 45 x 15 mm seal for sealing kit foil/box container after assembly with the words "DO NOT USE THIS KIT IF THIS SEAL IS BROKEN OR TAMPERED WITH" and must show signs of tampering.
Tracking Label	Labels consisting of removable tabs, each with a unique and linear barcode of kit printed on. These tabs shall be fitted with a lift-up tab, to facilitate their removal from a backing that is adhered to the kit box.

4. GENERAL REQUIREMENTS

4.1 Identification of different Evidence Collection Kits

Each type of kit must be identifiable from one another by unique label and/ markings.

4.2 Contents of Evidence Collection Kit

The contents of each Evidence Collection Kit must be labelled in a sequential manner which is consistent with the User Guide/ instruction manual/leaflet specific to the kit.

4.3 Bid submission deliverable – Quality plan of assembler

The **quality plan** must contain the Quality Control of assembling the Evidence Collection kits which is applied within the company. Proof of all quality control process flows and/or procedures in the assembling of the kit must be provided to the South African Police Services (SAPS) for auditing purposes.

A copy of the assembler's quality control process flow must accompany the bid document.

49/31TDC24)

4.4 Control measures during assembly

4.4.1 Kits D1, D2, D3, D5, D6, D7, DB, DC, DD, DF, SIK, PMD2, PMIK, and AEC are used in the field of DNA analysis. The supplier of the kits must submit a report of the testing for the presence of human/animal DNA (relevant to the specific kit) by a recognised Laboratory, of kits sampled after assembly. No contamination can be tolerated as these specific techniques are very sensitive and will detect minute amounts of DNA.

4.4.2 A certificate must be provided with the bid document indicating that the Gunshot Residue Evidence Collection Kit was assembled in an ISO Class 5 or clean (equivalent to the FED STD 209E Class 100) room.

4.5 DNA profiles of the personnel working at the assembly and others

4.5.1 After the awarding of the bid and before production can start on the assembling of any of the kits specified in this document, buccal (reference DNA) samples of all the employees involved in the production of the kits must be obtained as per the Criminal Procedure amendment DNA Act 37 of 2013 and submitted to the Forensic Science Laboratory which includes the following persons:

- a. Individuals assembling the kits
- b. Individuals working at receiving and dispatch
- c. Cleaners
- d. Any personnel entering or moving through or working in the vicinity of the assembly area

4.5.2 The **Buccal Reference Sample Collection Kit (DB)** must be used to collect the buccal samples.

4.5.3 The individual must be identified with an ID book, passport, or driver's licence.

4.5.4 Before a new individual can start work on any of the kits or in the vicinity of these kits called for in this document, a buccal (reference DNA) sample must be obtained and handed to the client.

4.5.5 The buccal samples will be used to obtain the DNA profiles of these individuals.

4.5.6 The profiles will be used for eliminative purposes when contamination is detected at the DNA Section of the Forensic Science Laboratory (for cases in which Evidence Collection Kits were utilised).



4.6 Non-conformances

The SAPS may temporarily suspend production if serious contamination or non-compliance has been detected until the necessary corrective action has been taken at the cost of the Bidder.

4.7 Readability of barcodes

The successful bidder must ensure that all the barcodes used within their products are readable by the standard linear and 2D barcode hand scanner. The barcodes will be tested for readability.

4.8 Modifications to Evidence Collection Kits

The SAPS reserves the right to call for **minor changes** in the design and contents of the Evidence Collection Kits as specified in this document at any given time at no cost to the South African Police Service.

4.9 Quality Management System

The bidder must indicate in handwriting a **COMPLY** for compliance with the requirements and a **NOT COMPLY** for non-compliance with the requirements in the relevant column of every specification field. Failure to do this will be interpreted as **NOT COMPLY** (The words "Comply" or "Not Comply" **MUST** be handwritten in each row).

THE BASIC REQUIREMENTS OF QUALITY CONTROL ARE THAT:	COMPLY /NOT COMPLY
1. Records are made, manually and/or by recording instruments which demonstrate that all the required sampling, inspecting and testing procedures were actually carried out. Any deviations are fully recorded and investigated;	
2. Records are made of the results of the audit trail for the materials that composes the contents of the kit.	
3. No batch/lot of product is released for delivery or supply prior to certification by an authorised person.	
4. The SAPS reserves the right to sample and test the assembled evidence collection kits at any time.	

51/31TDC24)

4.10 Certificate of Conformity

Each batch of Evidence Collection Kits must have a certificate of conformity (COC) that can be in the form of a letter with the company or companies' letterhead and must be signed by the company representative. The Certificate of Compliance (COC) must confirm the following, where applicable:

- a. The method of sterilization as specified.
- b. Adherence to the sterilization requirements.
- c. Explosives kits are free of any chemical/components related to explosives.
- d. Gunshot residue kits are free of any primer residue particles.
- e. DNA analysis kits are DNA and RNA free.

4.11 Submission of evidence collection kit samples

4.11.1 Quantities to be submitted

One outer packaging **cardboard box** containing (3) three completed sealed evidence collection kit samples and a draft of each specific kit's instruction/leaflet will be requested from the shortlisted bidders.

4.11.2 Information (lot/batch numbers and manufacture dates) must be displayed on the outer cardboard box and assembled Evidence Collection Kit.

The **lot number** must be a number that will not be confused with the unique barcode (Note: the unique barcode is a number which may assume a sequence such as 21DB001111 (range will be communicated per awarding starting with the Year of assembly, the type of kit and unique number) as per the table of the evidence collection kit on page 6, par. 4.16.

All Evidence Collection Kits that are supplied must have a minimum shelf life of 3 years or more. Any Evidence Collection Kits (ECK) with a shorter shelf life than 3 years may not be accepted.

4.11.3 Outer Packaging cardboard box – box for assembled evidence collection kits

The outer packaging cardboard box containing assembled evidence collection kits must withstand stacking and storage conditions and they must be delivered in a sealed condition. The following information must be reflected on the outer packaging cardboard box:

- a. Bidder's name, address, and telephone numbers;



- b. Product code and ICN number;
- c. Necessary packaging symbols;
- d. Serial numbers of assembled kits;
- e. Manufacturing date;
- f. Lot number; and
- g. Any other marking that may be agreed upon by the successful bidder and SAPS

4.12 User Guide/ Instruction manual/leaflet of the kit and contents

Each Evidence Collection Kit must be supplied with a user guide/ instruction manual/leaflet which will provide the **necessary information**, such as the name of the kit and the company' name. The graphic designs must exhibit "how" to use a specific kit.

4.13 Submitted kits from the bidder(s)

These sample kits and their outer container will not be returned to bidders.

4.14 Design and printing of marketing posters of the different Evidence Collection Kits

The successful bidder will be required to design posters for different Evidence Collection Kits for marketing purposes. The SAPS must approve the use of SAPS logo on designs. Marketing material in terms of A2 size posters must also be included with pricing. (Multicolour printing).

4.15 Forensic Evidence Collection Kits

NO	CODE	KIT	ABBREVIATION	ICN
1.	D1	ADULT SEXUAL ASSAULT EVIDENCE COLLECTION KIT	ASAECK	6550T05004353
2.	D2	DNA EVIDENCE FROM BODY AND PANTIES COLLECTION KIT	BFECK	6550T05004354
3.	D3	REFERENCE HAIR SAMPLE COLLECTION KIT	RB&HCK	6550T05004357
4.	D5	CLOTHING AND EXHIBIT COLLECTION KIT	CCK	6550T05004358
5.	D6	TISSUE COLLECTION KIT	TCK	6550T05004359
6.	D7	PAEDIATRIC SEXUAL ASSAULT EVIDENCE COLLECTION KIT	PSAECK	6550T05009420

53/31TDC24

NO	CODE	KIT	ABBREVIATION	ICN
7.	DB	BUCCAL REFERENCE SAMPLE COLLECTION KIT	BRS-CK	6550T05019943
8.	DC	SWABBING EVIDENCE COLLECTION KIT	SECK	6550T05019944
9.	DCL	SWABBING EVIDENCE COLLECTION KIT	SECKL	6640T05091463
10.	DD	CONTAINER AND CATCH PAPER EVIDENCE COLLECTION KIT	CECK	6550T05019945
11.	DF	SHARP OBJECTS AND DANGEROUS ITEMS COLLECTION KIT- LARGE	WCK	6550T05019947
12.	PMD2	DECEASED REFERENCE BLOOD SAMPLE EVIDENCE COLLECTION KIT	PMD2	6650T05039076
13.	PMIK	POST MORTEM IDENTIFICATION KIT	PMIK	6550T05056210
14.	AEC	ANIMAL EVIDENCE COLLECTION KIT	AEC	6650T05039078
15.	SIK	SPECIES IDENTIFICATION KIT	SIK	6550T05056208
16.	EXR	EXPLOSIVE RESIDUE EVIDENCE COLLECTION KIT	EXR	6650T05039081
17.	GSR	GUN SHOT RESIDUE EVIDENCE COLLECTION KIT	GSR	6650T05039077
18.		DESIGN AND PRINTING OF MARKETING MATERIAL OF THE DIFFERENT EVIDENCE COLLECTION KITS (A2 SIZE)		9825T05055757

4.16 Legal Requirements

The bidder must at all times adhere to any legal requirements where applicable.

4.17 Delivery address for ordered items

All items that will be ordered from the resulting contract must be delivered to Supply Chain Management, SAPS, 117 Creswell Road, Silverton, and Pretoria, Gauteng.

5. SPECIFICATIONS ON INDIVIDUAL CONTENTS OF THE KITS

The specification of the contents provides the minimum criteria for the type of materials that must be used to assemble the kits.

Proposals from prospective suppliers will be evaluated to determine their suitability and applicability.



5.1. Swabs for all DNA analysis Kits

DETAILS	SWABS		
1. Type of Tip	Swab with Round Tip	Swab with Pointed Tip	Aluminium shafted Swab with miniature tightly woven Tip
2. Description	This individually wrapped swab is the <i>most frequently used</i> swab to collect biological evidence for DNA testing.	The tip is pointed so it can easily slide underneath an individual's nail as not to hurt the individual. The tip of the round tip swabs is too bulky.	This swab will be used for specimen collection from small cavities for DNA testing. The swab has a miniature tightly woven tip.
3. Material	Sterile polyester of a diagnostic grade, carded, spun, and adhered to the shaft.		
4. Shaft	Shall be manufactured of extruded (sturdy) plastic	Shall be manufactured of smooth wood or extruded (sturdy) plastic	Shall be manufactured of flexible aluminium
5. Length	150 mm ± 15 mm	150 mm ± 15 mm	128 mm ± 1 mm
6. Packaging	One (1) sterile swab in paper based peel pouch wrapper	Two (2) sterile swabs in paper based peel pouch wrapper	One (1) sterile swab in paper based peel pouch wrapper
7. Additional	Individual swab wrappers shall reflect the lot number and expiry date of the product and must indicate that the product is EO "STERILE"		

5.2 Catch Paper

A specific single **barcode label** and **label for description purposes** must be applied by the assembler of the kit.

The catch paper should be prepared in a way to ensure no contamination.

Dimensions of catch paper must be as follows:

Size	A4-size (210 x 297 mm)
Colour	White paper (80 g / m ²)



5.3 Gusseted Paper Bags

The gusseted paper bag must be a strong block bottom paper bag with side gussets. This bag must be capable of being securely sealed after use to ensure an intact chain of custody over the evidence contained therein, with a seal showing evidence of tampering.

No printing on the bag is necessary but, the barcode label and label for description purposes must be affixed to the paper bag by the assembler of the evidence collection kit.

The gusseted paper bag must be Kraft paper of 100µm unbleached paper.

There must be 3 sizes of gusseted paper bags provided:

Dimensions	Small	Medium	Large
Width	At minimum 250 mm	At minimum 280 mm	At minimum 320 mm
Side Gusset	At minimum 140 mm	At minimum 150 mm	At minimum 170 mm
Length (Height)	At minimum 300 mm	At minimum 440 mm	At minimum 580 mm

The gusseted paper bags must be supplied in a marked peel pouch with the necessary tamper-evident seal. After the evidence has been collected into the gusseted paper bag, it will be sealed with an external tamper-evident seal (size must be determined by the bidder to ensure secure sealing that will stay intact during transport and storage).

5.4 Duplex Paper Bags (Brown/White)

The duplex paper bag labelled with a single barcode label, a label for description purposes and an information label will be used to collect evidence such as a patient's sanitary pad.

The inner surface should be unbleached grease-proof paper, laminated to the outer surface of the bag.



There must be 2 sizes of duplex paper bags provided:

Dimensions	Small	Large
Width	At minimum 140 mm	At minimum 230 mm
Bottom Seam	At minimum 30 mm	At minimum 30 mm
Length (Height)	At minimum 230 mm	At minimum 380 mm

The duplex paper bag must be supplied in a marked peel pouch with the necessary tamper-evident seal.

After the evidence has been collected into the paper bag, it will be sealed with an external tamper-evident seal (size must be determined by the bidder to ensure secure sealing that will stay intact during transport and storage).

5.5 Bar coded Evidence Sealing Bag

The Evidence Sealing Bags will be used to package collected evidence and desiccants after evidence collection. The correct size bag must be used in the relevant kits.

The Evidence Sealing Bag must comply with the below requirements:

1	THE BAG
1.1	The evidence sealing bags, as described further in the bid specifications, must be made from polyethylene.
1.2	The overall thickness of the material for the bags may not be less than one hundred and fifty (150) microns but no thicker than 160 microns.
1.3	The top and bottom edges of the bag must be folded over and may not be heat sealed.
1.4	Only the side edges of the bag must be heat sealed. No heat seals on any other part of the bag, including the fold-over bottom or top edges or beneath the seal strip (other than adhering the seal strip)
1.5	The heat seals on the edges of the bag must be at least 6mm to 10mm wide.
1.6	The heat sealed surface on the edges must have a rough texture and a unique (e.g. wave) pattern, indicating attempts to cut the seal and reseal it. The side heat seals must be of such a fine texture that any attempt to enter the bag through the side seals must be visible.
1.7	The bag for normal use must be fully transparent with no writing or other printed information on one side, to allow for viewing the contents, without the need to open it.

57/31TDC24)

1.8	The bag must display an indicative line for cutting open the bag at the bottom as the only legitimate means to access any material inside the bag.
1.9	The cut indicator line must be printed on the bag on one side, at minimum 0.5 t 3 cm above the bottom fold of the bag. The cut indicator line must run from the right hand side heat seal and end at minimum 1 cm before the left hand heat seal to indicate that the cut may not cross the left hand seal of the bag.
1.10	The bags must have micro perforations applied at the bottom of the bag just above the cut indicator line.
1.11	The bag must include a white background writing space which is writable with a black pen or marker for recording information such as date, reference number, other case data, and signature of persons involved.
1.12	Each bag must include a printed batch number on the outside of the bag to trace a bag(s) to a specific batch, if problems occur and a batch needs to be withdrawn. Batch number must appear on bag and must also be displayed externally on the boxes containing bags delivered to the SAPS.
2	Unique number must be configured as follows:
2.1	Each tamper-evident bag must be numbered with a unique alpha numerical number of 12-13 characters. This will act as the seal for the bag and must also appear on the bag as a barcode number for scanning purposes. The barcode number must be printed in both 2D and linear format on the bag.
2.2	A minimum three (3) characters must be a code/number to indicate the size of the bag. The sequence of the unique number will be discussed with the successful bidder
2.3	The unique number must further consist of at minimum (9) characters as code/number for the specific individual bag.
3	The unique serial number must be printed on the bag in the following manner:
3.1	Under or between the seal strip layers on the bag to protect the number and prevent alterations to the number/bag without indicating damage/tampering of the seal, after the bag is sealed.
3.2	On the outside of the bag, anywhere below the seal strip area, in a space that allows for easy comparison of numbers by users.
3.3	In the bar code format on the outside of the bag, anywhere below the seal strip, on a white surface with black characters for easy scanning purposes.
3.4	In a 2D matrix format printed on the outside of the bag in black on a white surface without any distortion.
3.7	On three (3) perforated /loose removable tabs beneath the seal strip area that can be removed as record of the seal number. The tabs must have the seal number and linear barcode printed on each tab.
REQUIREMENTS	
4	An independent certificate for mechanical strength properties of the bag and seal strip must be submitted with the bid documentation complying to the following material must adhere to at least the following:

58/31TDC24)

4.1	Statement of bag strength according to ASTM D 882
4.2	Statement of bag tear strength according to ASTM d 1922
4.3	Additional artwork (design) and writing on the bag will be determined with the successful bidder after awarding. Provision must be made for markings and Logo's on the bags as part of the bid. All stereos costs, present and future must be included in the bid price of the bags. These designs will remain the property of the South African Police Service and may not be used without express permission.
5	THE SEAL
5.1	The seal strip must be permanently attached to the bag, e.g by being fixed or heat sealed to one side of the bag. It must be designed to show clear signs of any tampering where it is adhered to the bag, such as any attempt made to cut through the heat seal, remove or replace it.
5.2	The process to seal the bag must not be complicated so as to prevent bags from not being sealed properly. A simple removable or tear off covering/strip or "runner" to expose the seal strip adhesive to the bag surface is preferable.
5.3	The sealing strip must consist of a double or multilayer tape and be constructed to tear easily when a physical attempt to open the seal is made, through introduction of micro slits/perforations or similar mechanism.
5.4	The multilayer tape must display an identifiable, clear visible pattern created by the various layers placed together once sealed.
5.5	The seal strip must incorporate a mechanism to show clear and permanent signs of tamper if the bag ws exposed to any microwave irradiation.
5.6	After sealing, the bag must remain sealed and show signs of tamper for at least five (5) years after being sealed, when stored at room temperature (18 to 36°C).
5.7	The seal "runner" must be transparent/clear.
5.8	All tamper-evident mechanisms must be tested at temperatures ranging between -20°C and 60°C and show visible evidence of tamper under these conditions.
5.9	Attempts to open the closed seal at elevated temperatures (>60°C) must result in the appearance of the words such as VOID/STOP and/or the visible fragmenting of the closed seal, or heat damage (distortion/colour change) to the seal and the bag before the adhesive is denatured to the point where the seal could be removed without signs of tamper.
5.10	Attempts to open the closed seal at ambient temperatures (18-36°C) must result in the appearance of the words such as VOID/STOP and/or the visible fragmenting of the seal.
5.11	Attempts to open the closed seal at cold temperatures, below 10°C temperature, down to very low temperatures (freezing or using freezing liquids <0°C) must result in the appearance of the words such as VOID/STOP and/or visible fragmenting of the seal.
5.12	The seal or the bag must show clear and permanent signs of tamper if it was opened with any polar, non-polar, acid, or basic solvent.
5.13	After sealing, the bag must remain sealed and show signs of tamper for at minimum five (5) years after being sealed, when stored at room storage temperature (18 to 36°C).

59/31TDC241

5.14.	After sealing, the bag must remain sealed and show signs of tamper for at minimum five (5) years after being sealed, when stored at cold storage temperature (10 to -20°C).
6	A certificate of analysis and testing must be supplied with the bid submission, stating the compliance of at minimum the following tests:
6.1	Measurements of the bag as per specification.
6.2.	Thickness of the material as per specification.
6.3	Mechanical properties (strength) of the bag as per specification.
6.4	The quality of the printing on the bag, including the readability of the barcode.
6.5	The quality of the heat seals as per specification.
6.6	The quality of the seal strip as per specification.
6.7	The seal bag, and particularly the adhesive properties of the seal, must have a useful shelf life of at minimum five (5) years before use, when stored at room temperature (18-36°C). Evidence of testing for shelf life must be provided and can be in the format of projected decay curves or other documented analysis. The date of manufacture and expected date of validity must be indicated.

5.6 Desiccants

The desiccants will prevent the decomposition of biological material by controlling the moisture levels of the kit sealed in evidence sealing bag and act as a drying agent.

It must be premium silica gel desiccant in highly porous, strong heat-sealed "gram" bags/ robust package

The bag or packaging must at least contain 5.0g of desiccant.

The bags must combine the advantage of high capacity silica gel with a superior packaging material.

The silica gel desiccant must provide high water adsorption capacity.

It must adsorb up to 40% of its weight.

The silica gel must be chemically inert, non-toxic, non-corrosive, and dimensionally stable even when saturated with water, it must look and feel perfectly dry.

The heat-sealed bags must be made of a tough, but lightweight, non-woven polyolefin fiber which resists tearing or puncturing. The construction of the small 5 gram bag must eliminate seal failure.

Desiccants must be packed in a clear zip-lock bag. See separate kits for information on the number of 5g desiccants required and additional requirements.