



BANSI SUPPLIERS

2026 Office Setup Budget Planner

A practical planning workbook for budgeting desks, chairs, cabinets, reception areas and workplace furniture.

Prepared for:	Office managers, HR teams, business owners, school administrators and facility managers.
Use this document to:	Plan procurement needs, compare suppliers, support internal approvals, and request accurate quotations.
Prepared by:	Bansi Suppliers - Corporate PPE, Office Furniture and Workplace Supply Solutions in Kenya.

For quotations, bulk supply support, VAT invoices and delivery arrangements across Kenya, contact Bansi Suppliers.

Phone/WhatsApp: 0722 353 974 | Email: procurement@bansisuppliers.co.ke | Website: www.bansisuppliers.co.ke



Office Setup Planning Guide

Use this planner when opening a new office, expanding a department or replacing old office furniture.

- Confirm the number of staff and visitors to be served.
- Separate workstations, meeting areas, reception, storage and management offices.
- Measure available space before ordering furniture.
- Plan delivery and installation dates early to avoid delays.

5-Person Office Budget Planning Sheet

Office desks	5			
Office chairs	5			
Visitor chairs				
Cabinet / filing storage				
Reception furniture				
Other supplies				

10-Person Office Budget Planning Sheet

Workstations / desks	10			
Ergonomic office chairs	10			
Boardroom / meeting table				
Reception desk				
Waiting seats				
Cabinets and storage				

20-Person Office Budget Planning Sheet

Workstations / cluster desks	20			
Office chairs	20			
Manager desks				
Meeting room furniture				
Reception area				
Filing cabinets and storage				



50-Person Office Budget Planning Sheet

Workstations / desks	50			
Task chairs	50			
Boardroom tables				
Reception and waiting area				
Filing cabinets / lockers				
Delivery and installation				

Office Furniture Specification Checklist

Desk dimensions confirmed	☐ Yes ☐ No	
Chair type selected	☐ Yes ☐ No	
Cabinet size and locking needs confirmed	☐ Yes ☐ No	
Reception layout confirmed	☐ Yes ☐ No	
Boardroom capacity confirmed	☐ Yes ☐ No	
Preferred color or finish confirmed	☐ Yes ☐ No	
Delivery location confirmed	☐ Yes ☐ No	
Installation requirements confirmed	☐ Yes ☐ No	



Need a quotation or bulk supply support?

Send your product list, quantities and delivery location to Bansi Suppliers. Our team can assist with quotations, product availability, bulk pricing, VAT invoices and delivery across Kenya.

Products supplied	PPE, safety equipment, office furniture, cleaning supplies, fire safety equipment and general workplace supplies.
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