



BANSI SUPPLIERS

2026 Procurement Officer Toolkit

Professional templates for RFQs, supplier evaluation, purchase requests, vendor comparison and procurement planning.

Prepared for:	Procurement officers, administration teams, facility managers, HR managers and business owners.
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



How to Use This Toolkit

Use these templates when preparing internal purchase requests, requesting quotations, evaluating suppliers and recording procurement decisions.

- Complete the purchase request before asking for supplier quotations.
- Send clear RFQs with quantities, specifications and delivery location.
- Compare suppliers using price, quality, delivery time, payment terms and after-sales support.
- Keep completed forms as part of your procurement records.

Purchase Request Form

Requesting department	
Requested by	
Date required	
Product / service required	
Quantity	
Purpose / justification	
Preferred delivery location	
Budget estimate	
Approval name and signature	

RFQ Template

Share this information with suppliers to receive faster and more accurate quotations.

Company name	
Contact person and phone	
Product category	PPE / office furniture / cleaning supplies / fire safety / general supplies
Product specifications	Brand, size, color, standard, material or model where applicable
Quantity required	
Delivery location	
Invoice requirement	VAT invoice / proforma invoice / delivery note
Quotation deadline	
Payment terms requested	

Supplier Evaluation Form



Product quality and specifications			
Price competitiveness			
Availability of stock			
Delivery capacity			
Response time			
Documentation: invoice, delivery note, company details			
After-sales support			
Total score			

Vendor Comparison Sheet

Quoted price				
Delivery time				
Warranty / quality assurance				
Payment terms				
Stock availability				
Overall recommendation				

Monthly Procurement Planning Template

Product Interest Checklist

PPE and safety equipment	☐ Yes ☐ No	
Office furniture	☐ Yes ☐ No	
Cleaning supplies	☐ Yes ☐ No	
Fire safety equipment	☐ Yes ☐ No	
First aid supplies	☐ Yes ☐ No	
Workplace signage and caution tapes	☐ Yes ☐ No	



General supplies	☐ Yes ☐ No	
Bulk or recurring supply arrangement	☐ 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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