



BANSI SUPPLIERS

2026 School Procurement Planning Pack

Planning templates for classroom furniture, administration offices, laboratory items, safety equipment and annual school budgets.

Prepared for:	School administrators, bursars, principals, directors and procurement committees.
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.

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School Procurement Planning Guide

This pack helps schools plan annual procurement for classroom furniture, administration offices, stores, laboratories and safety supplies.

- Separate urgent needs from annual replacement items.
- Prepare quantities by class, department or office.
- Collect approvals before requesting final quotations.
- Keep supplier quotations, delivery notes and invoices for school records.

Classroom Furniture Checklist

Student desks	☐ Yes ☐ No	
Student chairs	☐ Yes ☐ No	
Teacher desks	☐ Yes ☐ No	
Teacher chairs	☐ Yes ☐ No	
Classroom cabinets	☐ Yes ☐ No	
Notice boards	☐ Yes ☐ No	
Whiteboards	☐ Yes ☐ No	
Storage shelves	☐ Yes ☐ No	
Repair or replacement items	☐ Yes ☐ No	

Administration Office Checklist

Principal office desk and chair	☐ Yes ☐ No	
Secretary desk and chair	☐ Yes ☐ No	
Visitor seats	☐ Yes ☐ No	
Filing cabinets	☐ Yes ☐ No	
Waiting bench / reception seats	☐ Yes ☐ No	
Boardroom or meeting table	☐ Yes ☐ No	
Office storage cabinets	☐ Yes ☐ No	
General office supplies	☐ Yes ☐ No	

Laboratory and Safety Procurement Checklist

Lab stools or benches	☐ Yes ☐ No	



Laboratory storage cabinets	☐ Yes ☐ No	
Safety goggles	☐ Yes ☐ No	
Protective gloves	☐ Yes ☐ No	
Lab coats / dust coats	☐ Yes ☐ No	
First aid kit	☐ Yes ☐ No	
Fire extinguisher	☐ Yes ☐ No	
Warning signage	☐ Yes ☐ No	
Cleaning supplies	☐ Yes ☐ No	

Annual Procurement Budget Template

Classroom furniture				
Office furniture				
Laboratory items				
Cleaning supplies				
Safety equipment				
General supplies				

Supplier Quotation Request Checklist

Product list prepared	☐ Yes ☐ No	
Quantities confirmed	☐ Yes ☐ No	
Delivery location confirmed	☐ Yes ☐ No	
Required invoice type confirmed	☐ Yes ☐ No	
Quotation deadline provided	☐ Yes ☐ No	
School contact person included	☐ Yes ☐ No	
Budget approval status 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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