

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	Facilitator for women mentorship session	
SPECIFICATIONS/ DESCRIPTION		
ITEM/ SERVICE	QUANTITY	
We are seeking quotation from facilitator /experienced coach Event Date: 25 August 2025 Duration Three (3) hours session. (Physical session) Pax: 220 The SACAA will be hosting a virtual women mentorship session on Friday,25 August 2025 Key deliverables: 1. The purpose of this Request for Quotation (RFQ) is to source and appoint an expert/consultant to conduct a Women Group Mentorship session covering the topic on wellness in the workplace (integrating holistic well-being into professional pursuits focusing on: a. Surviving the devastating economic consequence of COVID -19 2. fostering conversations about staying power required to succeed in an ever-changing world. 3. Accelerating women looking at the multifaceted approach that addresses corporate professionals seeking to sustain wellness and pursue well-rounded lives and authenticity. 4. Facilitate the discussion on the topic presented and encourage participation of all attendees. 5. Provide attendees with practical tools and insights for navigating a rapidly evolving corporate world. 6. Attend a briefing meeting with the SACAA team to discuss the expectations. The service provider will need to emphasize the importance of integrating holistic well-being into professional pursuits in the workplace as well as in their personal lives.	1	
GENERAL/ COMMENTS:		
Be available for a briefing meeting		
Budget:	Cost Centre Code:	