



Office & General Supplies Catalogue

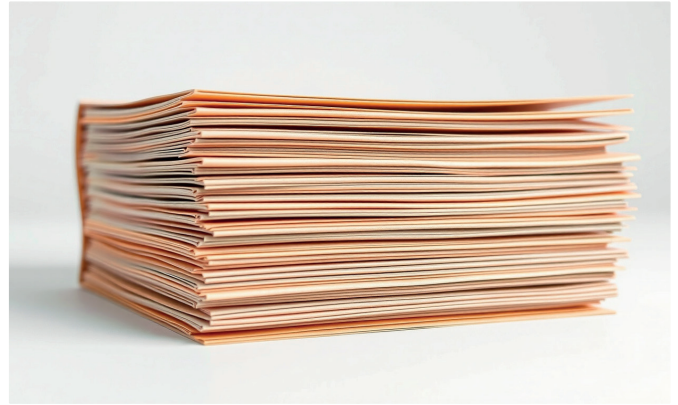
Reliable, Cost-Effective & Quality Supplies for Corporate, NGO & Institutional Needs

GALPO (Global Acquisition & Logistics Planning Office) provides dependable office and general supply solutions backed by strong supplier networks, transparent sourcing, and professional service delivery. Our catalogue features essential products designed to support efficient operations across diverse sectors.



Atlas Clear File A4 (100 Pcs)

Durable A4 clear files ideal for organizing, protecting, and storing documents in offices, schools, and institutions.



Files

High-quality filing solutions suitable for document storage, classification, and long-term record management.



Counter Books

Strongly bound counter books designed for accurate record-keeping, accounting, and administrative documentation.



Books

General purpose books suitable for office use, training, documentation, and institutional record management.



Boards

Functional boards suitable for presentations, notices, planning, and collaborative work environments.



3 Tier Mesh Document Tray

Sturdy metal mesh tray designed for efficient desk organization and easy access to documents.



Marker Pens

Reliable marker pens offering clear, bold writing for presentations, labeling, and general office use.



Highlighters

Bright, smooth-flow highlighters ideal for emphasizing key information in documents and reports.



Stamp Inks

High-quality stamp inks providing consistent impressions for official documentation and office stamping.



Badge

Professional identification badges suitable for staff, events, and organizational access management.



Pens

Smooth-writing pens designed for daily office use, documentation, and professional correspondence.



Whiteboard Markers

Low-odor whiteboard markers offering clear visibility and easy erasability for presentations and meetings.



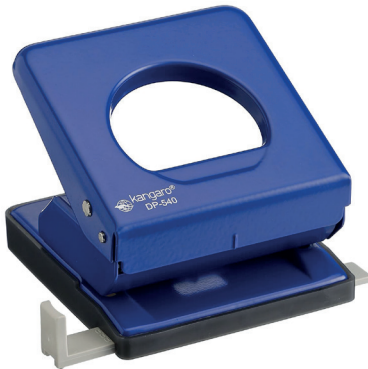
Calculators

Accurate and easy-to-use calculators suitable for accounting, finance, and daily office computations.



Mathematical Set

Standard mathematical sets designed for precision work, education, and technical office applications.



Paper Punch

Durable paper punches designed for efficient document filing and office organization.



Staplers

Strong, reliable staplers suitable for binding documents securely in office and institutional environments.



Pins

Quality office pins for notice boards, document marking, and general office organization.



Tapes

Versatile adhesive tapes suitable for packaging, sealing, labeling, and office use.

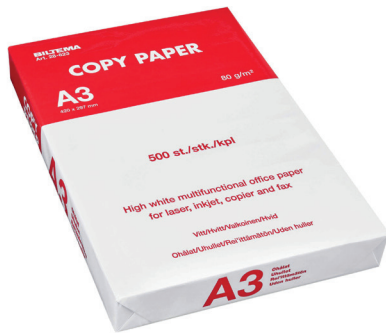


Ream Papers

High-quality printing and copying paper suitable for offices, institutions, and high-volume usage.

Photocopy Paper A4

Reliable A4 photocopy paper suitable for everyday printing, copying, and office documentation.

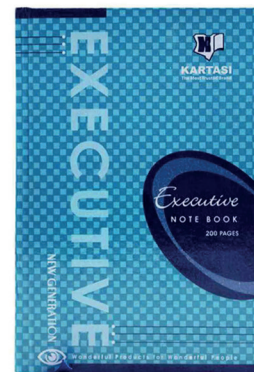


Photocopy Paper A3

High-quality A3 paper ideal for large-format printing, presentations, and technical documents.

Carbonless Copy Paper (NCR)

Multi-part paper designed for duplicate record-keeping without the need for carbon sheets.



Manila Paper

Durable manila paper suitable for charts, presentations, school projects, and office displays.

Notepads

Practical notepads designed for meetings, fieldwork, and daily office note-taking.



Staff Uniforms

Professional staff uniforms tailored to meet corporate, institutional, and operational requirements.



Branded T-Shirts

Custom-branded t-shirts suitable for staff identification, events, promotions, and field operations.



Branded Caps

Professional caps designed for branding, outdoor activities, and staff visibility.



Safety Reflective Jackets

High-visibility reflective jackets suitable for construction sites, logistics, and field operations.



Office Wear (Shirts & Trousers)

Professional office wear tailored for corporate and institutional environments.



Protective Workwear

Durable protective clothing designed to meet operational and safety requirements.



Why Choose GALPO?

- Strong Supplier Network, Ensuring quality, availability, and timely delivery.
- Professional Excellence, Experienced procurement and logistics professionals.
- Tailor-Made Solutions, Supplies aligned to specific client and project needs.
- Transparency & Compliance, Adherence to Kenyan procurement laws and ethical standards.
- Reliable Service Delivery, Consistent support from sourcing to final delivery.

Who We Serve

- Government Agencies
- NGOs & Humanitarian Organizations
- Corporate Clients
- Construction & Industrial Entities
- Retail & Wholesale Distributors



For quotations, tenders, and supply inquiries, contact GALPO today.

GALPO - Global Acquisition & Logistics Planning Office

Procurement | Logistics | General Supplies

+254 742 338 579 | +254 740 834 079

info@galpo.co.ke | procurement@galpo.co.ke

www.galpo.co.ke