

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	Organisational Culture Speaker
RFQ Number: RFQ/ZD/ORGANISATIONALCULTURESPEAKERR/HR/660/2024-2025	
ITEM/ SERVICE	QUANTITY
1. INTRODUCTION SACAA is organising an Organisational Culture Celebration Day on 18 February 2025 and is seeking a qualified facilitator to speak about the organizational culture. We aim to inspire and engage our employees about the importance of cultivating a positive and productive workplace culture. 2. OBJECTIVES We are looking for a dynamic speaker who has: • A strong background in organizational culture, or related fields. • Experience in delivering engaging and impactful talks on organizational culture. • Proven ability to connect with diverse audiences. • Familiarity with current trends and best practices in fostering workplace culture. The speaker should be able to: • Engage and inspire the audience. • Share insights on the importance of organizational culture. • Provide practical strategies for enhancing and sustaining a positive culture. • Tailor the presentation to align with our organization's values and mission. 3. Target Audience: 3.1. The primary audience will be all SACAA employees (Executives, Management, employees). 3.2. Number of attendees will be approximately 350. 4. DURATION OF SERVICE One and a half (1.5) hour 5. VENUE Gauteng North- Fourways (Monte Casino)	350 Delegates

6. Documents to Submit Please include the following in your proposal: 6.1 Speaker's Biography: A brief overview of the speaker's experience and qualifications. 6.2 Presentation Outline: Key topics that will be covered during the session. 6.3 Completed SBD4 form and valid B-BBEE Certificate/ affidavit. 7. SELECTION CRITERIA 7.1 More Five (5) years' experience as a speaker in organisational culture 7.2 Submit 2 reference letters giving reference about the speaker experience in facilitating the organisational culture. The reference letters must be signed and must be on the client company letterhead. 7.3 Provide evidence in the form of a video link showing examples of previous work, including links to videos and descriptions of past projects that demonstrate expertise in providing a speech about organisational culture.	
GENERAL/ COMMENTS: The successful bidder will be invited for a briefing meeting with the SACAA team to discuss the expectations.	
For enquiries, please email duman@caa.co.za NB: Please send all your submission documents to caaquotes@caa.co.za by Friday, 07 February 2025, 11h00 (quote, SBD4 form, valid B-BBEE, and other documents as indicated on number 6/7 above). Please remember link as well.	