

## CHAPTER 1

### 1. INTRODUCTION

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

### 2. GENERAL INFORMATION

- 2.1 The important aspect of the bid submissions is that all the bid deliverables as being asked for in this document must be delivered on or before 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

Terminology	Definition
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. The barcode must be displayed alpha numerically.
DNA	Deoxyribonucleic acid – is the molecule that carries genetic information for the development and functioning of an organism.
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"> <li>a) Swab box</li> <li>b) Duplex or gusseted paper bag</li> <li>c) Catch paper</li> <li>d) Self-sealing envelope</li> <li>e) Evidence collection box</li> </ul>

Terminology	Definition
FTA	FTA paper (Flinders Technology Associates paper) is a specially treated cellulose-based card used for the collection, transport, and long-term storage of biological samples, especially for DNA analysis.
Information Label	Label with kit name, lot number, and manufacture date printed on. <b>No expiry dates</b> 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 barcode. The barcode must be displayed alpha numerically.
Linear Barcode	It is a single row of bars and spaces that encodes data that must correspond with the unique barcode when scanned.
Paediatric	For the purposes of this document, it will be a person of 14 years and younger.
RNA	Ribonucleic acid – it is a single stranded nucleic acid molecule essential for a living cell and some viruses, acting as a crucial intermediary for gene expression by providing genetic information from DNA to be used for protein synthesis.
RNAse	Ribonuclease- it is an enzyme that degrades RNA into smaller components.
Unique Barcode	It is a barcode with the uniqueness that ensures that each product can be identified and traced individually throughout its life cycle from assembly and distribution, through to evidence collection, storage, and forensic analysis. It will be alpha numeric which is a year, a minimum of two, maximum of four alphabets and numbers.
Unique Barcode 2D	A graphical image that stores information both horizontally and vertically and must correspond with a unique barcode when scanned.
Unique Tamper-evident Seal	A seal for re-sealing kit foil/box container after collection with a unique barcode, barcode, and kit code printed on it must show signs of tampering. The seal must be of appropriate size to cover the kit foil/box container.
Tamper-evident Seal	A 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. The seal must be of appropriate size to cover the kit foil/box container.
Tracking Label	Labels consisting of removable tabs, each with a unique and barcode of kit printed on. These tabs shall be fitted with a lift-up



Terminology	Definition
	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

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The bidder must submit a comprehensive Quality Plan as part of their bid submission. This plan must include and not limited to:

- 4.3.1 Documented Quality Assurance and Quality Control Procedures applied during the assembly of the Evidence Collection Kits.
- 4.3.2 A detailed procedures/Process Flow Diagram showing each step of assembly, inspection, and packaging. Evidence of:
- Component verification checks (e.g., swab sterility, seal integrity).
  - Lot traceability procedures.
  - Visual inspection and functional testing protocols.
  - Label application controls (barcode/serial number consistency).
  - Quality assurance and quality control on unique serial numbers to ensure no duplication of unique barcode.

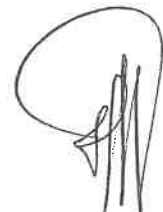
- f. A description of the non-conformance management process, including corrective and preventive action (CAPA).
- 4.3.3 A copy of the assembler's quality control process flow must accompany the bid document.
- 4.4 Control measures during assembly**
- 4.4.1 The kits in the field of DNA analysis must be human and animal DNA and RNA free. 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 kit indicating that the Gunshot Residue Evidence Collection Kit was assembled in an ISO Class 5 or clean room (Maximum of 3,520 particles  $\geq 0.5 \mu\text{m} / \text{m}^3$ ).
- 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 Act 37 of 2013 and submitted to the Forensic Science Laboratory which includes the following persons:
- Individuals assembling the kits
  - Individuals working at receiving and dispatch
  - Cleaners
  - Any personnel entering or moving through or working in the vicinity of the assembly area
- 4.5.2 The **Buccal Reference Sample Collection Kit** 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 elimination 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 and Corrective Action

- 4.6.1 The South African Police Service (SAPS) reserves the right to temporarily suspend production or delivery of Evidence Collection Kits, in the event that:
- Contamination (e.g., presence of human/animal DNA, GSR particles) is detected.
  - Kits fail to meet specification requirements or quality standards.
  - Cleanroom or assembly controls fall below the approved thresholds.
  - Packaging, labelling, or documentation is found to be inconsistent or incomplete.
- 4.6.2 In such cases:
- The successful bidder will be issued a formal non-conformance notice.
  - Production or delivery may be halted immediately until all risks are mitigated.
  - The successful bidder must implement corrective and preventive action at their own cost and submit a written Corrective Action Report (CAR) within a timeline specified by SAPS.
  - South African Police Services (SAPS) may request re-inspection or re-testing to confirm resolution before resumption of supply.



- e. Continued or repeated non-conformances may lead to contract termination or the imposition of penalties, as per the General Conditions of Contract (GCC).

#### 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 handheld scanner. The barcodes will be tested for readability.

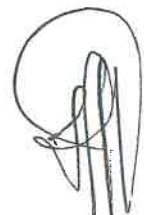
#### 4.8 Modifications to Evidence Collection Kits

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 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 conformity (COC) must confirm the following, where applicable:

- a. The method of sterilization as specified.
- b. Adherence to the sterilization requirements.
- c. The levels of any cations and anions present on all contents of the explosives kit must be below 5ppm.
- d. All contents of the kit must not contain peroxides, nitro aromatic compounds or any petroleum and petrochemical related compounds.
- e. Gunshot residue kits are free of any primer residue particles.
- f. DNA analysis kits are DNA and RNA free.



#### 4.10 Submission of evidence collection kit samples (Due diligence)

##### 4.10.1 Quantities to be submitted

One outer packaging **cardboard box** containing a minimum of three identical complete, sealed evidence collection kits as samples and a draft instruction/leaflet will be requested from the shortlisted bidders.

**4.10.2A certificate must be provided with the kit indicating that the Gunshot Residue Evidence Collection Kit was assembled in an ISO Class 5 or clean room (Maximum of 3,520 particles  $\geq 0.5\mu\text{m}$  /m<sup>3</sup>). (to be requested from shortlisted bidders)**

**4.10.3 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 21AA001111 (range will be discussed with the successful bidder.

The shelf life must be indicated on the certificate of analysis (COA) where applicable.

##### 4.10.4 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. Necessary packaging symbols;



- c. Serial numbers of assembled kits;
- d. Manufacturing date;
- e. Lot number; and
- f. Any other marking that may be agreed upon by the successful bidder and South African Police Services (SAPS).

#### 4.11 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.

#### 4.12 Submitted kits from the bidder(s)

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

#### 4.13 Design and printing of awareness posters of the different Evidence Collection Kits

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



## 4.14 Forensic Evidence Collection Kits

NO	KIT	ABBREVIATION	ICN
1.	ADULT SEXUAL ASSAULT EVIDENCE COLLECTION KIT	ASAECK	6550T05004353
2.	DNA EVIDENCE FROM BODY FLUID COLLECTION KIT	BFECK	6550T05004354
3.	CLOTHING AND EXHIBIT COLLECTION KIT	CECK	6550T05004358
4.	TISSUE COLLECTION KIT	TCK	6550T05004359
5.	PAEDIATRIC SEXUAL ASSAULT EVIDENCE COLLECTION KIT	PSAECK	6550T05009420
6.	BUCCAL REFERENCE SAMPLE COLLECTION KIT	BRSCCK	6550T05019943
7.	SWABBING EVIDENCE COLLECTION KIT	SECK	6550T05019944
8.	SWABBING EVIDENCE COLLECTION KIT LARGE	SECKL	6640T05091463
9.	CONTAINER AND CATCH PAPER EVIDENCE COLLECTION KIT	CCPECK	6550T05019945
10.	SHARP AND DANGEROUS ITEMS COLLECTION KIT	SDICK	6550T05019947
11.	ANIMAL EVIDENCE COLLECTION KIT	AEC	6650T05039078
12.	SPECIES IDENTIFICATION KIT	SIK	6550T05056208
13.	EXPLOSIVE RESIDUE EVIDENCE COLLECTION KIT	EXR	6650T05039081
14.	GUN SHOT RESIDUE EVIDENCE COLLECTION KIT	GSR	6650T05039077
15.	DESIGN AND PRINTING OF AWARENESS MATERIAL OF THE DIFFERENT EVIDENCE COLLECTION KITS (A2 SIZE)		9825T05055757



**4.15 Legal Requirements**

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

**4.16 Delivery address for ordered items**

All items that will be ordered from the resulting contract must be delivered at the Division Supply Chain Management, SAPS, 117 Creswell Road, Silverton, and Pretoria, Gauteng, or at locations that may be later provided to the successful bidder.

**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**

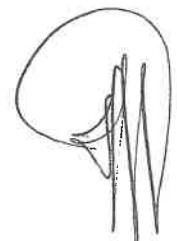
1. Type of Tip	Swab with Round Tip	Swab with Pointed Tip	Aluminium shafted Swab with miniature tightly woven Tip	Cotton tip Swab
2. Description	This individually wrapped swab is the <i>most frequently used</i> swab to collect biological	The tip is pointed so it can easily slide underneath an individual's nail as not to hurt the individual. The tip of the round	This swab will be used for specimen collection from small cavities for DNA testing. The swab has a	This individually wrapped swab within a storage/transport tube. It is usually used in the Explosive residue evidence collection kit.

	evidence for DNA testing.	tip swabs is too bulky.	miniature tightly woven tip.	
<b>3. Material</b>	Sterile polyester of a diagnostic grade, carded, spun, and adhered to the shaft.			Sterile with 150mm plastic/polypropylene shaft
<b>4. Shaft</b>	Shall be manufactured of extruded (sturdy) plastic	Shall be manufactured of smooth wood or extruded (sturdy) plastic	Shall be manufactured of flexible aluminium	Shall be manufactured plastic/polypropylene shaft
<b>5. Length +width</b>	150 mm ± 15 mm	150 mm ± 15 mm	128 mm ± 1 mm	150 mm ± 1 mm. The cotton wool disc must be at least 5cm in diameter and 1mm in thickness
<b>6. Packaging</b>	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	One (1) sterile swab in storage/plastic tube
<b>7. Additional</b>	Individual swab wrappers shall reflect the lot number of the product and must indicate that the product is Ethylene Oxide sterilized.			

**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 <sup>2</sup> )

**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**

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).

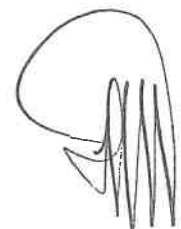
**5.5 Barcoded Evidence Sealing Bag**

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:

<b>1</b>	<b>THE BAG</b>
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.
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 to 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.
<b>2</b>	<b>Unique number must be configured as follows:</b>
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 characters must be a code/number to indicate the size of the bag. <b>The sequence of the unique number will be discussed with the successful bidder</b>
2.3	The unique number must further consist of at minimum characters as code/number for the specific individual bag.
<b>3</b>	<b>The unique serial number must be printed on the bag in the following manner:</b>
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.
<b>REQUIREMENTS</b>	
<b>4</b>	<b>An independent certificate for mechanical strength properties of the bag and seal strip must be submitted with the samples complying to the following material must adhere to at least the following:</b>
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 related costs, present and future must be included in the bid price of the bags. <b>These designs will remain the property of the South African Police Service and may not be used without express permission.</b>
<b>5</b>	<b>THE SEAL</b>
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 was exposed to any microwave irradiation.
5.6	After sealing, the bag must remain sealed and show signs of tamper for at least five 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 years after being sealed, when stored at room storage temperature (18 to 36°C).
5.14.	After sealing, the bag must remain sealed and show signs of tamper for at minimum five years after being sealed, when stored at cold storage temperature (10 to -20°C).
6.	<b>A certificate of analysis and testing must be supplied with the samples stating the compliance of at minimum the following tests:</b>
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 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 control 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 fibre which resists tearing or puncturing. The construction of the small 5 gram bag must eliminate seal failure.

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



### 5.7 Piece of Wax paper

The wax sheet will be used to adhere it to the sticky parts of for example a retrieved loose sanitary pad /panty liner.

The size must be 50 x 150 mm.

### 5.8 Swab Box

The swab box will be used to place a collected swab and facilitate drying.

The material must be self-erecting board ( $\geq 200\text{g/m}^2$ ,  $400\mu\text{m}$ )

External dimensions - L=185 mm, W=29 mm, H=20 mm

The box must have a cradle for the swab to allow contact free air drying of the swab.

The cradle must be specific to the diameter of the shaft of the swab to be used.

Swab boxes must be supplied in the peel pouch – already assembled and the barcode label already attached.

Printing on the box should include:

- a. Where the tamper-evident seal must be applied.
- b. Where the barcode must be applied.
- c. Block where the evidence collector can make notes; and
- d. Each box must be traceable to the inventory form supplied with the kit.

### 5.9 FTA and Buccal Swab Collection Device

The buccal sample collected with the foam collection surface must be transferred to the FTA paper containing an indicator. The **indicator** must show (colour change) where epithelial cells were deposited.



### 5.10 Tamper-evident seals (temperature range 40°C to -30°C)

These seals with high tack must destruct when removal is attempted. They will be used by the evidence collector to close the evidence containers after evidence collection has taken place.

It must have a shelf life of at least three years, stored at 22°C and 50% relative humidity.

The liner shall be larger than the seal to facilitate the removal of the seal.

The seal shall reflect the unique barcode number of the evidence collection kit.

The dimensions should be such that this seal will seal the relevant container.

### 5.11 Evidence Collection Box

The evidence collection box shall be a paperboard carton. The container shall be used to pack an individual's used tampon to facilitate and expedite the drying of it, possibly containing foreign body fluids, collected as evidence to be submitted for forensic DNA analysis, at room temperature.

Furthermore, the evidence collection box is also used for the collection of evidence from a crime scene for DNA analysis such as cigarette butts, chewing gum, toilet paper, used condoms, etc.

This paperboard carton shall be constructed of a board.

The evidence collection boxes must be supplied in a peel pouch.

The dimensions shall be at minimum 55 mm x 28 mm x 96 mm.

This container must be capable of being securely sealed after use to ensure an intact chain of custody over evidence, with two (2) internal tamper-evident seals capable of showing evidence of tampering.

Printing on the box must include:



- a. Name of box – Evidence Collection Box;
- b. A block where the description of the collected evidence can be written by the evidence collector;
- c. Positions for the two tamper-evident seals;
- d. Position for the barcode label; and
- e. The box must be labelled with a single barcode label and sealed with one (1) tamper-evident seal by the supplier.

### 5.12 Carbonized Inventory Form

One, 3 -part self-carbonating paper (Triple Carbonized Inventory Form with a unique barcode) glued with idem self-separating glue and perforated – will be specified for each evidence collection kit separately. Each form may contain the following generic information (depending on the type of kit):

- a. Name of kit;
- b. Collecting Officer/Authorized Person/HPCSA details and signature.
- c. Name of donor
- d. ID/passport number
- e. Location of the collection;
- f. Date and time of collection;
- g. Consent statement
- h. Space for donor signature
- i. Station and reference number;
- j. Barcode of kit;
- k. Seal bag number;
- l. Samples collected;
- m. Space for witness signature
- n. Each page must be labelled with a unique barcode, and be readable; and
- o. The bidder must indicate the barcode(s) of the evidence sealing bag (s) present in the kit on the form as well as the cable tie unique number on the

form of the Tissue Collection Kit The size must be A4 unless specified otherwise.

**(The final format will be discussed with the successful bidder)**

### 5.13 J88

If the J88 is updated by the Department of Justice and Constitutional Development in conjunction with Department of Health, the bidder must ensure that the changed/ updated J88 is utilised without any cost to the SAPS.

### 5.14 Packaging of kit contents - Foil / Box

The foil bag/ box must be unique to a specific evidence collection kit and must be sturdy/ tamper-evident until being opened.

This container must hold all the items for the collection and packaging of the evidence for forensic analysis.

The evidence collection box must be used after evidence collection to pack the collected evidence.

A barcode label and information label (Lot number and manufacture date) shall be affixed to the outside of this container by the bidder of the kit as well as the instructions for storage. The bidder will also apply tamper-evident seals before shipping the kit to the client. The container shall be tamper-evident after it has been sealed with the unique tamper-evident seal.

Printing on the outer aspect of the container must include, but is not limited to:

- a. Name of the evidence collection kit;
- b. Details of the bidder;
- c. Spaces for where to apply the barcode label, Lot number and manufacture date label, and two tamper-evident seals; and
- d. Instructions.



**5.14.1 The material for the (foil) bags should be:**

- a. Aluminium foil compound film, three-layer laminate, Matt Oriented Polypropylene (OPP) film – 0.018mm
- b. Aluminium Metallised polyethylene terephthalate (PET) – 0.012mm; and
- c. Metallocene polyethylene (m-PE) – 0.07mm

**5.14.2 The material of the Box should be:**

- a. Die cut box, solid base;
- b. Single wall corrugated board (double-faced corrugated board) consists of one ply of fluted paper which is glued between two plies of paper;
- c. The outer surfaces must be large enough to contain the case reference label, tracking label, and information label; and
- d. Material stock is at least 170gsm Gloss Coated.

**5.15.1 User Guide/ Instruction manual/leaflet**

The bidders must ensure that an instruction manual is included in each evidence collection kit.

The specifications of the instruction manual are as follows:

- a. One A4 paper; in a Z-format
- b. Printed on both sides with relevant images in full colour;
- c. The instruction leaflet/user guide will be evaluated, and changes may be required by client; and
- d. During the contract period the South African Police Service (SAPS) can call for one edition change of the instructional leaflet/user manual. This will be at no cost to the South African Police Service (SAPS).

**5.16 Personal Protective Equipment (PPE)****5.16.1 Powder-free nitrile gloves**

The gloves will be worn during evidence collection to prevent contamination.

The minimum specifications of the gloves must be as follows:

- a. Each pair of gloves must be packaged separately into a peel pouch and the size indicated on the pouch;
- b. The gloves must be latex-free;
- c. The gloves must be made of nitrile;
- d. The gloves must be powder-free;

**(Take note of additional requirements for the Explosive Evidence Collection Kit)**

#### 5.16.2 Disposable 3-ply face mask with ear loops

The disposable face mask will cover the face of evidence collectors so that they do not contaminate a scene or the buccal (reference) sample during the process of evidence / reference sample collection.

The minimum specification requirements of the face mask are as follows:

- a. Latex-free;
- b. Disposable;
- c. Non-woven material with air permeability;
- d. Flat type, 3-ply pleated design;
- e. Adjustable nose band (wire);
- f. Material must be polypropylene, polyester, cellulose, and paper/plastic-coated carbon steel nose wire;
- g. Elasticated ear loops; and
- h. The face mask must be packaged in a peel pouch.



### 5.17. Disposable Sterile Scraper

The scraper can be used to dislodge a blood crust or plant material from a patient's body or a crime scene. This will then be collected in a supplied catch paper.

Specifications for the scraper:

- a. Wood;
- b. Length 114mm x 9.5mm;
- c. Sterile; and
- d. Individually packaged in a paper-based sleeve.

### 5.18 Water Resistant Sheet

The sheet will be used during the buccal sample collection to keep the collection area clean and contamination free. The requirement specifications for the sheet must be equivalent or higher than the following:

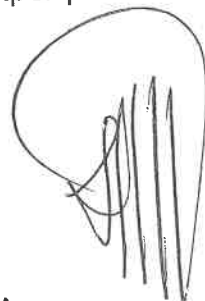
- a. The sheet must be light and extra tear-resistant;
- b. The sheet must be water resistant;
- c. The sheet must be sterile; and
- d. Size – approximately 40cm x 60 cm

### 5.19 Tissue Collection Kit – Specific Items

#### 5.19.1 Cooler Bag

The waterproof cooler bag will be used after evidence collection to pack the collected evidence. At the laboratory, this sealed cooler bag containing the collected evidence will be stored in a freezer at -20°C.

A barcode label and information label must be affixed to the outside of this cooler bag by the assembler of the kit. The container shall be tamper proof after it has



been sealed with a unique external tamper-evident seal (cable tie with unique identifier). The cooler bag must be sturdy.

The specifications for the cooler bag:

- a. Waterproof;
- b. Zipper with two sliders; and
- c. The pullers must have holes in them for sealing purposes with a plastic cable tie security seal.
- d. The cooler box must be packaged in an erected format in the kit containing, gel packs, cable ties and the containers .

The size of the cooler bag will be determined by the bidder. It must be large enough to package three airtight plastic containers (as specified in 5.19.2) and three gel packs to keep the bag cold for 24 hours and the outer surface must contain two waterproof and cold-resistant labels.

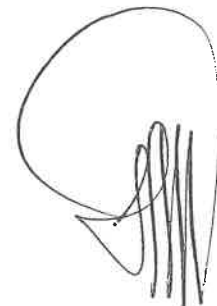
Single information label containing the following:

- a. Printing of the kit name;
- b. Reference number;
- c. Background;
- d. Bidder's information and name;
- e. Contact details; and
- f. Information label (*lot number* and *manufacture date*).

#### 5.19.2 Airtight Plastic Container

The airtight containers will be used to package tissue samples. This container shall 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.

Minimum specifications for airtight container:



- a. Lid must lock on all four sides;
- b. Must seal airtight;
- c. Size of at least 180 – 200ml;
- d. Leak proof;
- e. Labelled with Water proof single barcode label; and
- f. Label on which the evidence collector can indicate what was collected.

### 5.19.3 Gel Pack

These cooling packs will be used to keep the tissue cold that has been collected into the Tissue Collection Kit.

The minimum specifications for these ice packs are as follows:

- a. Cooling packs — containing freezable gel; of sufficient size to ensure the adequate cooling of evidence to a temperature at or below 4°C for at least 24 hours, when stored in the cooler box
- b. Three gel packs per kit; and
- c. The gel packs must be packaged inside the Tissue Collection Kit itself.

### 5.20 Single Barcode Label (Temperature range 40°C to -30°C)

The barcode label will be used for linking and identification purposes.

Minimum specifications for the single barcode label:

- a. Semi-gloss labels;
- b. Size of at least 45mm x 15mm; and
- c. The label must remain affixed at temperatures ranging from 40°C to -30°C for a minimum of three years.



**Face Material**

- a. Medium gloss white coated wood free paper.
- b. Typed coated paper; and
- c. Colour and finish White.

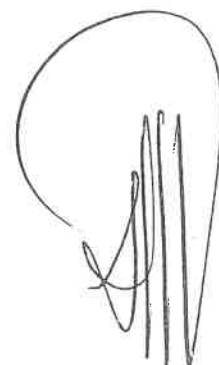
**Adhesive**

- a. A permanent adhesive with high tack and adhesion on difficult and apolar (like PE and PP) substrates; and
- b. Service Temperatures ranging from 40°C to -30°C

**Liner**

The liner shall be larger than the barcode label to facilitate the easy removal of the label.

- a. Must have a shelf life of at least three years, stored at 22°C and 50% relative humidity;
- b. Printing in Black; and
- c. Barcode must be readable.



## CHAPTER 2

# SPECIFICATIONS FOR VARIOUS EVIDENCE COLLECTION KITS

**ITEM 1:**

The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

<b>ITEM NO. 1</b>	<b>Bidding/offers (Indicate YES or NO Below)</b>	
<b>Response:</b>		
<b>ICN NUMBER</b>	<b>ITEM DESCRIPTION</b>	
6550T05004353	ADULT SEXUAL ASSAULT EVIDENCE COLLECTION KIT (ASAECK)	
<b>A</b>	<b>PURPOSE OF ITEM</b>	
To provide a platform for the healthcare practitioner to collect high quality forensic samples from a Sexual Assault victim. The forensic samples must be preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.		
<b>B</b>	<b>SPECIFICATIONS</b>	

1. CONTENTS		COMPLY /NOT COMPLY
1.1	6 Swab boxes containing any mechanism that will allow the drying of the swabs after collection.	
1.2	18 tamper-evident seals with a unique barcode of the kit.	
1.3	6 Round Tip swabs	
1.4	4 Distilled water vials / ampoules	
1.5	2 peel pouches each containing 3 swab boxes, 9 seals with a unique barcode of the kit, 3 swabs, and 2 water vial/ampoules.	
1.6	Evidence collection box with tamper-evident seal in a peel pouch.	
1.7	Large duplex paper bag for collection of underwear	
1.8	4 tamper-evident seals with a unique barcode of the kit	
1.9	1 Piece of wax paper for sanitary pad/panty liner	
1.10	Small duplex paper bag for collection of sanitary pad/panty liner	
1.11	1.7-1.10 must be contained in a peel pouch	
1.12	Triple Carbonized Inventory Form with a unique barcode of the kit	
1.13	User guide/ Instruction manual/leaflet	
1.14	J88 Form with the unique barcode	
1.15	6 desiccants for drying in a zip lock bag	
1.16	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	

1.17	2 pairs of nitrile powder free gloves –1 x pair of Large and 1x pair Medium	
1.18	2 Face Masks	
1.19	1.17 and 1.18 must be contained in a peel pouch	
<b>2. PACKAGING FOR CONTENTS OF KIT</b>		
2.1	The kit packaging must be made of foil and marked <b>ADULT SEXUAL ASSAULT EVIDENCE COLLECTION KIT</b>	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the container at any time while it is sealed.	
2.4	Each kit must be supplied in a sealed condition.	
2.5	Should tampering be attempted, it must be apparent.	
2.6	The date of manufacture and lot/batch no. of the kit must be placed on the outside of the kit.	
2.7	The kit must be uniquely bar-coded with a serial number.	
2.8	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit, and a unique number i.e. 21ASAECK000000001	
<b>3. OUTER PACKAGING</b>		
3.1	The uniquely bar-coded serial numbers of each kit must also appear on the outside of the outer container that will be used for the delivery of the kits to the SAPS (for example there should be ten uniquely bar-coded kits packaged, the stickers of all ten uniquely bar-coded serial numbers should be affixed on the outside of the outer container). The items should be delivered in this manner over the duration of the contract.	

**ITEM 2:**

The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

<b>ITEM NO. 2</b>		<b>Bidding/offers (Indicate YES or NO Below)</b>	
<b>Response:</b>			
<b>ICN NUMBER</b>		<b>ITEM DESCRIPTION</b>	
6550T05004354		DNA EVIDENCE FROM BODY FLUID COLLECTION KIT (BFECK)	
<b>A</b>	<b>PURPOSE OF ITEM</b>		
	To provide a platform for the healthcare practitioners to collect a high-quality forensic sample from a human body. The samples must be collected, packaged and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.		
<b>B</b>	<b>SPECIFICATIONS</b>		<b>COMPLY /NOT COMPLY</b>
<b>1. CONTENTS</b>			
1.1	4 Swab boxes and any mechanism that will allow the drying of the swabs after collection.		
1.2	12 tamper-evident seals with unique bar code of the kit		

1.3	2 Round tipped swabs for dried or wet body fluid stains on the body	
1.4	2 Swabs with pointed tips for body fluid under fingernails	
1.5	2 Distilled water vial/ ampoule	
1.6	2 peel pouches each containing 2 swab boxes, 6 seals with unique barcode of the kit , 2 swabs and 1 water vial/ampoules.	
1.7	1 Catch paper for dried body fluid or foreign hair	
1.9	1 Scraper	
1.10	1 tamper-evident seal with unique barcode of the kit	
1.11	1.7 -1.10 must be contained in 1 peel pouch	
1.12	Triple Carbonized Inventory Form with a unique barcode of the kit	
1.13	User guide/ Instruction manual/leaflet	
1.14	3 desiccants for drying in a zip lock bag	
1.15	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.16	2 pairs of nitrile powder free gloves – 1 x pair of Large and 1 x pair of Medium	
1.17	1 Face Mask	
1.18	1.16 and 1.17 must be contained in a peel pouch	
<b>2.</b>	<b>PACKAGING FOR CONTENTS OF KIT</b>	
2.1	The kit packaging must be made of foil and marked <b>DNA EVIDENCE FROM BODY COLLECTION KIT</b>	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the container at any time while it is sealed.	

2.4	Each kit must be supplied in a sealed condition.	
2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the Kit.	
2.6	The kit must be uniquely bar-coded with a serial number.	
2.7	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit and a unique number i.e. 21BECK000000001 The sequence will be discussed with the successful bidder	
3.	<b>OUTER PACKAGING</b>	
3.1	The uniquely bar-coded serial numbers of each kit must also appear on the outside of the outer container that will be used for delivery of the kits to the SAPS (for example there should be ten uniquely bar-coded kits packaged, the stickers of all ten uniquely bar-coded serial numbers should be affixed on the outside of the outer container). The items should be delivered in this manner over the duration of the contract	

**ITEM 3.**

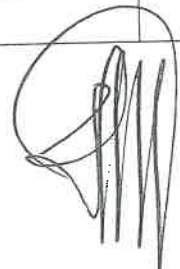
The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

ITEM NO.3		Bidding/offers (Indicate YES or NO Below)	
Response:			
ICN NUMBER		ITEM DESCRIPTION	
6550T05004358		CLOTHING AND EXHIBIT COLLECTION KIT (CECK)	
<b>A</b> PURPOSE OF ITEM			
To provide a platform for healthcare practitioners, and police officials to collect exhibits and/or clothing. The clothing and/or exhibits must be collected, packaged, and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.			
<b>B</b> SPECIFICATIONS			
1. CONTENTS			COMPLY /NOT COMPLY
1.1	1 Large sized gusseted paper bag in a peel pouch		
1.2	1 tamper-evident seal with a unique barcode of the kit		

1.3	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.4	1.1-1.3 must be contained in a peel pouch	
1.5	1 Medium sized gusseted paper bag in a peel pouch	
1.6	1 tamper-evident seal with a unique barcode of the kit	
1.7	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.8	1.5-1.7 must be contained in a peel pouch	
1.9	1 Small sized gusseted brown paper bag in a peel pouch	
1.10	1 tamper-evident seal with a unique barcode of the kit	
1.11	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.12	1.9-1.11 must be contained in a peel pouch	
1.13	Triple Carbonized Inventory Form with a unique barcode	
1.14	User guide/ Instruction manual/leaflet	
1.15	6 desiccants for drying in a zip lock bag	
1.16	2 pairs of nitrile powder free gloves – 1 x pair Large and 1x pair Medium	
1.17	2 Face Masks	
1.18	1.16 and 1.17 must be contained in a peel pouch	
<b>2</b>	<b>PACKAGING FOR CONTENTS OF KIT</b>	
2.1	The kit packaging must be made of foil and marked <b>CLOTHING COLLECTION KIT</b>	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the container at any time while it is sealed.	
2.4	Each Kit must be supplied in a sealed condition.	



2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the kit.	
2.6	The kit must be uniquely bar-coded with a serial number.	
2.7	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit and a unique number i.e. 21CECK000000001. The sequence will be discussed with the successful bidder	
<b>3. OUTER PACKAGING</b>		
3.1	The uniquely bar-coded serial numbers of each kit must also appear on the outside of the outer container that will be used for delivery of the kits to the SAPS (for example there should be ten uniquely bar-coded kits packaged, the stickers of all ten uniquely bar-coded serial numbers should be affixed on the outside of the outer container). The items should be delivered in this manner over the duration of the contract.	

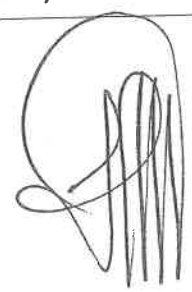
**ITEM 4:**

The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

ITEM NO.4	Bidding/offers (Indicate YES or NO Below)
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Response:		
ICN NUMBER	ITEM DESCRIPTION	
6550T05004359	TISSUE COLLECTION KIT (TCK)	
A	PURPOSE OF ITEM	
To provide a platform for the healthcare practitioner to collect tissue/bone/teeth samples. The samples must be collected, packaged and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.		
B	SPECIFICATIONS	
1. CONTENTS		COMPLY /NOT COMPLY
1.1	3 Airtight containers for collection of teeth, tissue, or bone samples	
1.2	6 tamper-evident seals with a unique barcode of the kit	
1.3	2 Catch papers for reference scalp hair and reference pubic hair in a peel pouch	
1.4	2 tamper-evident seals with a unique barcode of the kit	
1.5	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.6	1.3 – 1.5 must be contained in a peel pouch	
1.7	Triple Carbonized Inventory Form with a unique barcode	
1.8	User guide/ Instruction manual/leaflet	
1.9	3 gel packs	
1.10	6 Cable ties with unique seal number	
1.11	1 Waterproof container that can allow control of temperature (cooler bag) and fit all the contents of the kit.	

1.12	Evidence Sealing bag as per paragraph 5.5, big enough to allow all the contents of the kit to be packaged.	
1.13	1 foil fold bag for bone samples. The dimensions should be approximately: 300mm x 218mm. Must be waterproof and fit into the Waterproof container.	
1.14	2 pairs of nitrile powder free gloves – 1X pair of Large and 1X pair of Medium	
1.15	2 Face Masks	
1.16	1.14 and 1.15 must be contained in a peel pouch	
<b>2.</b>	<b>PACKAGING FOR CONTENTS OF KIT</b>	
2.1	The kit packaging must be made of card box material and marked <b>TISSUE COLLECTION KIT</b> .	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the container at any time while it is sealed.	
2.4	Each Kit must be supplied in a sealed condition.	
2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the kit.	
2.6	The kit must be uniquely bar-coded with a serial number.	
2.7	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit and a unique number i.e. 21TECK000000001. The sequence will be discussed with the successful bidder	
<b>3.</b>	<b>OUTER PACKAGING</b>	
3.1	The uniquely bar-coded serial numbers of each kit must also appear on the outside of the outer container that will be used for delivery of the kits to the SAPS (for example there should be ten uniquely bar-coded kits packaged, the stickers of all ten uniquely bar-coded serial numbers should be affixed on the outside of the outer container). The items should be delivered in this manner over the duration of the contract	

**ITEM 5:**

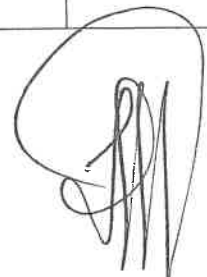
The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

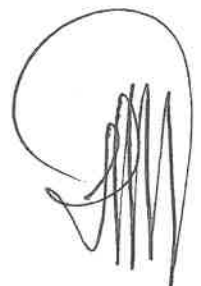
The bidder must indicate in handwriting a COMPLY for compliance with the requirements and NOT COMPLY for non-compliance with the requirements in the relevant column of every specification field. Failure to do this will be interpreted as NOT COMPLY. (The words "Comply" or "Not Comply" MUST be handwritten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

<b>ITEM NO.5</b>		<b>Bidding/offers (Indicate YES or NO Below)</b>	
<b>Response:</b>			
<b>ICN NUMBER</b>		<b>ITEM DESCRIPTION</b>	
6550T05009420		PAEDIATRIC SEXUAL ASSAULT EVIDENCE COLLECTION KIT (PSAECK)	
<b>A</b>		<b>PURPOSE OF ITEM</b>	
To provide a platform/ mechanism for the healthcare practitioners to collect samples from a minor. The samples must be collected, packaged, and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.			
<b>B</b>		<b>SPECIFICATIONS</b>	
<b>1. CONTENTS</b>			<b>COMPLY /NOT COMPLY</b>
1.1	4 Swab boxes and any mechanism that will allow the drying of the swabs after collection.		
1.2	12 tamper-evident seals with unique barcode of the kit		

1.3	3 Round Tipped swabs	
1.4	1 Aluminium shafted swab	
1.5	2 Distilled water vial/ampoule	
1.6	2 peel pouches each containing 2 swab boxes, 6 seals with unique barcode of the kit, 2 swabs and 1 water vial/ampoules per pouch	
1.7	1 Evidence collection box with tamper-evident seal in peel pouch	
1.8	1 Large duplex paper bag for collection of underwear/diaper	
1.9	2 tamper-evident seals with unique barcode of the kit	
1.10	1 Piece of wax paper for sanitary pad/panty liner	
1.11	1 Small duplex paper bag for collection of sanitary pad/panty liner	
1.12	1.8-1.11 must be contained in a peel pouch	
1.13	6 desiccants for drying in a zip-lock bag	
1.14	Triple Carbonized Inventory Form with unique barcode of the kit	
1.15	J88 form with unique barcode of the kit	
1.16	User guide/ Instruction manual/leaflet	
1.17	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.18	2 pairs of nitrile powder free gloves – 1X pair of Large and 1X pair of Medium	
1.19	2 Face Masks	
1.20	1.18 and 1.19 must be contained in a peel pouch	



2. PACKAGING FOR CONTENTS OF KIT	
2.1	The kit packaging must be made of foil material and marked <b>PAEDIATRIC SEXUAL ASSAULT EVIDENCE COLLECTION KIT</b> .
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.
2.3	The packaging must not allow for easy access to the contents within the kit at any time while it is sealed.
2.4	Each Kit must be supplied in a sealed condition.
2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the kit.
2.6	The kit must be uniquely bar-coded with a serial number.
2.7	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit and a unique number i.e. 21PECK000000001 The sequence or details will be discussed with the successful bidder.
3. OUTER PACKAGING	
3.1	The uniquely bar-coded serial numbers of each kit must also appear on the outside of the outer container that will be used for delivery of the kits to the SAPS (for example there should be ten uniquely bar-coded kits packaged, the stickers of all ten uniquely bar-coded serial numbers should be affixed on the outside of the outer container). The items should be delivered in this manner over the duration of the contract.



**ITEM 6:**

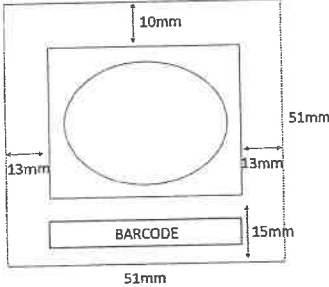
The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

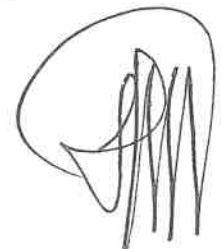
If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

<b>ITEM NO. 6</b>		<b>Bidding/ offers (Indicate YES or NO Below)</b>
<b>Response:</b>		
<b>ICN NUMBER</b>	<b>ITEM DESCRIPTION</b>	
6550T05019943	BUCCAL REFERENCE SAMPLE COLLECTION KIT (BRSCK)	
<b>A</b>	<b>PURPOSE OF ITEM</b>	
	To provide a platform for healthcare practitioners or police officials to collect a buccal sample. The samples must be collected, packaged, and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.	
<b>B</b>	<b>SPECIFICATIONS</b>	
<b>1. CONTENTS</b>		<b>COMPLY /NOT COMPLY</b>



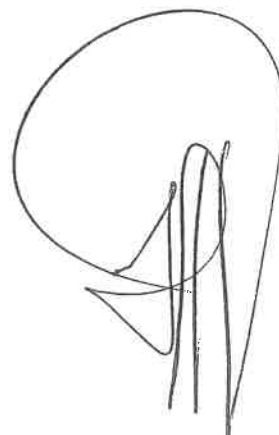
1.1	Two pairs of Nitrile powder free gloves – 1x pair of Large and 1x pair of Medium	
1.2	2 face masks	
1.3	1.1 – 1.2 must be contained in a peel pouch	
1.4	1 tamper-evident seal with unique bar code of the kit	
1.5	1 single Barcode Label with a unique barcode of the kit	
1.6	1 Foil exhibit pouch that is clear on the top side and white at the back. The clear portion will allow the analyst to read the barcode.	
1.7	<p>FTA/buccal sample holding device which must conform to the following:</p> <ul style="list-style-type: none"> <li>● Sterile, DNA – free, RNA – free FTA card</li> <li>● Unique barcode on the front of the FTA card, as the barcode reader on the card gripper must read it</li> <li>● FTA card must be framed with a sleeve of 51mm x 51mm and 1mm thick</li> </ul>  <ul style="list-style-type: none"> <li>● Each card must have a unique alphanumeric barcode consisting of the manufacturing year, the type of kit, alphanumeric code, EC (e.g. 21DBAA0001EC)</li> <li>● FTA paper impregnated with an indicator, which will indicate when an epithelial sample has been collected.</li> <li>● One circle on the FTA paper, printed in black ink</li> <li>● The collection device must have an application and a resting position.</li> </ul>	
1.8	Evidence Sealing bag complying with specifications as stated in paragraph 5.5 of Chapter 1, big enough to allow all the contents to be packaged. A white sticker with black printing of approximately 65mm x 35mm must be attached to this bag. Wording will be discussed with the successful bidder.	



1.9	1.4 – 1.7 must be contained in a peel pouch	
1.10	1 desiccant for drying in a zip-lock bag	
		<b>COMPLY /NOT COMPLY</b>
1.11	A peel pouch containing a water-resistant sheet of approximately 40cm X 60cm size to use as worksheet made up of the material that eliminates any possible contamination must be included	
1.12	Triple Carbonized Inventory Form with a unique barcode of the kit	
1.13	User guide/ Instruction manual/leaflet	
1.14	A peel pouch containing a red plastic zip-lock bag with a bio-hazardous waste sticker for waste	
<b>2. PACKAGING FOR CONTENTS OF KIT</b>		
2.1	The kit packaging must be made of foil material and marked <b>BUCCAL REFERENCE SAMPLE COLLECTION KIT</b>	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the kit at any time while it is sealed.	
2.4	Each kit must be supplied in a sealed condition.	
2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the kit.	
2.6	The kit must be uniquely bar-coded with a serial number.	
2.7	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit, and a unique number i.e. 21BRSECK00000000. The sequence or details will be discussed with the successful bidder	
<b>3. OUTER PACKAGING</b>		
3.1	The uniquely barcoded serial numbers of each kit must also appear on the outside of the outer container that will be used for delivery of the kits to the SAPS (for example	



	<p>there should be ten uniquely bar-coded kits packaged, the stickers of all ten uniquely barcoded serial numbers should be affixed on the outside of the container). The items should be delivered in this manner over the duration of the contract.</p>	
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A large, stylized handwritten signature or scribble in black ink, consisting of several overlapping loops and vertical strokes.

**ITEM 7.**

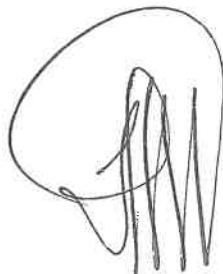
The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

<b>ITEM NO.7</b>		<b>Bidding/offers (Indicate YES or NO Below)</b>	
<b>Response:</b>			
<b>ICN NUMBER</b>		<b>ITEM DESCRIPTION</b>	
6550T05019944		SWABBING EVIDENCE COLLECTION KIT (SECK)	
<b>A</b>	<b>PURPOSE OF ITEM</b>		
To provide a platform/ mechanism for Crime Scene investigators to collect swabs. The swabs must be collected, packaged, and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.			
<b>B</b>	<b>SPECIFICATIONS</b>		
<b>1.</b>	<b>CONTENTS</b>	<b>COMPLY /NOT COMPLY</b>	
1.1	PEEL POUCH 1 – with contents 1.1.1 – 1.1.6		

1.1.1	4 Swab boxes and any mechanism that will allow the drying of the swabs after collection.	
1.1.2	4 round-tipped swabs	
1.1.3	12 tamper-evident seals with unique barcode of the kit	
1.1.4	2 desiccants for drying in a zip lock bag	
1.1.5	2 Distilled water vials/ampoules	
1.1.6	A water-resistant sheet of approximately 40cm X 60cm in size to use as a worksheet	
<b>1.2</b>	<b>PEEL POUCH 2 – with contents 1.2.1 – 1.2.5</b>	
1.2.1	Triple Carbonized Inventory Form with a unique barcode of the kit	
1.2.2	User guide/ Instruction manual/leaflet	
1.2.3	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.2.4	2 pairs of nitrile powder free gloves – 1x pair of Large and 1 x pair of Medium	
1.2.5	2 Face Masks	
<b>2.</b>	<b>PACKAGING FOR CONTENTS OF KIT</b>	
2.1	The outer packaging must be made of foil material and marked <b>SWABBING EVIDENCE COLLECTION KIT</b>	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the kit at any time while it is sealed.	
2.4	Each Kit must be supplied in a sealed condition.	



2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the kit.	
2.6	The kit must be uniquely bar-coded with a serial number.	
2.7	The unique bar-coded serial number must have a prefix e.g. Year of manufacture, the type of kit, and a unique number i.e. 21SWECK00000000. The sequence or details will be discussed with the successful bidder	
2.8	A peel pouch containing a red plastic zip-lock bag with a bio-hazardous waste sticker for waste.	
<b>3.</b>	<b>OUTER PACKAGING</b>	
3.1	The uniquely bar-coded serial numbers of each kit must also appear on the outside of the kit container that will be used for delivery of the kits to the SAPS (for example there should be ten uniquely bar-coded kits packaged with the stickers of all ten uniquely bar-coded serial numbers should be affixed on the outside of the outer container). The items should be delivered in this manner over the duration of the contract.	



**ITEM 8**

The bidder must indicate which items they are bidding for by completing the response: YES, for items bidding for or NO when not bidding for the item. Indicate NOT APPLICABLE/DRAW A LINE THROUGH items NOT bidding for.

If the bidder indicated YES, the bidder must fully comply with the specifications of the item.

The bidder must indicate in handwriting a COMPLY for compliance with the requirements and 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). Should the bidder indicate NOT COMPLY to any specifications, the whole item will be regarded as NOT COMPLY.

<b>ITEM NO.8</b>		<b>Bidding/offers (Indicate YES or NO Below)</b>	
<b>Response:</b>			
<b>ICN NUMBER</b>		<b>ITEM DESCRIPTION</b>	
6640T05091463		SWABBING EVIDENCE COLLECTION KIT LARGE (SECKL)	
<b>A</b>	<b>BACKGROUND</b>		
<b>PURPOSE OF ITEM</b>	To provide a platform/ mechanism for Crime Scene investigators to collect swabs. The swabs must be collected, packaged, and preserved until the analysis thereof by the Forensic Science Laboratories of the SAPS.		
<b>B</b>	<b>SPECIFICATIONS</b>		
<b>1.</b>	<b>CONTENTS</b>	<b>COMPLY /NOT COMPLY</b>	
<b>1.1</b>	<b>PEEL POUCH 1</b>		

1.1.1	10 Swab boxes and any mechanism that will allow the drying of the swabs after collection.	
1.1.2	10 round tipped swabs	
1.1.3	30 tamper-evident seals with a unique barcode of the kit	
1.1.4	4 desiccants for drying in a zip lock bag	
1.1.5	5 Distilled Water Vial/ampoules	
1.1.6	A water-resistant sheet of approximately 40cm X 60cm size to use as a worksheet	
<b>1.2</b>	<b>PEEL POUCH 2</b>	
1.2.1	Triple Carbonized Inventory Form with a unique barcode of the kit	
1.2.2	User guide/ Instruction manual/leaflet	
1.2.3	Evidence Sealing bag as per paragraph 5.5 of Chapter 1, big enough to allow all the contents of the kit to be packaged.	
1.2.4	6 pairs of nitrile powder free gloves – 3 x pairs of Large and 3x pairs of Medium	
1.2.5	2 Face Masks	
<b>2.</b>	<b>PACKAGING FOR CONTENTS OF KIT</b>	
2.1	The outer packaging must be made of foil or biodegradable material and marked <b>SWABBING EVIDENCE COLLECTION KIT</b>	
2.2	The seals must be tamper-evident. Should tampering be attempted, it must be apparent.	
2.3	The packaging must not allow for easy access to the contents within the kit at any time while it is sealed.	
2.4	Each Kit must be supplied in a sealed condition.	
2.5	The date of manufacture and lot/batch no. of the contents of the kit must be placed on the outside of the kit.	
2.6	The kit must be uniquely bar-coded with a serial number.	

