



EAST LONDON MOSQUE &  
LONDON MUSLIM CENTRE

# INVITATION TO TENDER: **ISLAMIC WILL SERVICE**



East London Mosque & London Muslim Centre  
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[www.eastlondonmosque.org.uk](http://www.eastlondonmosque.org.uk)  
Charity Reg: 1122613

## 1. Purpose

This invitation to tender (ITT) is issued by the East London Mosque. The purpose of this ITT is to invite reputable law firm with a good track record of performance and experience to submit a proposal to our exclusive partner in delivering an 'Islamic Will Writing' service. If you believe your law firm is able to meet our requirements and would like to be considered, then please complete the application form.

## 2. At a Glance

The East London Mosque has a rich history spanning over 107 years. It is London's oldest mosque, now extended by the London Muslim Centre, Maryam Centre and the Synagogue building to form one of the largest and busiest Islamic centres in Europe. Over 1.7 million people pass through our doors each year. This has been by the Grace of Allah, Who has blessed us with generous support from the community.

- Over 32,000 come to ELM every week for congregational prayers
- More than 60,000 a week in Ramadan
- Thousands more every week benefit from our services, or hire our facilities for events and special occasions
- Hundreds attend our annual Islamic Will seminars in Bangla and English
- Our website had over 1.7 million user visits in a year
- The ELM Facebook page has over a quarter of a million likes

## 3. Vision & Mission

3.1 Our vision is to see a world of God consciousness, respect, dignity and justice.

3.2 Our mission is to Serve, Educate and Inspire.

### 3.3 **Our Values:**

- a) Live by the teachings of the Quran & the 'Messengers' sayings & actions
- b) Demonstrate selflessness, integrity, truthfulness, forgiveness, humility & modesty
- c) Treat each other and all people with respect, fairness and justice
- d) Continually acquire knowledge, learn and improve ourselves and help others to do the same
- e) Take responsibility, work as a team, build relationships and partnerships based on doing the right thing
- f) Have energy, enthusiasm, and the courage to lead
- g) Be accountable to each other; continually remember death, and fearing final accountability to Allah.



#### 4. Key Tender Deliverables and Expectations

This service will give an opportunity to promote your services and enhance the reputation of your law firm, whilst bringing a beneficial Islamic Will writing service to the community. The successful partner will work with ELM to:

- a) Publicise and market the Islamic Will writing service
- b) Educate the community via seminars and events on the importance of having an Islamic will in accordance with English law
- c) Hold initial contact surgeries and stalls at the ELM
- d) Provide at reasonable cost a will writing service
- e) Give a discounted rate for ELM referrals
- f) Encourage the giving of a charitable legacy
- g) List ELM as its exclusive mosque amongst any one charities

#### 5. ELM provision

ELM will:

- a) Publicise and market the service
- b) Educate the community via seminars and events on the importance of having an Islamic will in accordance with English law
- c) Provide facilities to hold surgeries and stalls
- d) Refer will writing requests exclusively to the successful partner

#### 6. Application process

You should apply using the attached application form; use additional sheets if required. The ELM will shortlist the most suitable companies to invite for an interview.

#### 7. Deadline for Submission

- a) The completed application form must be received by ELM via email by **Friday 23<sup>rd</sup> November 2018**.
- b) Email proposal to [Tozommul@londonmuslimcentre.org.uk](mailto:Tozommul@londonmuslimcentre.org.uk). Hard copy can be posted to: Senior Fundraising Officer, East London Mosque, 46 Whitechapel Road, London, E1 1JX
- c) For further information and/or clarification contact Tozommul on 020 7650 3008, email: [tozommul@londonmuslimcentre.org.uk](mailto:tozommul@londonmuslimcentre.org.uk).

## Application Form

Name of Law Firm	
Registered Address	
Contact Name	
Contact Number	
Email Address	
Position in the law firm	
How many years of experience do you have? (min 5 years' experience required)	
Do you have all of the required licenses to operate as a law firm? If so, what are they?	
How would your proposal benefit the East London Mosque (financially or in-kind) (please use a separate sheet if required)	
Why would your law firm be the best partner for our beneficiaries? (please use a separate sheet if required)	
Please provide name, address and contact number of two referees	Name: Address:  Contact No / Email:
	Name: Address:  Contact No / Email:
Are you related to any ELM Trustees or staff? If yes, please give the name of the person	

Signature: .....

Name: .....

Date: .....