

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11 rue, Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

E-mail/Courriel : mark.walton@tpsgc-pwgsc.gc.ca

Title - Sujet AUDIOMETRIC EQUIPMENT	
Solicitation No. - N° de l'invitation HT227-144091/A	Date 2014-08-14
Client Reference No. - N° de référence du client HT227-144091	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-903-65530	
File No. - N° de dossier pv903.HT227-144091	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Walton, Mark	Buyer Id - Id de l'acheteur pv903
Telephone No. - N° de téléphone (819) 956-3813 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HEALTH CANADA CCRPB BROOKFIELD RD PL6302C 775 BROOKFIELD RD ATTN: KATYA FEDER OTTAWA Ontario K1C 1C1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Scientific, Medical and Photographic Division / Division de
l'équipement scientifique, des produits photographiques et
pharmaceutiques
11 Laurier St./ 11 rue, Laurier
6B1, Place du Portage
Gatineau, Québec K1A 0S5

Delivery Required - Livraison exigée 2015-03-16	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Del. Offered Liv. offerte
1	AUDIOMETRIC EQUIPMENT, IN ACCORDANCE WITH THE STATEMENT OF REQUIREMENT AT ANNEX "A "	HT227	HT227	2	Each	\$		2015-03-16

TABLE OF CONTENTS

AUDIOMETRIC EQUIPMENT

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings
4. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws - Bid

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws - Contract
10. Priority of Documents
11. SACC Manual Clauses
12. Shipping Instructions - Delivery at Destination

Solicitation No. - N° de l'invitation

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pv903HT227-144091

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CCC No./N° CCC - FMS No/ N° VME

HT227-144091

List of Annexes:

Annex A Statement of Requirement

AUDIOMETRIC EQUIPMENT

PART 1 - GENERAL INFORMATION

1. Security Requirement: There is no security requirement associated with this bid solicitation.

2. Requirement

The Contractor must provide the items detailed under the "Line Item Detail", and further detailed under the "Statement of Requirement" at Annex "A".

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

- Delete: sixty (60) days
- Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws - Bid

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid - Two (2) hard copies
- Section II: Financial Bid - One (1) hard copy
- Section III: Certifications - At least one (1) hard copy

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

The following applies to the Requirement and bidders must provide the following information in the bid where applicable:

1.1.1 Manuals

Manuals are considered a part of the equipment. One (1) operator and one (1) service manual (paper or CD-ROM format) in English must be sent together with the equipment. French manuals if available may also be provided.

1.1.2 Training

On-site user training must be provided for 2 users. All costs associated with the on-site training must be included in the price.

On-site training will be completed within _____ calendar days of installation. Provide complete details of training e.g. duration, scope, etc.,

1.1.3 Service

Purchase of the system must include: regional technical support; technical phone support; support via the Internet; and support via a fax-back document system.

Also, provide the following with your bid:

- a) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.

b) Locations of available replacement parts from consumables to major components.

c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).

d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

1.1.4 Product(s) Offered

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: _____

Model/Part Number: _____

Literature attached: Yes (_____) No (_____) _____

1.1.5 Delivery

While delivery is requested by **March 15, 2015**, the best delivery that could be offered by the Bidder is _____.

1.1.6 Software Upgrades (If applicable)

The contractor shall provide all software updates and new releases to the purchaser for a period of one year following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

1.1.7 Contacts

Bidders are requested to provide the following: Information pertaining to Article 5.3 Contractor Representatives under Part 6, Resulting Contract Clauses.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

- C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation**Factors for Evaluation**

1. PRICING BASIS (MANDATORY): Prices must be firm, DDP Delivered Duty Paid.
2. ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):
 - a) **For Items Defined by Specifications:** The bidder is requested to cross reference the mandatory technical criteria contained herein to their supporting technical documentation.
 - b) **Provision of Supporting Technical Documentation:** Supporting technical documentation for the stores offered shall be provided with the bid at time of bid closing. Technical brochures or technical data MUST be provided to verify compliancy to the technical mandatory specifications.
3. COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)
4. FOR CANADIAN SUPPLIERS ONLY: Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY)

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria**

- Technical Compliance
- Compliance with Pricing Basis
- Proposal complete and signed

- Employment Equity

1.2 Financial Evaluation

- *SACC Manual* Clause A0222T (2013-06-25), Evaluation of Price - Canadian / Foreign Bidders

2. Basis of Selection

SACC Reference	Title	Date
A0069T	Basis of Selection	2007-05-25

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

1.1 Certifications Required Precedent to Contract Award

1.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 . The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labours website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement: There is no security requirement associated with this bid solicitation.

2. Requirement

The Contractor must provide the items detailed under the "Line Item Detail", and further detailed under the "Statement of Requirement" at Annex "A".

2.1 Service

- a) Location of available service facilities (after sales service and repair). Service facilities closest to the destination.
- b) Locations of available replacement parts from consumables to major components.
- c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).
- d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

2.2 Manuals

Manuals are considered a part of the equipment. One (1) operator and one (1) service manual (paper or CD-ROM format) in English must be sent together with the equipment. French manuals if available may also be provided.

2.3 Training

On-site user training must be provided for up to 2 users. On-site training will be completed within _____ calendar days of installation.

2.4 Software Upgrades (If applicable)

The contractor shall provide all software updates and new releases to the purchaser for a period of one year following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2014-06-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

3.1.1 Warranty Period

Section 09 of General Conditions 2010A is amended by replacing the period of twelve (12) months or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer, by twenty-four (24) months after delivery and acceptance of the Work

All other provisions of the warranty section remain in effect.

3.2 Supplemental General Conditions

- 4003 Supplemental General Conditions - Licensed Software (2010-08-16) and
- 4004 Supplemental General Conditions - Maintenance and Support Services for Licensed Software (2013-04-25)

apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date: All the deliverables must be received on or before (*date to be inserted at contract award*).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mark Walton

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Commercial Consumer Products Directorate

Scientific, Medical, and Photographic Division "PV"

6A2, Phase III, Place du Portage,
 11 Laurier Street,
 Gatineau, Quebec, K1A 0S5
 Telephone: 819-956-3813
 Facsimile: 819-956-3814
 E-mail address: mark.walton@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority: To be identified at contract award

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The telephone number of the person responsible for:

General enquiries

Name: _____

Telephone No.¹ _____

Facsimile No: _____

E-mail address: _____

Delivery Follow-up

Name: _____

Telephone No.¹ _____

Facsimile No: _____

E-mail address: _____

¹ - Please include extension if applicable

6. Payment

6.1 Basis of Payment - Firm Unit or Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit or lot price(s), as specified in the contract, for a cost of \$ (*amount to be inserted at contract award*). Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 SACC Manual Clauses

- SACC Manual clause H1000C (2008-05-12) Single Payment

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default. Remark to Contracting Authority:

9. Applicable Laws - Contract

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4003 Supplemental General Conditions - Licensed Software (2010-08-16) and 4004 Supplemental General Conditions - Maintenance and Support Services for Licensed Software (2013-04-25)
- (c) the general conditions 2010A (2014-06-25), General Conditions - Goods (Medium Complexity),
- (d) Annex A, Statement of Requirement;
- (e) the Contractor's bid dated _____

Solicitation No. - N° de l'invitation

HT227-144091/A

Client Ref. No. - N° de réf. du client

HT227-144091

Amd. No. - N° de la modif.

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pv903HT227-144091

Buyer ID - Id de l'acheteur

pv903

CCC No./N° CCC - FMS No/ N° VME

11. *SACC Manual Clauses*

SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A9068C	Government Site Regulations	2010-01-11
B1501C	Electrical Equipment	2006-06-16

12. **Shipping Instructions - Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) Ottawa, Ontario, Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A" - STATEMENT OF REQUIREMENT

NOTE: BIDDERS MUST INDICATE CLEARLY WHERE THEIR BID OR ANY ATTACHMENT THERETO STATES THAT THE ITEM(S) OFFERED MEET(S) EACH OF THE FOLLOWING MANDATORY SPECIFICATIONS. FAILURE TO DO SO, OR NON-COMPLIANCE WITH ANY OF THEM, WILL RENDER YOUR BID NON-RESPONSIVE.

Statement of Requirement for Audiometric Equipment - includes the following instruments:

1. Clinical Audiometer
2. High Frequency Headphones
3. Otoscope
4. Distortion Product Otoacoustic Emission (DPOAE) Screening instrument
5. Auto-Tympanometer

Note: All equipment must be suitable for use with children and adults (3 to 79 years of age)

Clinical Audiometer, for conducting hearing tests:

- Must have the capacity for testing standard frequencies (5 to 8 kHz) and extended high frequencies up to 20 kHz **PROPOSAL REFERENCE:** _____
- Must be portable, not exceeding 15 pounds **PROPOSAL REFERENCE:** _____
- Must have the capacity to print audiograms and store audiograms using a software program **PROPOSAL REFERENCE:** _____
- Must have an automated system for testing and manual over-ride for conducting hearing tests manually if needed **PROPOSAL REFERENCE:** _____
- Must have a response button that can be depressed with one finger **PROPOSAL REFERENCE:** _____
- Must have capacity to connect with insert earphones or supra-aural headphones **PROPOSAL REFERENCE:** _____
- Must have English and French option for languages of instruction; other languages are optional. **PROPOSAL REFERENCE:** _____
- Must include calibration equipment **PROPOSAL REFERENCE:** _____

High Frequency Headphones

- Must have the capacity for testing standard and extended high frequencies up to 20 kHz **PROPOSAL REFERENCE:** _____
- Must be compatible with audiometer **PROPOSAL REFERENCE:** _____

DPOAE Screening instrument

- Must have capacity for automatic testing at least 5 frequency pairs **PROPOSAL REFERENCE:** _____

- Must have programmable test frequencies **PROPOSAL REFERENCE:** _____
- Must have a pass/fail criteria capability **PROPOSAL REFERENCE:** _____
- Must be portable, not exceeding 3 pounds **PROPOSAL REFERENCE:** _____
- Must be rechargeable with a mounting/charging cradle, or may use removable batteries with separate charger. **PROPOSAL REFERENCE:** _____
- Must have capacity to store up to a minimum of 20 test results
PROPOSAL REFERENCE: _____

Auto - Tympanometer

- Must have capacity to automatically test ear canal volume (ECV), compliance peak (PEAK cm³) and pressure peak (PEAK daPa). **PROPOSAL REFERENCE:** _____
- Must have capacity to print out and store results **PROPOSAL REFERENCE:** _____
- Must be hand-held and rechargeable with mounting/charging cradle, or may use removable batteries with separate charger. **PROPOSAL REFERENCE:** _____
- Must have disposable eartips available for different sizes of ear canals
PROPOSAL REFERENCE: _____

Note: A dual tympanometer DPOAE unit would also be acceptable - this unit would be capable of both tympanometry and DPOAE

Otoscope

- Must be portable, not exceeding 3 pounds **PROPOSAL REFERENCE:** _____
- Must have a halogen or similar type of light source
PROPOSAL REFERENCE: _____
- Must have a detachable otoscope head **PROPOSAL REFERENCE:** _____
- Instrument must provide no reflections and obstructions
PROPOSAL REFERENCE: _____
- Must have different sized specula which would be appropriate for use with both adults and children **PROPOSAL REFERENCE:** _____
- Must have a built in rechargeable battery. Recharge must be possible with power supply.
PROPOSAL REFERENCE: _____