

54

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS: AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

SPECIFICATION NUMBER  
323271/2025

## 1. SPECIFICATION INSTRUCTION & BACKGROUND

### 1.1 Scope of the requirements

The South African Police Service: Crime Scene Management environment require the supply and delivery of Bio Forensic Evidence Drying Cabinet. The Bio Forensic Evidence Drying Cabinet will be used to safely dry wet or damp evidence collected at crime scenes before it is packaged for further processing. Details of the requirements are included herein.

### 1.2 Delivery Locations

The ordered Bio Forensic Evidence Drying Cabinet must be delivered to the site in South Africa where it is ordered. **See Attachment 1 – Local Criminal Record Centre locations.**

### 1.3 Service required

Supply and delivery of Bio Forensic Evidence Drying Cabinet – ICN 7125T05032270  
The Bio Forensic Evidence Drying Cabinet will be ordered as and when the need arise.

### 1.4 Bid documentation

The bid proposal documentation with all supporting documents must be spiral bonded and signed by the bidder to ensure that no page gets misplaced. The response maybe broken up into more than one document if it is too bulky to be contained in one document.

### 1.5 Bid format

**NB:** The Bidder needs to confirm compliance in writing (**hand written**) to requirements contained in this section. Failure to enter **COMPLY** or **DON'T COMPLY** in the relevant column will be interpreted as **DON'T COMPLY** and will result in the **disqualification of the bid**. No tick(✓) or cross(x) will be accepted.

### 1.6 Deviations

The bidder that deviates from the specifications as indicated in this document will be disqualified.

MP

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS: AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

SPECIFICATION NUMBER  
323271/2025

2.	GENERAL REQUIREMENTS	BIDDER COMPLY OR DON'T COMPLY
2.1	<p><b>Contract period</b> The contract emanating from this agreement will be valid for a period of two (2) years.</p>	
2.2	<p><b>Delivery</b> The bidder must be capable of supplying and delivering ordered bio forensic driers within 90 calendar days after receipt of order.</p>	
2.3	<p><b>Capacity of bidder</b> The bidder must supply equipment that will meet all technical requirements on paragraphs 3.1 – 3.12 and be capable of supplying and delivering the equipment.</p>	
2.4	<p><b>Product specification sheet</b> Product specification sheet which include colour photographs and the specification of Bio evidence drying cabinet that is offered by the bidder, must be attached to bid documents</p>	
2.5	<p><b>Unique Identifier:</b> <b>The Bio Forensic Evidence Drying Cabinet must be clearly identified by:</b></p> <ul style="list-style-type: none"> <li>• name</li> <li>• make</li> <li>• model</li> <li>• serial number</li> <li>• manufacturing date and equipment life span</li> <li>• manufacturer's (supplier's) details and contact numbers.</li> </ul> <p>This unique number (serial number) must be used on all documentation pertaining to specific equipment.</p>	

MP

56

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS: AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

SPECIFICATION NUMBER  
323271/2025

3.	TECHNICAL REQUIREMENTS	BIDDER COMPLY OR DON'T COMPLY
The Bio Forensic Evidence Drying Cabinet must be able to have the following <i>minimum</i> requirements		
3.1	The Bio Forensic Evidence Drying Cabinet must be a self-contained unit that require no external venting (ductless).	
3.2	Bio Forensic Evidence Drying Cabinet must be a single door evidence drying cabinets made from stainless steel, polypropylene or Epoxy-coated steel with exterior dimensions of approximately: 1500 to 2500mm Height x 600 to 900mm Depth x 600 to 1500mm Width.	
3.3	The Bio Forensic Evidence Drying Cabinet must have adjustable levelling feet or wheels with a lock.	
3.4	The Bio Forensic Evidence Drying Cabinet must operate with a standard 220V electrical outlet.	
3.5	The Bio forensic evidence drying cabinets must be fitted with a pre-filter, HEPA filter and activated carbon filter.	
3.6	The Bio forensic evidence drying cabinets must have seamless non-porous interiors. The liner must be designed for easy decontamination.	
3.7	The Bio forensic evidence drying cabinet must have UV decontamination light.	
3.8	The Bio forensic evidence drying cabinets shall be built with an Epoxy coated steel/stainless steel/ polypropylene door, with clear glass panels for purpose of visibility and monitoring of exhibits.	

MP

3.	TECHNICAL REQUIREMENTS	BIDDER COMPLY OR DON'T COMPLY
3.9	The door must be lockable, digitally or manually through two sets of keys.	
3.10	The Bio Forensic evidence drying cabinets must be built with non-porous hanging rod and clips for hanging exhibits without folding.	
3.11	The interior layout must have perforated adjustable shelves and dripping trays.	
3.12	The Bio Forensic evidence drying cabinets must have an airflow meter.	
4.	<b>SITE VISIT</b>	
<p><b>Notification</b></p> <p>The bidder will be notified in advance of the intended visit of the evaluation committee. The bidder will also be informed concerning the size of the visiting group.</p>		
4.1	<p><b>Location</b></p> <p>The facility must be situated in South Africa</p>	
4.2	<p><b>Minimum requirements for the presentation</b></p> <p>As an absolute minimum the following must be addressed in the presentation:</p> <ul style="list-style-type: none"> <li>• Background of the company</li> <li>• Detailed information concerning the Bio forensic evidence drying cabinets</li> <li>• Roles and responsibilities of the bidder's team members</li> </ul>	
4.3	<p><b>Minimum requirements for the tour of the facility</b></p> <p>The entire facility must be shown to the evaluation committee.</p>	

MP

4.	SITE VISIT	BIDDER COMPLY OR DON'T COMPLY
4.4	The evaluation committee may take pictures of product offered.	
4.5	<p><b>Minimum requirements for the Practical Demonstration</b> This practical demonstration or a virtual practical demonstration must be conducted at the bidder's facility. A replacement or reference facility will not be entertained</p>	
4.6	The successful bidder who performed virtual demonstration during site visit must conduct practical demonstration with the end user prior to delivery at the bidder's site	
5.	<b>DEMONSTRATION DURING DELIVERY</b>	
5.1	<p><b>Practical Demonstration</b> The practical demonstration must be done at the site where the equipment is delivered.</p>	
5.2	<p><b>The successful bidder must supply and address the following as a minimum:</b></p> <ul style="list-style-type: none"> <li>• The practical demonstration must be provided by individual(s) authorised by the manufacturer of the Bio forensic evidence drying cabinet.</li> <li>• Working of the Bio Forensic evidence drying cabinet</li> <li>• Safe operating procedures</li> <li>• Troubleshooting and minor maintenance</li> </ul>	
6.	<b>DELIVERY</b>	
6.1	<p><b>Documentation</b> All documentation must contain the serial numbers of the specific equipment to ensure traceability. A delivery note under the company's letterhead must be supplied to the end-user on delivery containing all the serial numbers associated with the delivered equipment</p>	
6.2	The end-user must be informed in advance of the delivery. The equipment must be delivered to the site by the bidder.	

MP

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS: AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

SPECIFICATION  
NUMBER  
323271/2025

6.	DELIVERY	BIDDER COMPLY OR DON'T COMPLY
6.3	The shortlisted bidders must supply an equipment manual at the site in hard (printed) format and/or as well as digital media.	
6.4	After unpacking the packaging material must be removed from the site by the successful bidder.	
6.5	<p><b>Testing</b></p> <p>On delivery, the equipment must be tested. The factory trained technician must declare the equipment fit for use. The following qualification protocols must be carried out by the technician and certificates issued.</p> <ul style="list-style-type: none"> <li>• Operation qualification (OQ)</li> <li>• Performance qualification (PQ)</li> </ul> <p>The certificates must be issued within 7 calendar days.</p>	
7.	WARRANTY	
7.1	<p><b>Full warranty</b></p> <p>The bidder must supply the end-user with the warranty certificates for the Bio Forensic Evidence Drying Cabinet. The certificates must indicate the validity period.</p>	
7.2	The bidder must replace Bio forensic evidence drying cabinet at no cost to SAPS if it is faulty and irreparable within 90 days during warranty period.	


MP

60

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS: AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

SPECIFICATION NUMBER 323271/2025

THE SPECIFICATION WAS PERUSED AND APPROVED BY:

RANK	SURNAME & INITIALS	DESIGNATION	SIGNATURE DATE
Brig	Maja MP	Section Head: Crime Scene Management	 Brig Maja MP

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS; AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

**61**  
**SPECIFICATION NUMBER 323271/2025**

**Attachment 1 – Local Criminal Record Centre locations**

<b>EASTERN CAPE</b>	<b>FREE STATE</b>	<b>KWAZULU NATAL</b>
ALIWAL NORTH	BETHLEHEM	DURBAN
BUTTERWORTH	KROONSTAD	KOKSTAD
CRADOCK	PARKWEG	LADYSMITH
EAST LONDON	PHUTHADITJHABA	MTUBATUBA
ELLIOT	SELOSESHA	NEWCASTLE
FORT BEAUFORT	WELKOM	NQUTHU
GRAAFF REINET	ZAMDELA	PIETERMARITZBURG
GRAHAMSTOWN		PORT SHEPSTONE
JEFFREYSBAY	<b>GAUTENG</b>	RICHARDS BAY
KING WILLIAMS TOWN	DIEPSLOOT	ULUNDI
MIDDELBURG	GA RANKUWA	VRYHEID
MOUNT ROAD	GERMISTON	
MTHATHA	JHB	<b>NORTHERN CAPE</b>
PORT ALFRED	KEMPTONPARK	CALVINIA
QUEENSTOWN	KRUGERSDORP	COLESBERG
UITENHAGE	LYTTELTON	DE AAR
MOUNT AYLIFF	PRETORIA	HARTSWATER
		KAKAMAS
<b>MPUMALANGA</b>	PROTEA GLEN	KIMBERLEY
ACORNHOEK	SANDTON	KURUMAN
ELUKWATINI	SPRINGS	SPRINGBOK
ERMELO	VEREENIGING	UPINGTON
KWAMHLANGA		
LYDENBURG	<b>LIMPOPO</b>	<b>WESTERN CAPE</b>
NELSPRUIT	GIYANI	BEAUFORT WEST
SECUNDA	GROBLERSDAL	BELLVILLE
WITBANK	LEBOWAKGOMO	CAPE TOWN



62

BID SPECIFICATION FOR THE SUPPLY AND DELIVERY OF BIO FORENSIC EVIDENCE DRYING CABINET FOR A PERIOD OF TWO YEARS: AT SAPS: COMPONENT: CRIMINAL RECORD AND CRIME SCENE MANAGEMENT: LOCAL CRIMINAL RECORD CENTRES: NATIONALLY

SPECIFICATION  
NUMBER  
323271/2025

	LEPHALALE	GEORGE
NORTH WEST	MAKHADO	MITCHELLS PLAIN
BRITS	MODIMOLLE	OUDTSHOORN
KLERKSDORP	MOKOPANE	PAARL
LICHTENBURG	MUSINA	SOMERSET WEST
MMABATHO	PHALABORWA	VREDENBURG
POTCHEFSTROOM	POLOKWANE	VREDENDAL
PUDIMOE	THABAZIMBI	WORCESTER
RUSTENBURG	THOHOYANDOU	
VRYBURG	TZANEEN	