AdvertQuote

KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date:	2022-05-19
Closing Date:	2022-05-25
Closing Time:	11:00

INSTITUTION DETAILS

Institution Name:	Umgungundlovu district office
Province:	KwaZulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required	PMB Mortuary
Date Submitted	2022-05-18

ITEM CATEGORY AND DETAILS

Quotation Number:	ZNQ: UMG 25/22/23
Item Category:	Goods
Item Description:	SUPPLY AND DELIVER POST MORTEM BLOOD ALCOHOL KIT
Quantity (if supplies)	250 KITS

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:	Select...
Date :	
Time:	
Venue:	
QUOTES CAN BE COLLECTED FROM:	www.kznhealth.gov.za
QUOTES SHOULD BE DELIVERED TO:	171 Hoosen Haffejee Street, Pietermaritzburg,3201

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:	Nozipho Kweza
Email:	
Contact Number:	033 897 1003
Finance Manager Name:	Mrs P L Mkhize
Finance Manager Signature:	

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: UMGUNGUNDLOVU HEALTH DISTRICT OFFICE

DATE ADVERTISED: 19 MAY 2022 CLOSING DATE: 25 MAY 2022 CLOSING TIME: 11:00

FACSIMILE NUMBER: 0338971006/1086 E-MAIL ADDRESS:

PHYSICAL ADDRESS: 171 HOOSEN HAFFEJEE STREET, PIETERMARITZBURG, 3201

QUOTE NUMBER: UMG 25/22/23

DESCRIPTION: SUPPLY AND DELIVER POST MORTEM BLOOD ALCOHOL KIT

CONTRACT PERIOD ONCE-OFF (*if applicable*) VALIDITY PERIOD 60 Days SARS PIN

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

DEPOSITED IN THE QUOTE BOX SITUATED AT *(STREET ADDRESS)*

UMGUNGUNDLOVU HEALTH DISTRICT OFFICE, 171 HOOSEN HAFFEJEE STREET,

PIETERMARITZBURG, GROUND FLOOR TENDER BOX

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE FOLLOWING EVALUATION PROCESS

- QUOTATIONS WILL BE EVALUATED FOR COMPLIANCE TO ADMINISTRATIVE AND SPECIFICATION REQUIREMENTS INCLUDING BUT NOT LIMITED TO BIDDER'S DISCLOSURE, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- PROPOSALS MAY ALSO BE EVALUATED ON FUNCTIONALITY IF APPLICABLE AND STATED IN THIS DOCUMENT.
- QUALIFYING PROPOSALS WILL THEN BE EVALUATED ON PRICE ONLY

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE .....NUMBER.....

CELLPHONE NUMBER .....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER (If VAT vendor) .....

OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R30 000 QUOTE NUMBER: UMG 25/22/23

DESCRIPTION: SUPPLY AND DELIVER POST MORTEM BLOOD ALCOHOL KIT

SIGNATURE OF BIDDER ..... DATE.....
[By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
		SUPPLY AND DELIVER				
	250	POST MORTEM BLOOD ALCOHOL KITS				
		REQUIREMENTS				
		CSD REGISTRATION				
		TAX CLEARANCE				
		THIS FORM MUST BE FULLY COMPLETED, FAILURE				
		WILL DISQUALIFY YOUR QUOTE				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?		Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?	
Is The Price Firm?		State Delivery Period, e.g., *1day, 1week*	

Enquiries regarding the quote may be directed to:	**Enquiries regarding technical information may be directed to:**
Contact Person: NOZIPHO KWEZA Tel: 0338971003	Contact Person: MPUME PHUNGULA Tel: 0332646300
E-Mail Address: [redacted]	

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 interest[1] 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 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 consortium[2] 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.

3.5. 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.

3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.

3.7. 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.

.....	.....	.....	.....
Name of Bidder	**Signature**	**Position**	**Date**

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.

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.

GENERAL CONDITIONS OF CONTRACT

1. AMENDMENT OF CONTRACT

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

2. CHANGE OF ADDRESS

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

3.1. The Department is under no obligation to accept the lowest or any quote.
3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices, in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
3.3. ***ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.***
3.4. The price quoted must include VAT (if VAT vendor).
3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
3.6. The bidder must ensure the correctness & validity of the quotation:
   (i) *that the price(s), rate(s) quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
   (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
3.8. This quotation will be evaluated based on the, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
3.9. Offers must comply strictly with the specification.
3.10. Only offers that meet or are greater than the specification will be considered.
3.11. Late offers will not be considered.
3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
3.13. Used/ second-hand products will not be accepted.
3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
4.6. Use of correcting fluid is prohibited and may render the response invalid.
4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
4.8. Where practical, prices are made public at the time of opening quotations.
4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.

5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.

5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.

5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.

5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.

(i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.

(ii) If samples are not collected within two months of close of quote the institution reserves the right to dispose of them at their discretion.

6.2. **Samples must be made available when requested in writing or if stipulated on the document.**

(i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

(i) The institution has determined that a compulsory site meeting NOT take place

(ii) Date ____/____/____ Time____:____ Place _____

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: ..... Signature: ..... Date: .....

8. STATEMENT OF SUPPLIES AND SERVICES

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

9. TAX COMPLIANCE REQUIREMENTS

9.1. In the event that the tax compliance status has failed on CSD, ***it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.***

9.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, ***the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.***

10. TAX INVOICE

10.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

(i) the name, address and registration number of the supplier;
(ii) the name and address of the recipient;
(iii) an individual serialized number and the date upon which the tax invoice is issued;
(iv) a description and quantity or volume of the goods or services supplied;
(v) the official department order number issued to the supplier;
(vi) the value of the supply, the amount of tax charged;
(vii) the words tax invoice in a prominent place.

11. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

12. PENALTIES

12.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
12.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
12.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
12.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

13. TERMINATION FOR DEFAULT

13.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
(i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
(ii) if the supplier fails to perform any other obligation(s) under the contract; or
(iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
13.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
13.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

14. THE DEPARTMENT RESERVES THE RIGHT TO DISQUALIFY ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

health
Department:
Health
PROVINCE OF KWAZULU-NATAL

UMGUNGUNDLOVU DISTRICT OFFICE

171 Hoosen Haffejee Street
Private Bag x 9142
Tel: 033 897 1082 Fax: 033 897 1086
www.kznhealth.gov.za

SUPPLY CHAIN MANAGEMENT

SPECIFICATION FOR POST-MORTEM BLOOD ALCOHOL SAMPLING KIT

POST-MORTEM BLOOD ALCOHOL SAMPLING KIT, for use by Department of Health Forensic Pathology Services Mortuaries for the collection of post-mortem blood for analysis by the Forensic Chemistry Laboratories. The Kit is to comprise of polystyrene container with content and labelling according to specifications below. Seals must be provided with a unique sequential bar-coded serial number to be used as a unique identifier for tracking.

Quantity required: 250 kits

Mandatory requirements to be completed by bidder

1. Container

1.1 Consists of polystyrene.
1.2 Tamper evident material showing any attempt at tampering. The package must not allow any form of ingress by for example bending of the polystyrene lid. The polystyrene material must not be bendable or soft enough to give way or allow ingress into the interior cavity.
1.3 No access to McCartney bottle contained within the container at any time after sealing.
1.4 The container must be sealed before delivery to the medical officer.
1.5 It should be small enough to allow for delivery and storage of numerous samples simultaneously.
1.6 It should contain sufficient space or compartments to house the contents listed below in a secure way without allowing for leakages, movement or breakage of the contents during transport.
1.7 It should contain holes in order to allow the insertion of the cable tie like seals. These holes should be placed as such that, should leaking occur, the blood does not leak out of the container.
1.8 The expiry date of the contents of the kit should be placed on the outside of the container in such a way that it cannot be concealed with the sample label. The labels should be tamper evident.
1.9.The supplier to provide and proof validation data obtained to establish the expiry date of the kit and its contents.The proof must be in documentary form with testing results for this purpose. The company must provide in documentary form, all standards adhered to in this testing process. This may include, but is not limited to ISO standards, SANAS standards, must be traceable to the SI Unit international standard. This documentation must be attached to the bid document.
1.10 The polystyrene container must be equipped with a metal foil indicator on the outside that would clearly define containers that were micro waved after sealing. Please provide details regarding the sensitivity of the indicator.

2. Contents of Container

2.1 One McCartney bottle for the collection of blood.
2.2 Two seals for re-sealing.
2.3 Information leaflet (FCL004.REV04) **(see Annexure A).**
2.4 The templates should remain as provided (FCL004 and 003).
2.5 Sample information and request for analysis form (FCL003.REV05) **(see Annexure B).**

3. McCartney bottle

3.1 One 20 ml McCartney bottle for the collection of blood, with a cap containing Teflon lining and an anti-leak mechanism that seals airtight;
3.2 Sterile
3.3 Containing an anti-clotting agent, pre-mixed with a preservative (Potox)
3.4 One Label

4. **Preservative and anti-coagulant**

4.1 99% potassium oxalate (AR) as anti-clotting agent;
4.2 Pre-mixed with the preservative sodium fluoride in the ratio (1 : 4,33);
4.3 Pulverized to a fine powder.
4.4 At least 0.16g of the mixture per 10 ml bottle volume.

5. **Seal**

5.1 Two seals for sealing by the manufacturer before dispatch to medical officer.
5.2 Two seals for re-sealing by the medical officer before dispatch to the Forensic Chemistry Laboratory.
5.3 Cable-tie like – once it is decreased to the minimum length around the container, no expansion of the seal should be possible.
5.4 Flexible and wide enough to allow a snug fit around the container without cracking, breaking or cutting into the container.
5.5 A unique serial number "melted" onto each seal. The serial number should have a prefix e.g. PM 000001 (barcode and numerical) that must be recorded with full serial tracking as per ISO standard.
5.6 The "post-sampling" seals should both have identical numbers, following sequentially onto the number on the two "pre-sampling" seals.
5.7 Two hollow tubes that fit in the holes where the seals are pushed through. This is in order to prevent the container from breaking if the seal is pulled too tightly.
5.8 A bar-coded sticker, matching the bar-coded @post-sampling" seals, must be attached to the outside of the McCartney bottle for tracking purposes.

6. Label

6.1 Carbonized.
6.2 Attached to McCartney bottle.
6.3 Second identical label that will serve as a carbon copy, and should contain adhesive to affix it on the outside of the container before re-sealing after sampling.
6.4 Both labels should be clearly marked with the outside and inside seal numbers.
6.5 Both labels should contain the seal number in the form of a bar-code.
6.6 Space for the following information to be filled out:
6.6.1 SAPS Station and CAS number;
6.6.2 Mortuary and DR/PM/WC reference number;
6.6.3 Date of sampling;
6.6.4 Signature of Medical officer who drew the blood;
6.6.5 Name and MP number of Medical officer who drew the blood.

7. Information leaflet

7.1 Instructions on how to sample the blood.
7.2 Guidelines to re-package the McCartney bottle.
7.3 Instructions on how to seal the container.
8. General Requirements
8.1. All containers in the Blood Alcohol Sampling Kit must be clean and sterilized to avoid the possibility of contamination.

8.2 A clinically clean environment and stringent quality control are critical to ensure clean containers and kits. The batch number of the sterilization must be displayed on the container and the records must be available as proof of the sterilization.
8.3 The production of the POTOX should happen in a Bio Hazard safety zone, and should be gamma-irradiated after filling, to ensure sterility.
8.4 The bidder must include a detailed procedure describing the preparation of the kit for the evaluation by the client.

Additional special conditions of contract

- The price must include all expenses and VAT.
- The expiry date of both the kit and its contents (where applicable) should not be less than 24 months.
- Non-compliance to mandatory requirements may lead to disqualification of the quotation.
- Suppliers must be able to provide a sample upon request.
- A sample for Blood Alcohol Sampling Kit is available for viewing at 171 Hoosen Haffejee Street, Pietermaritzburg, 3201, SCM Office No.15

ANNEXURE A
Document number: FCL004 Version: Revision 05 Effective Date: **– Kit implementation**

DIRECTIONS FOR THE COLLECTION OF POST MORTEM BLOOD SAMPLES FOR ALCOHOL DETERMINATION

1. Check the expiry date of the kit – if the kit has expired, or is about to expire, it must not be used.
2. Break the seal and check the contents of the kit.
3. Remove glass bottle and tap the cap to shake away white powder (sodium fluoride and potassium oxalate) which may adhere to the cap, back into the bottle.
4. Collect 15 ml liquid cadaver blood from a peripheral vascular source.
5. Replace the cap firmly.
6. Immediately after filling the bottle, mix the contents by gently inverting the bottle at least ten times.
7. Complete the label. Remove the self-adhesive label and fix it to the outside top of the container.
8. Put the capped bottle back into the polystyrene container. Ensure that the bottle be placed in the position that it was found.
9. Place broken first seals back into the polystyrene container. Reseal the polystyrene container with unused seals found in the kit.
10. Secure the seals firmly without damaging the polystyrene, whilst ensuring that the plastic tubes remain in the holes that the seals are pushed through. Ensure that the seals are secured to such an extent that it does not allow for the lid to be opened wide enough to interfere with the contents.
11. Relevant accompanying documentation must not be sealed in the container that contains the sample.
12. Accompanying documentation must contain SAPS Station and CAS number.
13. Store the sample in a refrigerator until it can be submitted to the laboratory for analysis.
14. Please send **separate samples** if blood alcohol and CO and/or blood alcohol and toxicology analysis is also required (one sample for blood alcohol, one sample for CO and one for toxicology analysis).