



TERMS OF REFERENCE

OFFICE : Philippine Consulate General in Chicago
PROJECT : LEASE OF OFFICE SPACE

The Philippine Consulate General in Chicago is inviting potential bidders/ real estate agents to submit proposals for the rental of an office space.

The Consulate is looking for an office space with the following specifications:

1. **LOCATION.** The property must be located in the Loop, preferably along Michigan Avenue, and must be accessible by public transportation.
2. **SPACE REQUIREMENTS.** The property must be approximately between 10,000 to 12,000 square feet.
3. **LEASE TERM.** The term of the lease should be for three (3) years with an option to extend;
4. **RENTAL RATE.** Rental rate be inclusive of Operating Expenses and Taxes;
5. **CONDITION.** Office space must be located in a commercial building, and should be move-in ready. The property must be handed over with the following minimum specifications:
 - a. Complete office fit-out, including, but not limited to, the following:
 - i. Consular area with 5 customer service windows;
 - ii. 7 executive rooms with desks, chairs, built-in cabinets;
 - iii. 13 office cubicles with desks and chairs;
 - iv. Conference room with conference tables and chairs (20-people capacity)
 - v. Reception area with a minimum capacity of 30 people;
 - vi. Event space with a minimum capacity of 80 people;
 - vii. Pantry;
 - viii. Storage room for supplies and records; and
 - b. Centralized air conditioning and heating system; and
 - c. All electrical and plumbing components must be in working condition at the time of transfer.
6. **PARKING.** There must be at least five (5) parking spaces that are exclusively available for use by the Consulate and employees. If the building does not have



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CHICAGO**



on-site parking space, there must be ample parking garages in the immediate vicinity of the building.

Bidders/ real estate agents are invited to submit their proposals to the Consulate via email chicagopcg@att.net. For questions, you may contact the Consulate from Mondays to Fridays, 9:00am to 4:00pm at 312-5830621.

The deadline for the submission of proposals is on 14 February 2025.


MELANIE RITA B. DIANO
Consul General and
Head of Procuring Entity

Chicago, 27 January 2025